



**MGT360-101Z MANAGEMENT OF HUMAN RESOURCES**  
**Monday & Wednesday, 1-2:15 pm, DCOB 263**

**Jacksonville University, FALL 2022**

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**Office Hours:** MW 2:30-3:30 pm or by appointment. Please specify if you would like to meet in person (DCOB 125) or virtually (MS Teams). Visit <https://calendly.com/drsockbeson> to schedule

*This syllabus is informational in nature and is not an express or implied contract. It is subject to change due to unforeseen circumstances, as a result of any circumstance outside the University’s control, or as other needs arise. If, in the University’s sole discretion, public health conditions or any other matter affecting the health, safety, upkeep, or wellbeing of our campus community or operations requires the University to move to remote teaching, alternative assignments may be provided so that the learning objectives for the course, as determined by the faculty and the University, can still be met. The University does not guarantee specific in-person, on-campus classes, activities, opportunities, or services or any other particular format, timing, or location of education, classes, activities, or services.*

**Mask Policy**

**Jacksonville University requires all individuals, vaccinated and unvaccinated, to wear face masks while indoors on campus or at any learning site or facility operated by JU.** This policy, enacted August 3, 2021, will remain in place through the first 30 days of the fall semester (through September 15). At that time, we will re-evaluate to determine if this requirement can be lifted.

*Fundamental to Jacksonville University’s mission is support for an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles and the concept of Academic Freedom, this course may involve the discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner, they are not intended to persuade, and are not an endorsement of what you should personally believe.*

**COURSE DESCRIPTION**

This course provides analysis of various activities performed by management in the allocation, utilization, and conservation of human assets and resources. The course describes a conceptual understanding of the functional relationship of human resource management to the remainder of the management system.

**COURSE OBJECTIVES / LEARNING OUTCOMES**

**DCOB BBA Competency Goals & Objectives**

Competency Goal	Learning Objectives	Assignments
<b>1. Foundational Business Knowledge</b>	The student will demonstrate general business knowledge in: 4. management	Cases, in-class exercises, quizzes, tests
<b>2. Professional Communication Skills</b>	1. Oral Communication: The student will deliver a professional oral presentation.	Choice learning project, team project
	2. Written Communication: The student will effectively convey ideas through clear, concise, and professional writing.	Cases, Choice learning project, team project

<b>3. Effective Interpersonal skills</b>	1. Teamwork: The student will perform effectively as a team member	Team projects
	3. Diversity and Inclusion: Students will understand the benefits and challenges of diversity and inclusion in today's business environment.	Ch 4 in your text; Case 1; tests
<b>4. Analytical Skills</b>	1. Critical Thinking: The student will analyze problems and present an effective solution	Case studies, in-class assignments, team project
	2. Technology: The student will utilize business technologies to access, analyze, and communicate business information.	Excel Assignments

### Specific Course Learning Objectives

Students will achieve the following goals upon completion of this course:

- Students will be able to define and explain the primary functions of Human Resources Management.
- Students will be able to explain the major legal aspects of Human Resources Management.
- Students will be able to explain the role of human resources in organizational effectiveness.
- Students will utilize Excel to analyze HR data and draw conclusions and make recommendations.
- Students will perform effectively as team members
- Students will analyze HR problems and effectively communicate reasonable solutions

### FORMAT:

I will lecture as necessary to clarify concepts and provoke discussion. You are responsible for reading your textbook closely and bringing any questions you have to class. The majority of class time will be spent in discussion and activities. Research shows that engagement such as this is one of the best ways to learn. As a member of this class, you have a responsibility to be prepared (e.g., do the assigned reading ahead of time and bring questions), to attend class, and to participate.

### REQUIRED RESOURCES

- *Fundamentals of Human Resource Management: People, Data, and Analytics*, T. Bauer, B. Erdogan, D. Caughlin, and D. Truxillo
- ISBN: 9781544397276 OR 9781544377728
- Additional Readings Online & On Blackboard
- Laptop with webcam, keyboard, microphone, and Google Chrome installed.
- Headphones recommended.

### GRADING

#### COURSE GRADING SCALE

Letter Grade	% of Total Course Points
A	93-100%
A-	90-92%
B+	87-89%

B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	LESS THAN 60%

### **Points Available**

Choice Learning Project:	10%
Case Analyses (5, 1-2 pages each):	10%
Excel Assignments (5):	10%
Team Project:	20%
Tests (2):	35%
Participation/Quizzes/Homework	15%
-Homework & Quizzes:	6%
-Team project posts:	3%
-In-class participation:	6%

**Choice Learning Project:** This project puts control in your hands: you get to pick the topic and you get to pick the project. You will pick a chapter in our textbook to complete your project on; projects will not encompass the whole chapter, but will help elucidate **one topic** in that chapter. Your project will be due by the last day we cover the chapter in class. No more than 3 students can present on a specific chapter. Choice learning projects have both a written and a presentation component (5-10 minutes). **See Blackboard for more information on project options.** You will be required to provide information on your project topic (the video clips or articles you will be referencing, for example) to your classmates BEFORE your presentation so that they can be prepared and engage with you in class. These projects will be graded on relevance, the quality of your writing, the quality of your presentations, and class engagement. This is your opportunity to apply the concepts you are learning and to demonstrate that you can recognize these issues outside of the classroom. Have fun, but take it seriously! Some CLP's may have to be presented virtually. Please discuss with me whether you plan to present in person or online.

**Case Analyses:** Periodically throughout the semester, cases will be assigned for analysis. Your **individual** case analyses will be worth up to 10% towards your final grade. These will be assigned as homework, and we will discuss the cases in class after they have been turned in. These are individual assignments, not group work. Thus, you should complete these on your own and any outside research should be cited appropriately. Failure to do so will be considered academic dishonesty and treated accordingly. There will be 7 cases assigned; **you only need to complete 5 of them.** If you score poorly on one, you can do another to improve your case grade. **Late work will not be accepted without prior arrangement with me.**

**Excel Assignments:** Each chapter in our textbook has a data analytics extension using Excel. This will help you understand how HR managers use analytics and help build your technology competency. There will be 8 Excel assignments; **you only need to complete 5 of them.** If you score poorly on one, you can do another to improve your overall Excel grade, which is 10% of your grade in the class. **Late work will not be accepted without prior arrangement with me.**

**Tests:** There will be 3 tests over the course of the semester: one on Ch. 1-8, one on Ch. 9-16, and a cumulative final. Each exam will consist of true-false and multiple choice questions and short-answer/essay. Any material in the readings or presented in class (including class activities, not just the PowerPoint slides) may appear on an exam. If you take all exams, your lowest exam score will be dropped, so that your course grade is based on your two highest exam scores. If you are unable to take an exam during its scheduled time, then that exam will count as the one that you drop. Each exam is the property of the professor and should not be removed from the building. **Exams will be given on Respondus Monitor, so a webcam and Respondus-compatible computer is required for this course.**

**Team Project** The OH Department of Health is asking us to investigate DEI-related topics for their employees and selection system. More info about the organization and their goals for health equity: <https://odh.ohio.gov/know-our-programs/health-equity> Each team will provide a report and a presentation at the end of the semester. Details on the specific topics they want us to investigate and the final deliverables will be available by our first meeting on September 12. It is possible that different teams will have different topics to explore. **You will evaluate your teammates and yourself; these evaluations may impact your team project score and your participation score.**

**Participation** Attendance is **required**, but attending class alone does not equate to participation. Student participation in class is **highly valued and rewarded**. For class participation, you are expected to participate in class discussions and class exercises, come prepared throughout the semester, and be a responsible member of your project group. As with exams, students do not have the opportunity to make-up exercises/cases conducted during class sessions that they miss, and no late assignments will be accepted. **Please note that 15% of your grade is dependent on your attendance and active participation in the class, as an individual and in groups.** Do not come to see me the week before the semester is over and ask if there is anything you can do to raise your participation grade. You need to consistently participate throughout the semester. Students will be asked to complete homework assignments or responses to questions for key articles or exercises, and there will be in-class quizzes that will also impact your participation score. **No make-up quizzes will be given.** If you miss class or are late to class and miss the quiz, you will receive a 0. Blatant rudeness or other types of antisocial behavior will result in reduced points for the participation aspect of your grade. You are expected to conduct yourself in a professional and respectful manner, both towards the professor as well as toward your fellow classmates. Your contributions to your team and team project will also be considered in your participation grade.

## **POLICIES**

- **Assigned Readings:** Students are expected to have completed the assigned reading before the class in which the topic is covered.
- **Attendance:** I will take attendance, whether you are physically in class or attending virtually. Attendance is required and failing to attend class will negatively impact your participation grade. Students do not have the opportunity to make-up exercises/cases conducted during class sessions that they miss unless the absence is for a required university event, severe illness, or other excused reason. Due to the uncertainty that COVID-19 presents, extended absences may be necessary due to either illness or quarantine. Please work with the Student Life office to report your individual situation. If you will be absent and want to make up work, contact me BEFORE CLASS to make arrangements. **No advance notice, no make-up work**
- **Availability:** In addition to regular office hours and scheduled appointments, you can expect me to respond to your e-mail messages within 24 hours during weekdays unless there is a compelling reason for a longer delay. If you have an urgent need, please set a meeting with me. If you haven't heard from me after two days, a follow-up email is appropriate. Include in your email the class you are in and the topic/assignment you are writing about. Suggested openings include, "Dear Dr. Sockbeson," "Professor Sockbeson:," or "Dr. Sock:." "Hey," "Yo," or the absence of a greeting are not acceptable for professional correspondence. Use punctuation and proper capitalization and spelling. You are also expected to respond to emails promptly. Check your email often.

- **Make-Up Exams:** Make-up exams will be given for only for those missed for required university activities or documented emergency (e.g., you are in the hospital, death of a family member). If you miss for another reason, the missed exam will be the dropped grade and you will need to take the final or receive a 0. Exams are generally multiple-choice and true-false, with some short answer or short essay, but make-up exams may be essay exams instead.
- **Please plan to bring your laptop and headphones to class.** Wait for instruction to take them out.
- **Professional Conduct:** You are expected to take class seriously, come prepared, and treat your classmates and professor with respect. This includes not leaving in the middle of class, not arriving late, not holding side conversations while the professor or classmates are talking, etc. We will strive to create a psychologically safe environment where we can civilly disagree without attacking one another.
- **Late Work:** Late work is generally not accepted; assignments are due when they are due. If extenuating circumstances come up (severe illness, death of a family member), notify me BEFORE the assignment is due that your work will be late. There is always a grading penalty for turning in work late, generally 10% per day. Work that is turned in late without explanation/discussion with me will receive a 0.
- **Social Loafing:** Often when we work in teams, not all team members contribute their share. In order to avoid this problem, there is a “vote the loafer off the island” rule. If your team is having trouble with someone not attending meetings or doing his or her fair share, then tell me about it in writing **at least two weeks** before the project is due. I will try to mediate. If the problem persists, then you may vote to remove the person from your team. In this case, the person will not receive credit for the team project. He or she will be asked to complete an individual project for this aspect of the course grade.
- **Academic Honesty:** See the policies at the end of the syllabus. All students are considered to be honest and ethical until proven otherwise. Ethical behavior is extremely important for tomorrow’s managers and must be fine-tuned in college. Students will adhere to the highest professional and ethical standards. All work submitted will be the result of each individual’s, or in the case of a group project, each group’s, own efforts only. Any act of academic misconduct in this course will result in an F (or 0) for the assignment involved. Multiple instances may result in failure of the course. To see examples of what counts as academic misconduct, as well as the university-level consequences for academic misconduct, look to JU’s policy at [www.ju.edu/academicintegrity](http://www.ju.edu/academicintegrity).
- **Citations:** We will use APA format in this class for all papers and posts which cite outside sources.
- **Updated Syllabus:** This syllabus is a living document. Changes may be made during the semester. An up-to-date syllabus will be posted on Blackboard, and changes will be announced in class.

### Tentative SCHEDULE OF READINGS & ASSIGNMENTS

Date	Topic	Work Due by class time	In Class
M 8/8	Introductions		Reviewing syllabus, introductions; What is the most important HR function?
W 8/10	Ch 1 & 2, Team Preparation	CATME survey Teammate Interview Questions due Read Ch 1 (p. 3-18; HRM as a profession section is optional, but read everything before that); Read Ch 2 (p. 40-46 and review key terms on BB Ch 1 & 2 lectures	Ch 1 & 2 Sticky Points Teammate Interviews
M8/15	Ch 4: Diversity	Read Ch 4; Review Ch 4 lecture videos; Ch 2 & 4 homework	Ch 1 & 2 sticky Points Ch 4 sticky points Ch 4 Excel Extension Tutorial

W 8/17	Ch 4: Diversity	Ch 4 Excel Extension: Chi Sq	Adverse Impact practice- bring laptop or tablet to class, if possible! Bon Appetit discussion
M 8/22	Ch 4/ Ch 5 Job Analysis	Read Ch 5; Ch 5 Video lecture & quiz Case 1 Due: EEOC v. DaleCorp	Case 1 Discussion Ch 5 sticky points Work on team contract
W 8/24	Ch 5 /6 : Recruitment	Team contract due Read Ch 6 Ch 6 lecture video quizzes	Ch 6 sticky points Maddie CLP Recruitment activity Testing Respondus Quiz
M 8/29	Ch 6		Assessment plan Activity
W 8/31	Ch 7: Selection	Read Ch 7 / Review lecture Ch 7 Homework Assessment plan due Ch 6 Excel extension: Pivot Table	Selection Activity
M 9/5	Labor Day- No Class		No Class
W 9/7	Ch 6/7	Read Blind Hiring Article Case 2: Google due Ch 7 Excel Extension: correlation & Regression	Recruitment & selection debrief Blind Hiring discussion Cam CLP
M 9/12	Ch 8: Training	Read Ch 8 / Watch lecture Recruitment & Selection wrap-up	MEETING With ODH about team project! Ch 8 Sticky Points
W9/14	Ch 8		University Hospital Exercise Wrap-up Test Review Monet & Eduardo CLP
M 9/19	Test 1: Ch 1-8		Test 1 via Respondus
W 9/21	Ch 9 & 10: Performance Management / Retention	Read Ch 9 & 10/watch lectures Case 3 (Igloo) due Ch 9 & 10 Homework CATME 1 <sup>st</sup> Teammate eval	Logan G CLP Renee CLP Natalie CLP Ben CLP PM exercise ; Case 3 discusson
M9/26	Ch 11: Rewarding Employees	Ch 8 Excel Extension: T-test Read Ch 11 (p. 249-257, 261-269), lecture Case 4 due: Deloitte	Hogan CLP Nhu CLP We R Great

W 9/28	Ch 11	Case 5 due: US Women's soccer team First team feedback due	Case discussions Sam CLP
M 10/3	Ch 12 : Managing Benefits	Read Ch 12 (p. 277-284, skim 289-294), review lecture Ch 11 Excel Extension Ch 11 & 12 Homework	Brooke CLP Aden CLP
W 10/5	Ch 12 & 13: Employee and Labor relations	Case 6 due: Care.com	Daniela CLP Danielle CLP Pam CLP Case discussion
M 10/10	Ch 13: Employee and Labor Relations	Read Ch 13 (301-306, 309-315, 317-321), review lecture Ch 12 Excel Extension Ch 13 Homework	Ali CLP
W 10/12	Ch 13	Ch 13 Excel extension: Heat Map	Aurora CLP Sammi CLP
M10/17	Ch 14: Safety & Well-Being	Read Ch 14 (through p. 346), review lecture video Ch 14 homework	Demi CLP Covid discussion
W 10/19	Ch 14/15	Ch 14 Excel Extension	Maxine CLP Trevor CLP Brian CLP
M 10/24	CH 15: International HR	Read Ch 15 (p.353-361, 364-370) review lecture Case 7 due: Train safety	Brianna CLP Leo CLP Case 7 discussion
W 10/26	Peer Review session		Peer Review / Test Review
M 10/31	Test 2: Ch 9-15		Test 2
W 11/2	Team Presentations		
M 11/7	Team Presentations		
W 11/9	Team Presentations / Final Review	Team Papers due / Teammate Evals	
11/16 3-5:30	Final Exam		Final Exam

**Class schedule is subject to change. An up-to-date syllabus will be posted on Blackboard and announced in class or via email. It is your responsibility to check Blackboard and email frequently.**

**ACADEMIC HONESTY:**



“Members of the Jacksonville University community are expected to foster and uphold the highest standards of honesty and integrity, which are foundations for the intellectual endeavors we engage in. To underscore the importance of truth, honesty, and accountability, students and instructors should adhere to the following standard:

***I do not lie, cheat, or steal, nor do I condone the actions of those who do***

Academic misconduct occurs when a student engages in an action that is deceitful, fraudulent, or dishonest regarding any type of academic assignment that is intended to or results in an unfair academic advantage. In this context, the term “assignment” refers to any type of graded or ungraded work that is submitted for evaluation for any course. Academic misconduct includes but is not limited to cheating, collusion, falsification, misrepresentation, unauthorized collaboration on assignments, copying another student’s work, using or providing unauthorized notes or materials, turning in work not produced by the individual, and plagiarism. Furthermore, providing deceitful, fraudulent, or dishonest information during discussions of an academic manner with faculty are also examples of academic misconduct.” (Jacksonville University Academic Catalog)

Throughout this course we will be reading and reporting about the work of others. All information that is not original to the student must be appropriately attributed in both presentations and written work. All students are expected to do their own work and give appropriate credit for all sources used in the process of preparing papers, presentations, and homework assignments. Group assignments will be graded based on the product of the work, although some adjustment may be made for participation. [If you have a question about whether or not collaboration is allowed, or how to cite a reference, please ask. It is always better to check than to be accused of an unintended violation of the academic honesty policy.] Violations of the academic honesty policy will be dealt with in accordance to university policies [Refer to current Academic Catalog “Academic Integrity and Misconduct”].

**Course Level Penalties:** A first offense may result in a failing grade (or 0) for the assignment. Second offenses may result in failure in the course. Significantly egregious violations may result in expulsion from the university. **When in doubt, give credit for all information that did not come directly out of your head!**

**COVID-19 Accommodations**

Students requesting accommodations due to COVID-19 must work with the Disability Support Services (DSS) office. This office is located on the third floor of the Davis Student Commons, room 336. The office can also be contacted through their website (<https://www.ju.edu/disabilityservices/index.php>). This includes any request to complete class remotely.

**DISABILITY STATEMENT:**

Students with a documented disability requesting classroom accommodations or modifications, either permanent or temporary, resulting from the disability are encouraged to register with the Disability Support Services (DSS) office. This office will assist in recommending accommodations that eliminate barriers in academic coursework and/or guide you through the different supportive mechanisms that we have to offer. This office is located on the third floor of the Davis Student Commons, room 336. The office can also be contacted through their website (<https://www.ju.edu/disabilityservices/index.php>).

Note: Students are encouraged to register with the DSS office at the beginning of the term and/or prior (if/when possible), as accommodations are not provided retroactively.



## **Confidentiality/Title IX:**

I am always happy to meet with you to talk about topics related to class or coursework issues you are having. I am also happy to lend an ear if you want to talk about how campus life is going for you. However, you should be aware that although I will do my best to respect your privacy, I cannot promise confidentiality about everything you may tell me. “Please be aware that all JU employees, including professional staff, faculty, coaches, and certain student staff, such as Resident Advisors, are considered responsible faculty and staff and must report cases of sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. The Title IX Coordinator and/or a Deputy Title IX Coordinator will ensure that the University responds to all reports in a timely, effective and consistent manner.” (<https://www.ju.edu/titleix/report-incident.php>) If you would like more information about confidential reporting options, please see the JU Title IX site: <https://www.ju.edu/titleix/report-incident.php>

No one has to do everything, but everyone has to do something. What’s Your Green Dot?: [ju.edu/greendot](http://ju.edu/greendot)