

University of North Texas at Dallas
Fall 2024
DISTANCE EDUCATION SYLLABUS

MGMT 3860.0071 Human Resource Management - 3 hrs.

Department of	Management/School of Business
Instructor Name	John Hubbard, Ph.D. EDFP, CEcD, PCED
Office Location	Founders Hall – Rm. 321
Office Phone	972-338-1369
Email Address	John.Hubbard@untDallas.edu For non-course related email only. Please send Course related messages from Canvas.
Office Hours	Wednesday: 6:00 pm – 8:00 pm
Virtual Office Hours	<p>Virtual Office Hours. I will be available for virtual office hours using Zoom three times a week during the semester. I also will be available for virtual meetings during other hours by appointment. My online virtual hours are:</p> <p>Monday: 10:00 am – 12 noon Tuesday: 2:00 pm – 4:00 pm Wednesday: 6:30 pm – 8:00 pm</p> <p>The meeting times are scheduled in 15-minute increments. Please schedule additional sessions (up to four) if you think you if you think you need more time. Here is the link to set up the virtual appointments:</p> <p>https://calendly.com/drjohnhubbard/hubbard-virtual-office-hours?month=2020-08</p>
Course Format/Structure	Online (Internet) Course
Classroom Location	Online

Class Meeting Days & Times	Online
Course Catalog Description	<p>MGMT 3860. 3 hours.</p> <p>An introduction to personnel management. Topics include employment, placement and personnel planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations. Open to non-business majors. Course Typically Offered: Fall, Spring, and Summer.</p>
Prerequisites	Not applicable.
Corequisites	Not applicable.
Required Reading	<p>Human Resource Management, 15th Edition – Cengage Learning; ISBN: 978-1-305-50070-9 Authors: Robert L. Mathis, John H. Jackson, Sean R. Valentine, and Patricia A. Meglich</p>
Recommended Reading & References	<p>Supplement: Chapter 3; Fair Pay Act – Article (See Module 3).</p> <p>Supplement: Chapter 4; Five Stages of Teams (See Module 4).</p>

Access to Learning Resources	<p>UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library</p> <p>UNT Dallas Bookstore: Phone: (972) 780-3652; Website URL: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com</p> <p>UNT Dallas Learning Commons (formerly Writing Center): Need tutoring services? Schedule an appointment today at: https://www.untdallas.edu/learning/schedule-appointment/ phone: (972) 338-1755; Student Center – 2nd Floor web: https://learning.untdallas.edu/writing email: lcwriting@untdallas.edu</p>
Canvas Resources	<p>Canvas Help for Students:</p> <p>Browser and Computer Requirements for Canvas: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66</p> <p>Access Canvas via untdallas.instructure.com</p> <ul style="list-style-type: none"> • Username: your EUID # • Password: your password
	<p>Canvas 24/7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources:</p> <p>Web: Canvas Student Guide</p> <p>Contact Distance Learning & Instructional Technology (DLIT) Email: distancelearning@untdallas.edu</p>

Course Overview

Course Goals/Overview:

The goal of this course is to introduce students to the prominent features relative to human resource management and the role it plays in the overall management process.

Learning Objectives/Outcomes:

At the end of this course, the student will be able to:

1. Define and comprehend the fundamental nature of human resource management (**HRM**)—core principles, practices, and policies.
2. Discuss and explain personnel-related operational processes re: strategy/planning, jobs and job analysis, recruitment and placement, Equal Employment Opportunity (EEO), training and development, and performance management and appraisal.
3. Develop knowledge and increase understanding in the areas of compensation, benefits, employee rights and responsibilities, labor matters, and health and safety/security.
4. Interpret and apply general human resource techniques re: employee relations and retention/problem solving/critical thinking.
5. Produce high-quality article reviews on current HR-related topics.

NOTE: The intent of the book Human Resource Management is **not** to train all who read it to be HR managers, but rather to help you better understand the duties HR must accomplish (p.32).

Distance Education Course Outline and Discussion Topics

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Fall Semester: August 26, 2024 – December 14, 2024

NOTE: See Canvas Home Page/MODULES – **Assignments due @11:59pm** on specified due dates.

See individual Canvas MODULES for the required **Critical Thinking Challenge (CTC) Templates.**

Schedule	Topic	Activities	Due Date @11:59PM
Week 1 8/26	Module 1 -- Read: Chapter 1 HRM in Organizations	Canvas Orientation Quiz Discussion: Introductions Critical Thinking Challenge—CTC-1; Chp1: Business Ethics Legislation Weekly Chapter Reflections-1	8/28/24 8/30/24 8/28/24 8/30/24
Week 2 9/2* CAMPUS CLOSED 9/2/24* Labor Day	Module 2 -- Read: Chapter 2 HR Strategy & Planning	CTC-2; Chp2: Talent Surplus Weekly Chapter Reflections-2	9/4/24 9/6/24
Week 3 9/9	Module 3 -- Read: Chapter 3 Equal Employment Opportunity	Article Review – 1 Weekly Chapter Reflections-3	9/12/24 9/13/24

	(Supplement: Article/Fair Pay Act...See Canvas)		
Week 4 9/16	Module 4 -- Read: Chapter 4 Workforce, Jobs, & Job Analysis (Supplement: Five Stages of Teams...See Canvas)	Test-1 (Chp. 1-3) Chp4; Job Description (JD) Comparison Weekly Chapter Reflections-4	9/20/24 9/19/24 9/20/24
Week 5 9/23	Module 5 -- Read: Chapter 5 Individual/Organizati on Relations & Retention	CTC-3; Chp5: Job Expectations Weekly Chapter Reflections-5	9/25/24 9/27/24
Week 6 9/30	Module 6 -- Read: Chapters 6 and 7 Recruiting High- Quality Talent Selecting Human Resources	CTC-4; Chp7: Unconscious Biases Weekly Chapter Reflections-6 and 7	10/2/24 10/4/24
Week 7 10/7	Module 7 -- Read: Chapter 8 Training Human Resources	Test-2 (Chp. 4-7) Weekly Chapter Reflections-8	10/11/24 10/11/24
Week 8 10/14	Module 8 -- Read: Chapter 9 Talent, Careers & Development	CTC-5; Chp9: Myers & Briggs - MBTI Assessment Weekly Chapter Reflections-9 Discussion: Mid- Term Feedback	10/16/24 10/18/24 10/17/24

Week 9 10/21	Module 9 -- Read: Chapter 10 Performance Management & Appraisal	Chp10; Performance Appraisal Comparison Weekly Chapter Reflections-10	10/24/24 10/25/24
Week 10 10/28	Module 10 -- Read: Chapter 11 Total Rewards & Compensation	Test-3 (Chp. 8-10) CTC-6; Chp11: Compensation Policies	11/1/24 10/30/24
Week 11 11/4	Module 11 -- Read: Chapter 12 Variable Pay & Executive Compensation	CTC-7; Chp12: Variable Pay Popularity	11/6/24
Week 12 11/11	Module 12 -- Read: Chapter 13 Managing Employee Benefits	Article Review – 2	11/14/24
Week 13 11/18	Module 13 -- Read: Chapter 14 Risk Management & Worker Protection	CTC-8; Chp14: OSHA Social Security Email Confirmation	11/20/24 11/21/24
Week 14 11/25 CAMPUS CLOSED 11/28 - 11/29 Fall Break	Module 14 -- Read: Chapter 15 Employee Rights & Responsibilities	CTC-9; Chp15: Organizational Justice Discussion: Final Feedback	11/27/24 11/27/24
Week 15 12/2	Module 15 -- Read: Chapter 16 Union/Management Relations	CTC-10; Chp16: Unionization_ Laws Discussion: Top 3 Favorite Chapter Readings	12/4/24 12/5/24

		<u>“All overdue assignment submissions should be completed. Late deduction will be applicable.”</u>	12/5/24
Week 16 12/9	(NO EXEMPTIONS FROM EXAM)	FINAL EXAM	12/11/24

The single most important aspect of chapter reading & study is the students’ understanding of the context. –Ing

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- Tests/Exams – written tests designed to measure knowledge of presented course material.
- Assignments/Activities – written assignments designed to supplement and reinforce course material (assess learning).
 - **Must be typed** and submitted weekly on the specified due date. Automatic deductions will be applied, if late.

Grading Matrix:

Instrument	Value (points/percentages)	Total
Article Reviews	2 Assignments – 20 points each	40
Critical Thinking Challenges - CTC	10 Assignments – 10 points each	100
HRM – Weekly Chapter Reflections	10 Entries – 5 points/per entry	50
Job Description - Comparison	1 Assignment	10

Social Security Confirmation	1 Assignment	5
Performance Appraisal	1 Assignment	5
Tests – 1 and 3	2 Tests – 60 points each	120
Test – 2	1 Test – 80 points	80
Final Exam	1 Final Exam – 100 points	100
Total		510

All course requirements are graded using points.

At the end of the course, the points are converted to a letter grade using the scale below.

All grades will be maintained in the online Canvas gradebook—enrolled students always have accessibility.

Grade Determination:

A = 459 points and above

B = 408 – 458 points

C = 357 – 407 points

D = 306 – 356 points

F = 305 points and below.

NOTE: In keeping with **academic integrity**:

- Final scores/grades are non-negotiable (no exceptions) –they must be **earned**.
- Final scores/grades will **not** be curved, rounded, or adjusted.
- Extra credit** is **not** offered for this course.
- Do **not** request extra credit at the end of the semester to raise your grade. It is **not** fair to other students.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at

<https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>.

Assignment Policy:

See pages 4-7 for weekly schedule and Canvas Home Page/Module for specified due dates.

All online submissions need to be completed by **11:59pm, Central Time** of the due date. See page 4.

Late assignments will receive an automatic 50 percent deduction.

Proper editing is **required** in this course for **all assignments** (i.e., writing mechanics such as spelling, grammar, punctuation, capitalization, etc.).

See individual Canvas MODULES for the required **Critical Thinking Challenge (CTC) Templates**.

CTC template **must** be used—if not used, will receive an automatic two (2) point deduction.

NOTE: All assignments should be **typed**, include header with student name, course name/number, date, and topic.

Do not submit any .Pages File(s) – unable to open. A **zero** will be posted for the assignment.

Deductions will be made accordingly for late work, missing information, minor and major errors (See Canvas Comments for discrepancies).

Exam Policy:

Exams should be taken as scheduled.

No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>). They will be taken **on campus** solely at the instructor's discretion. This applies to both on-campus and online courses.

- **Do not** miss taking any scheduled quiz/exam.
- **No retakes** will be allowed for quizzes/tests/exam(s).
- All quizzes/exams are timed.
- Do **not** open an online quiz/exam until you are ready to begin. Once opened, the timer starts.
- Must use **reliable** computer equipment when taking quizzes and/or exams. The campus **General Access Computer Labs** are always available for your use (Founders Hall 135).

- Students are expected to exercise a high-level of academic integrity during all quizzes/tests/exams—there will be NO textbook, NO notes, nor help from another student/or any other party allowed when testing.

Other Course Specific Policies:

See **Canvas Home Page | Course Overview & Information** for all other practical instruction such as:

Grading Policies/Evaluation Methods

Grade Breakdown

Instructor's Response Time

Effective Online Communication (EOC)

Rubrics

Special Note:

The **deadline** to file for an incomplete for the course (16-week session) is: **December 5.**

In order to receive an incomplete in this course, the Grade of Incomplete Form posted on the Registrar forms site must be completed, signed and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. For other questions related to grade of incomplete, contact Dr. Dawn Sales, Assistant Provost, at dawn.remmers@untDallas.edu.

Email Policy:

The University email policy is in effect for this course. This policy addresses expected standards for university e-mail usage and other electronic communications.

Individuals must **not** send, forward or receive confidential or sensitive university information through non-university e-mail accounts (e.g., Yahoo, AOL, Hotmail, Gmail, or any other e-mail service provided by other Internet Service Providers). Section - Procedures and Responsibilities; Page 2 – vi. Please refer to Policy 14.001 at

https://president.untDallas.edu/sites/default/files/14.001_electronic_communication.pdf

NOTE: Students should use the university email network system. Therefore, any email sent via any of the above-mentioned non-university or corporate accounts will **not** receive a response.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e., MyLab, Pearson, etc.) may NOT be

fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Artificial Intelligence (AI):

The use of virtual assistance such as Grammarly is permitted for editing purposes to increase overall efficiency and accuracy in writing assignments only. Independent work is encouraged.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Etiquette:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and

Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

NOTE: Weekly Zoom is for general course instruction/information purposes. Contact the instructor via email to schedule one-on-one discussions, if needed.

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Classroom Disruption:

Students are expected to engage with the instructor and other students in this class in a **respectful and civil manner** at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any

other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at

<https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>)

describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:

Student evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Bad Weather Policy:

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet, or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook, and Twitter with closing information as soon

as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are **due as scheduled**.

Technology Assistance:

To successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the second page of the syllabus.

Browser and computer requirements for Canvas:

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66>

If you experience difficulty accessing or using components of the course, try using the Google Chrome browser. If the problem is still not resolved, call Canvas 24/7 Help Desk at the phone number listed on the second page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- <https://community.canvaslms.com/docs/DOC-10701student>

NOTE: Access to a reliable computer with an internet connection is imperative.
Always have a back-up plan.