

GRAYSON COLLEGE
Course Syllabus
HRPO 2301—Internet based course

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

HRPO 2301 B01NT Human Resources Management — 8-week format – Internet section
100% Internet course—Offline study time & preparation 1.5-3.0 hours per week—
Internet assignments 1.5-2 hours per week— all testing conducted online.

Professor Contact Information

Instructor name:	Dr. Wade T. Graves	E-mail:	Use Canvas
Office Phone:	903-463-8658	Course URL	http://www.grayson.edu
Office Location:	CIS 105B	Office Hours:	M-R 8-2 by appointment

Dr. Wade T. Graves is classified as a “Scholarly Academic” by the AACSB (Association to Advance Collegiate Schools of Business) under its 2016 and 2020 Business Accreditation Standards.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description – from college catalog

HRPO 2301 Human Resources Management
Behavioral and legal approaches to the management of human resources in organizations.
(R) NOTE: This course is designed as a part of the Applied Science Curriculum and is not designed to plug into a four-year degree plan.

Student Learning Outcomes

Upon completion of the course, the student is expected to be able to:

- Describe and explain the development of human resource management.
 - Evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.
 - Discuss management’s ethical, social, and legal responsibilities.
 - Assess methods of compensation and benefits planning.
 - Analyze the role of strategic human resource planning in support of organizational mission and objectives.
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Required Textbooks (ISBN # included) and Materials

1. **Textbook:** Cengage Unlimited is the required purchase. This course is built around Managing Human Resources, 18th Edition, Snell/Bohlander. Cengage Publishing.
2. **Internet Access:** High speed internet required for viewing of videos
3. **Computer:** Later model computer running Windows 7 or higher with a webcam and Google Chrome and Firefox installed. Respondus Lockdown browser and Respondus Monitor.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course Schedule – HRPO 2301 B01NT –8-week term

Semester	What's due?
Week 1	Syllabus Test & Chapter 1 Test
	Chapter 2 Test Case Study #1
Week 2	Managing Human Resources Video Test Lesson & Discussion board posts & Chapter 3 Test
	Case Study #2 Chapter 4 Test
Week 3	Case Study #3 & Chapter 5 Test
	Chapter 6 Test Case Study #4
Week 4	Chapters 7 Test
	Case Study #5 & Chapter 8 Test
Week 5	Chapter 9 Test & Paid Sick Leave Discussion
	Chapter 10 Test
Week 6	Case Study #6 & Chapter 11 Test
	Chapter 12 Test, Checklist, & Compensation Discussion
Week 7	Case Study #7, Checklist, & Chapters 13 & 14 Test
	Case Study #8, Chapter 15 Test, Checklist & Bon Qui Qui Discussion
Week 8	Final Exam Review & Checklist due. Final exam available
	Final Exam expires!! NOTE: This is Wednesday by 11:55pm!!
	Yes, you may feel free to work ahead. However, the grades will not be released (in most cases) until 3 working days after the due date.

Methods of Evaluation

Chapter Quizzes and Discussions—Each chapter will have a quiz that will be due the day before class each week. Online discussion requirements will be posted in Canvas.

Case Study Assignments. These assignments are designed to help you hone your writing and analysis skills. Value 200 points

An exam will be given over every chapter. There is also a Comprehensive Final Exam. These exams will be taken online via the course Canvas site. Dates for these tests are included in the Course Schedule above.

Grading

Points will be assigned as follows:

	Percent of Grade
Weekly Chapter Assignments	20%
Weekly Chapter Tests	28%
SoftChalk SCORM Modules	2%
Case Studies & Checklist Assignments	20%
Discussions and Attendance/Participation	10%
Comprehensive Final Exam	20%
Total	100%

The following scale will be used to determine the final grade:

Percentage Earned	Letter Grade
89.5%—100%	A
79.5%—89.4%	B
69.5%—79.4%	C
59.5%—69.4%	D
Below 59.5%	F

All grades will be entered in Canvas as they are completed.

Methods of Instruction

HRPO 2301.INT is an Internet class. Students will be responsible for completing the assignments, completing the tasks using the Mark Read feature, and exams on the course Canvas shell according to the class schedule above. Late assignments are not accepted.

Course & Instructor Policies

Extra Credit—Not available.

Late Work—Due dates are provided for all assignments. All deadlines are absolute and are designed to teach an important workplace competency. Late work will NOT be accepted.

Missed exams/assignments—If you miss an exam or assignment, you will receive a zero for that item. NO MAKE-UP work is available.

Attendance—Students are expected to log in at least 3 times per week to check course messages, participate in discussions, and submit assignments before the deadline.

Dropping the Class --- Students are required to meet with me in person before I will sign a drop slip.

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would

be made in accordance with state regulations.

Student Conduct & Discipline

Students are expected to maintain proper classroom decorum. When working with professors, staff, and other class members, students should always exercise respect, kindness, truthfulness, cooperation, and responsibility. If a student does not maintain proper classroom decorum, he/she will be asked to leave the classroom and, in extreme circumstances, the student will be referred to Student Life for further sanctions.

Cell phones—My policy is that cell phones be silenced and not be used during class. Any student caught texting or using their cell phone during class will be asked to leave the class.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GCC Student Handbook for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Level of technical competence

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GCC Canvas. Software requirements include Microsoft Internet Explorer 7.x or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GCC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly Harris, Title IX Coordinator (903-463-8714)

Ms. Logan Maxwell, Title IX Deputy Coordinator- South Campus (903) 415-2646

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found at the following URL on the College website: <http://www.grayson.edu/currentstudents/Academic%20Resources/index.html>

SCANS Competencies:

This list summarizes the SCANS competencies addressed in this particular course.

SCANS Competencies For HRPO 2301			
RESOURCES 1.1 Manages Time	INTERPERSONAL 2.1 Participates as a Member of a Team	INFORMATION 3.3 Interprets and Communicates Information	SYSTEMS (None for this course)
TECHNOLOGY (None for this course)	BASIC SKILLS 6.1 Reading 6.2 Writing 6.3 Arithmetic 6.5 Listening	THINKING SKILLS 7.1 Creative Thinking	PERSONAL QUALITIES 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty