COURSE SYLLABUS
MAN3301: Human Resource Management
School of Information Systems and Management
Muma College of Business, University of South Florida

Semester: Spring 2023
Class Meeting Time: from January 10 to May 5, 2022
Class Meeting Location: Online
Instructor: Prof. Terry A. Boyd
Office Location: BSN 3516
Office Hours: 5:00 – 6:00PM Thursdays (from August 23 to December 10, 2021) or by appointment
Email: boyd56@usf.edu

I.   Welcome Message

Welcome to Human Resource Management. This course will introduce you to concepts found in the human resource literature that will help you as you progress in your career. This course will help you to become fully acquainted with the academic concepts of HRM and apply them to day to day situations at the workplace. The course will be taught from the perspective that you are or will someday be a leader in an organization with a grasp of the benefits of HRM.

II.   University Course Description
Credit(s): 3

To develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. A study of the major functions in personnel including job analysis, manpower planning, selection, performance evaluation, training, and wage and salary administration.

III.   Course Prerequisite(s): MAN 3025 with a minimum grade of C-

IV.   Course Overview/Description

An examination of the theory and practice of human resource management, including assisting students with building skills needed to recruit, select, train, and develop people. The course is design to assist the student with the application of human resource skills developed by presenting the course in five phases: 1) Mission/Values; (2) Producing staffing to achieve organizational goals; (3) Sustaining quality staff; (4) Appropriately supporting employees; and (5) Societal responsibility.

V.   **Learning Goals**

The course is divided into quarters with each focusing on specific reading assignments and examinations. To be successful, students should be prepared for each week by reading prior to accessing lectures and prepare for participation via blog assignments. Each week will include discussions that will challenge students to:

1. Comprehend and explain major theories, concepts, and principles of human resource management
2. Apply major theories, concepts, and principles of human resource management correctly in new situations
3. Analyze issues of human resource management using appropriate methods and
4. Create and evaluate solutions based on scientific knowledge and evidence.

VI.   **Course Objectives**

At the end of this course students should be able to:
1. Describe the major HRM discipline areas
2. Understand the purpose for managing human resources
3. Describe the major equal employment opportunity laws specifying the groups of people each law protects, and explain the two primary types of sexual harassment and how to avoid them
4. Summarize the four methods for shaping employee behavior
5. Discuss the difference between performance management and performance appraisals
6. Identify the basic issues that make up an organization' compensation strategy and
7. Identify the factors required in a good code of ethics.

VII.   **Course Topics**
Include (but not limited to):
Mission/values of the organization and its relationship to HRM, staffing, employee training/development, compensation, and societal responsibility of the organization.

VIII. **Textbook**
Lussier, Robert N. and Hendon, John R. (2020) Fundamentals of Human Resource Management (2nd edition). Canada: Sage.

IX.   **Reading Assignments**

Parts (weeks of Course)	Chapters	Topics
Part One: weeks 1-3	1, 2, and 3	HRM Environment
Part Two: weeks 4-6	4, 5, and 6	Staffing
Part Three: weeks 7-9	7, 8, and 9	Developing and Managing
Part Four: weeks 11 – 12	10 and 11	Compensation, Incentives and Benefits
Part Five: weeks 13 - 14	12 and 13	Workplace Safety, Health and Diversity

X.   Basis for Final Grade

Assessment Item	% of Grade	Points
Participation/Blogs	20	100
Quizzes (25 points each)	30	75
Mid-term	20	50
Final Exam	30	100
Total	**100%**	**325**

Grade	Points	Performance
A	292 – 325	Excellent
B	260 – 291	Good
C	227 – 259	Average
D	195 – 226	Poor
F	< 195	Failure

XI.   Course Assessment Types

Participation/Blogs (20%): Your active participation is vital to the learning process. Participation will include following instructions for blog activity. You will be responsible for submitting your blog in a timely manner.

Quiz (30%): There will be 3 quizzes (25 points each) based on the classroom discussions and reading content to ensure you are aware of the main takeaways from each of the lectures/sessions. Quizzes administered on Canvas.

Mid-term Exam (20%): The mid-term exam will be based on course content covered throughout the course to the date of exam. It will provide a means of assessment of where the student stands midway in the course. Mid-term will be administered on Canvas

Final Exam (30%): The final exam will be accumulative based on the lectures and readings from the assigned text. There will be both multiple choice and true/false questions. Exam will be administered on Canvas.

XII.   Tableau Assignment

USF has launched a Citizen Data Science Certificate program for the undergraduate students at the MUMA college of business. This program is a joint program with Tableau. Please refer to the Tableau presentation (Links to an external site) or the video (Links to an external site) to learn more about the program. These links can be found on the Canvas Assignment page. Note: this assignment will generate up to 10 extra credit for the Human Resource Management Course.

XIII.   Course Policies on Grades

Grades of Incomplete:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a

student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

XIV. Course Policies on Student Expectations

Netiquette Guidelines:
General Communication Guidelines

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do on a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.

2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.

3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.

4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.

5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email Guidelines:

1. Please allow 24 hours for a response M-F or 48 hour response on weekends and holidays. If I am not able to get an answer to you within that timeframe, I will at least acknowledge your email. That said – if you do not hear from me within 24 hours/48 hours please feel free to contact me a second time.
2. All emails to have the course ID, Semester Offered as well as something to summarize the content. Example: MAN6055 F2018 – Grade review or MAN6055 F2018 – Exam concern
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore any issues should not be posted there.

XV. Help Resources

Canvas Technical Support: Include information where students can find technical support. Example: If you have technical difficulties in canvas, you can find access to the canvas guides and video resources in the "Canvas Help" page in the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa, or emailing help@usf.edu.

2021 Fall COVID-19 Mitigation Expectations
All students and instructors are expected to wear face coverings, at all times, during in-person classes. Per guidance from the CDC and Board of Governors, ***we expect that all members of our community will wear a mask on campus, vaccinated or unvaccinated.*** This is especially important while indoors, in crowded outdoor settings, if you have a weakened immune system or an underlying medical condition. Masks will be made available to anyone who needs one.

USF strongly urges all community members to get fully vaccinated. Vaccines are our most reliable means of preventing the spread of COVID-19. The vaccine is free, readily available, and all of USF's faculty, staff, and students are of age to be eligible for the vaccine; therefore, if someone chooses not to be vaccinated, they are assuming significant risk, including isolation and quarantine. Vaccines are also the most reliable way to ensure that students do not face any disruption to their studies or social activities, and faculty and staff do not face disruption to their teaching, research, or university work.

It is critically important that individuals who feel unwell stay home and contact Student Health Services or their primary care provider for medical advice. Report all possible exposures to **assessCOVID@usf.edu**.

Students in in-person classes may be assigned to the same seat for the duration of the Fall semester. This can assist with exposure assessments should they be necessary.

A student who will be absent from an in-person class (due to isolation, quarantine or other reason) must notify the instructor immediately for guidance on academic continuity and student learning.

Instructors may schedule remote office hours during the Fall 2021 semester.

In-person classes may be asked (by USF leadership or the COVID-19 team) to transition to temporary remote instruction at any point in the Fall semester.

Academic Integrity
Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in **USF Regulation 3.027**.

Academic Grievance Procedure
The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

Disability Access
Students with disabilities are responsible for registering with Students Accessibility Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS must accompany this request. Please visit the **Student Accessibility Services website** for more information.

Disruption to Academic Progress

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process (**USF Regulation 3.025**) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

Food and Housing Insecurity

We recognize that student facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull (**feedabull@usf.edu** or **their website**), or Student Outreach and Support (**socat@usf.edu** or **their website**).

Intellectual Freedom and Viewpoint Diversity Act (House Bill 233)
Preliminary Guidance Document

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the **USF Student Conduct Code**.

Religious Observances

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs (**USF Policy 10-045**). The University of South Florida, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

Sexual Misconduct / Sexual Harassment

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (**USF Policy 0-004**). The USF Center for Victim Advocacy is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to the Title IX Office unless you request that they make a report. Contact the USF **Center for Victim Advocacy**: 813-974-5757. Please be aware that in compliance with Title IX and under the USF Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and

domestic/relationship violence. If you disclose any of these situations personally to an educator, he or she is required to report it to the Title IX Office. For more information about Title IX, a full list of resources, or to report incidents of sexual harassment, sexual violence, relationship violence or stalking visit: **usf.edu/title-ix**

Statement of Academic Continuity

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Canvas, Teams, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas for each class for course-specific communication, and the USF, College, and Department websites, emails, and **ALERTUSF** messages for important general information (**USF Policy 6-010**).

XVI. **Class Recording**

Classes will be recorded and streamed online. Student's voice and video will be included in the class recording. It is the student's responsibility to make sure the privacy of their surroundings and background is maintained.

XVII. **Online Proctoring**

Quizzes and examinations will be conducted using online proctoring tools. Keeping the audio and video (microphone and camera) on during such exams and quizzes is a must. If the student is not willing to use these, the student is asked not to register for this course. Any student may elect to drop or withdraw from this course before the end of the drop/add period. Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings, and students with concerns may discuss the location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ at http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx