

Syllabus for  
**MGT 353 – Human Resource Management**  
3 Credit Hours  
Spring 2021

I. COURSE DESCRIPTION

Management of human resources at the organizational level, including human resource forecasting, planning, and training and development. Topics include the legislative environment of human resource management, labor relations, job analysis, recruiting, performance appraisal, and compensation. Prerequisites: MGT 130

II. COURSE GOALS

- A. This course is taught to help students understand the concepts of human resources. While the assimilation of a particular body of knowledge is an important part of the course, it is more important that they understand human resource management, how it now affects and will affect them in future years, and how they will have to deal with those factors and variables of human resource management in relation to others in a business environment.
- B. The course helps students begin to build skills, abilities, habits, and attitudes that characterize a high performance human being.
- C. In line with the purpose of the management program, this course is designed to prepare students for an active role in the business world. Human resource management seeks to help students understand and effectively manage the organizational and dynamic human resources of a firm through planning, controlling, staffing, and directing. This course is part of a broader program to educate students who will be spiritually alive, intellectually alert, and physically disciplined to go into every man's world and be a positive influence on that world.
- D. In line with departmental goals and objectives, this course seeks to prepare students in the following areas:
  - 1. critical thinking (skills in reasoning, objectivity, analysis, interpretation, research or decision making relevant to the discipline).
  - 2. communication (abilities in areas such as written, oral, and/or media communication).
  - 3. broad interpretation of the dynamics of business within the social and professional context.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives - As a result of successfully completing this course through lectures, class discussion, and case assignments, the student will be able to do the following:

- A. Discuss human resource management roles, practices and procedures in organizations today.
- B. Apply human resource management principles to typical problems in staffing organizations domestically and globally.
- C. Prepare effective written communications on business problems and issues.
- D. Demonstrate effective oral presentation skills related to issues in human resource management.
- E. Demonstrate skills in analysis and critical thinking for human resource management in a global environment.
- F. Demonstrate new skills in the use of technology as applied to human resource management issues.
- G. Describe the ethical considerations in human resource management decision-making in organizations today.
- H. Discuss demographic diversity issues in organizations today.
- I. Explain the global, national and regional implications of human resource management planning and decision making.
- J. List the content objectives listed at the front of each text chapter.

IV. TEXTBOOKS AND OTHER LEARNING MATERIALS

Required Textbooks

- 1. Noe. (2018). Fundamentals of Human Resource Management., 7<sup>th</sup> edition  
McGraw-Hill. ISBN, 9781259686702

V. POLICIES AND PROCEDURES

- A. University Policies and Procedures
  - 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
  - 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.

3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers.
  - b. Failing to meet group assignment or project requirements while claiming to have done so.
  - c. Failing to cite sources used in a paper.
  - d. Creating results for experiments, observations, interviews, or projects that were done.
  - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding the Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting a Whole Person Assessment artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically

B. Course Policy and Procedures

1. College of Business Attendance Policy
2. Attendance Policy
  - a. In line with the University policy, attendance is mandatory and is taken at the beginning of class. All students who miss class including those who are administratively excused are expected to obtain class notes and materials and to turn in assignments within a reasonable time period determined by the professor. In business, employees are allowed personal days or sick leave to be absent from the job without penalty. Similarly, students may miss class up to the number of times per week a class meets without penalty (see table below). This allowance is for illness, personal business, and/or emergencies. The professor has the discretion to excuse any absence beyond those described above.
  - b. If a student has excessive *unexcused* absences, a penalty will be assessed as follows:

Number of days the class meets per week	Number of absences <u>not</u> resulting in a penalty	For <u>each additional day</u> the student incurs an unexcused absence beginning with absence number:	The student's total number of points will be reduced by*:
3	3	4	2%
2	2	3	3%
1	1	2	7%

\*Based on a 15-week semester and the number of days per week the class meets.

- c. Whether excused or unexcused, excessive absences may negatively impact the student's performance/grade and may cause the student to fail the course.
  - d. The professor has the prerogative to assign bonus points (if any) for perfect attendance.
3. Tardies
  - a. Tardy is defined as missing *any* portion of class.
  - b. Being consistently tardy to class is disruptive to the class and disrespectful to the professor and to fellow class members. This type of behavior is unacceptable in business. Thus, three unexcused tardies will be equal to one unexcused absence.
  - c. Depending on the amount of the class missed, makeup work may be required or a student may be marked absent for that class.
  - d. To not be counted absent altogether, the student is responsible to inform the professor that he/she was tardy immediately following that class.

C. Course Policies and Procedures

1. Evaluation Procedures
  - a. Grading Scale
 

Group Reports (2 @ 7.5)	15 points
Group Presentations (2 @ 7.5)	15 points
Discussion Leadership	10 points
Class Leadership	10 Points
Learning Journal (10 @ 1 each)	10 points
Quizzes (10 @ .5 each)	5 points
Professionalism & Participation	5 points
Extra Credit (5 point cap)	--
<u>Exams (3 @ 10 each)</u>	<u>30 points</u>
<b>TOTAL POINTS AVAILABLE</b>	<b>1000 points</b>
  - b. Grades are assigned on the basis of total points earned: x
    - A = 90% -100% (>89.4 points)
    - B = 80% - 89% (>79.4)
    - C = 70% - 79% (>69.4)
    - D = 60% - 69% (>59.4)
    - F = Below 60% (59.4 or less)

*I reserve the right to adjust (upward) borderline grades based on overall contribution to course.*
  - c. Final Exam must be taken at regularly scheduled time.
  - d. Pop quizzes may be given from time to time. The student must be in attendance in order to take the quiz, i.e., no makeup quizzes.
  - e. All exams/assignments/presentations must be taken/submitted/held at the time/date scheduled for the class/group/individual. A student will not receive any points for late work or if absent. Only authorized/administrated excuses give the right to request a late exam or to postpone assignments/presentations.
2. Course Assignments and Activities
  - a. Assigned chapters in the text are **to be read prior to the date in the course schedule** to insure more meaningful class discussions and exercises.
  - b. Academic Honesty
 

Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. See ORU Plagiarism policy here:

<http://www.oru.edu/current-students/my-academics/resources/plagiarism/index.php>
3. Whole Person Assessment Requirements: There are currently no WPA requirements for this class.
4. Professor's name: Dr. Jeffrey Paul
 

Office: 3F17 - Telephone: 918-495-6757 (cell - 918-277-9273)  
 Email: [jpaul@oru.edu](mailto:jpaul@oru.edu)  
 Office Hours: To be determined
5. Class meeting time/location: Mon/Wed/Fri 1:15pm – 2:05pm, GC 2A07

B. COURSE CALENDAR\*

To be determined.

*\* Course timing and due dates subject to change.*

**Human Resource Management — MGT 353**  
**Spring 2021**

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

<b>OUTCOMES &amp; Proficiencies/Capacities</b>		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical literacy			x	
1B	Spiritual Formation			x	
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking, creativity, and aesthetics	x			
2B	Global & historical perspectives		x		
2C	Information literacy		x		
2D	Knowledge of the physical and natural world			x	
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle			x	
3B	Physically disciplined lifestyle			x	
<b>4</b>	<b>Outcome #4 – Socially Adept</b> Proficiencies/Capacities				
4A	Ethical reasoning and behavior		x		
4B	Intercultural knowledge and engagement		x		
4C	Written and Oral Communication		x		
4D	Leadership capacity		x		

(Revised 8/15/18)