University of North Texas at Dallas
Fall 2025
SYLLABUS

MGMT 5310: Employment, Placement, and Personnel Planning
3 Credit Hours

Department of	Management		Division of	School of Business

Instructor Name:	Dr. Christopher DeClerk
Office Location:	Founders Hall 324
Office Phone:	972-338-1144
Email Address:	Please use messages feature in Canvas. In an emergency, please email me with the course number in the subject at Christopher.DeClerk@untdallas.edu. Communicating electronically is preferred given this is an online class.
Office Hours:	Via email throughout the week or in-person Mondays 6:00-10:00 PM
Classroom Location:	Online
Class Meeting Days & Times:	This is a fully online course

Course Catalog Description:	MGMT 5310 – Review of the basic elements of employee performance, with analysis of the factors involved in employment, placement, and personnel planning. This course blends theory and practice so the student may better understand the policies and procedures required for recruitment selection and personnel planning.
Prerequisites:	None.
Co-requisites:	None.
Required Text:	Heneman III, J., Judge, T. & Kammeyer-Mueller, J. (2018). *Staffing organizations*. (9th ed.). New York: McGraw-Hill Irwin. ISBN 978-1259756559.
Recommended Text and References:	None
Access to Learning Resources:	UNT Dallas Library: phone: (972) 338-1616; web: http://www.untdallas.edu/our-campus/library UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:

- The learning objectives of this course are as follow:
- Develop an understanding of the foundations of measurement for human resource selection.
- Understand the role of job analysis in HR selection.
- Introduce students to predictors of job performance.
- Provide students with an understanding of the social, political, and legal environment affecting the personnel management function.
- Encourage students to examine measures of job performance critically.

Learning Objectives/Outcomes: At the end of this course, the student will be able to

- Describe and synthesize the types of metrics used to make employment-related decisions.
- Describe and synthesize the types of metrics used to make decisions about the staffing process.
- Explain and apply an understanding of the laws and regulations that affect employment related decisions and actions
- Explain the role of diversity in the workplace, identify the factors that may affect diversity in the workplace and summarize how to legally and ethically comply with both diversity goals and regulations.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will announced in the online classroom.

Wk	Date	Module	Text Chapters	Activities
1	10/20-10/26	Staffing Models & Legal Compliance	1&2	Discussion Board Quiz 1
2	10/27-11/2	Planning & Job Analysis	3&4	Discussion Board Quiz 2
3	11/3-11/9	Recruitment	5&6	Discussion Board Quiz 3
4	11/10-11/16	Measurement	7	Exam 1 (Chapters 1-7)
5	11/17-11/23	External Selection	8&9	Discussion Board Quiz 4
6	11/24-11/30	Internal Selection and Decision Making	10/11	Discussion Board Quiz 5
7	12/1-12/7	Final Match and Staffing System Management	12/13	Discussion Board Quiz 6 Team Presentations Due
8	12/8-12/12	Retention Management	14	Exam 2 (Chapters 8-14)

Assignment Point Values for Course Evaluation

Item	Qty	Points Each	% of Grade
Discussion Boards (DBs)	6	4	24%
Quizzes	6	3	18%
Exams	2	20	40%
Team presentation	1	18	18%
		Total	100%

Final Grade Determination

Final %	Letter Grade
90% and up	A
80%-89%	B
70%-79%	C
60%-69%	D
59% and below	F

Percentages between letter grades will be rounded to the closest letter grade

Quiz and Test Essay Question Grading Rubric

Criteria	Weight
Answer is at least 250 words	20%
Answer addresses the question well	40%
Includes min of 1 APA cited/referenced source	20%
Grammar, spelling, and academic tone/respect	20%
Total:	100%

Discussion Board Grading Rubric

Criteria	Weight
Initial post is at least 250 words	10%
Initial post addresses the question well	20%
Initial post includes 1 APA cited/referenced source	10%
Reply posts: minimum of two 100 word posts	10%
Reply posts: tied to other post/advances discussion	20%
Reply posts: use one cited/referenced APA source	10%
Grammar, spelling, and academic tone/respect	20%
Total:	100%

Presentations Grading Rubric

Criteria	Weight
Included one scholarly reference per 3 slides	10%
Cited sources on slides & APA reference page	10%
Included graphics/charts/tables as appropriate	10%
Appropriate amount of text on screen	10%
SPEAKER NOTES script	10%
Theory and presenter's ideas woven together	25%
Met assignment objectives	25%
Total:	100%

<u>**University Policies and Procedures**</u>

Students with Disabilities (ADA Compliance):
The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation 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 accommodation 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 UNTDdisability@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.

<u>NOTE</u>: 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.

<u>Web-based Plagiarism Detection</u>: 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 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).

Classroom Disruption:
Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner 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 because 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 are 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 (as the instructor) 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.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking
UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untdallas.edu or file a report here.

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX
UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untdallas.edu The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

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 Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.
If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:
- UNT Dallas Canvas Technical Requirements: https://community.canvaslms.com/docs/DOC-10721
- Canvas Instructure Support & Unsupported Operating Systems: https://community.canvaslms.com/docs/DOC-10720

Access to Learning Resources	**UNT Dallas Library:**
	    Phone: (972) 338-1616;
	    Website URL: http://www.untdallas.edu/library
	UNT Dallas Bookstore:
	    Phone: (972) 780-3652;
	    Website URL: http://www.untdallas.edu/bookstore
	    Email: untdallas@bkstr.com

Canvas Resources
Supported Browsers:
• Chrome
 	
Supported Devices:
• iPhone
• Android
• Chromebook
Note: Tablet users can use the Canvas app
 	
Screen Readers:
• VoiceOver (Safari)
• JAWS (Internet Explorer)
• NVDA (Firefox)
Note: There is no screen reader support for Canvas in Chrome
	Getting Help with Canvas:
	Canvas 24/7 Phone Support for Students: 1-833-668-8634
	Canvas Help Resources:
	
	Canvas Student Guide -
	https://community.canvaslms.com/docs/DOC-10701
	For additional assistance, contact UNT Dallas Distance Learning:
	    DAL1, Room 157
	    Email: distancelearning@untdallas.edu
	
	If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.
	
	If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.