



Human Resource Management, MAN 3301-791 Syllabus

Instructor:	Dr. Zheng Chen		Office Hours:	By Appointment
Office:	LPH427			
Office Phone:	(727) 873-4087 Office			
Email:	zhengchen@usf.edu (This is the best way to reach me)			
Classroom:	Online			

Prerequisite

None. Principles of Management (MAN 3025) may be helpful to gain prior knowledge or skills for success in the course, but not required.

Course Description:

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, recruitment, selection, performance evaluation, training, wage and salary administration, and equal employment.

Course Objective(s):

Upon completion of this course students will be able to:

- 1) Define job analysis and explain its operations.
- 2) Define recruitment and describe the process of recruitment
- 3) Define selection and describe the process of selection
- 4) Describe training and explain its key elements
- 5) Describe performance appraisal and explain its operations.
- 6) Identify sexual harassment
- 7) Explain FLSA
- 8) Describe equal employment
- 9) Compare & contrast disparate impact and disparate treatment

Business Program Learning Goals (Skill(s) and Perspectives) Addressed in This Course:

Written and Oral Communication	Information Technology Skills	Innovation and Critical Thinking	Ethical and Sustainability	Multicultural Competence
3(a)	5(b)	1(c)	2(d)	2(e)

- (a) Written assignments.
- (b) Entire course.
- (c) Conducting research for written assignments.
- (d) Chapter 2 (Understanding the External and Organizational Environments) and article readings.
- (e) Chapter 2 (Understanding the External and Organizational Environments) and article readings.

Required/Supplementary Text(s):

TEXT: Human Resource Management: Functions, Applications, and Skill Development. 3rd Edition. Lussier, R. N. & Hendon, J. R. ISBN: 9781544320618.

See canvas for other options including print book and print & ebook bundle.

Determination of Final Grade:

Tableau Project/HR interview	2%
HR News Discussion	8%
Chapter Quizzes	20%
Exam 1	35%
Exam 2	35%

Grade Categories and Weights (No rounding):

Final class grade cutoffs:

A: 100% to 94%	C+: 79.99% to 76%
A-: 93.99% to 90%	C: 75.99% to 73%
B+: 89.99% to 86%	C- : 72.99% to 70%
B: 85.99% to 83%	D+: 69.99% to 66%
B- : 82.99% to 80%	D: 65.99% to 60%
	F: 60% to 0%

COURSE SCHEDULE

Due Dates	TOPIC	Assignment Due
5/15	Intro & Course Overview	Self intro attendance/extra credits
5/15	Chapter 2	Module 1
5/19	Drop/Add Deadline	
5/22	Chapter 3	Module 2
5/22	Chapter 4	Module 3
5/30	Chapter 5 – MEMORIAL DAY ADJUSTMENT	Module 4
5/30	Chapter 6 – MEMORIAL DAY ADJUSTMENT	Module 5
6/5	Chapter 7	Module 6
6/5	Exam 1	Exam 1 DUE
6/10	Last Day to Withdraw from Course	
6/12	Chapter 8	Module 7
6/12	Chapter 11	Module 8
6/12	Chapter 12	Module 9
6/19	Exam 2	Exam 2 DUE
6/19		Tableau Project or HR interview Due

Course Policies:

Course Policies and Expectations

Successful completion of this course will require that you prepare for class on a consistent basis. It is expected that you read all chapters in the required textbook listed on the course schedule.

All assignments must be submitted through Canvas by each week by due date (11:59M, US Eastern Time). Due dates will be clearly posted on each assignment. Please do not email your assignments. What you submit through Canvas is what will be graded, even if you submitted nothing at all or only a partial assignment. Please double check your work before submission. No late assignment will be accepted. There are no exceptions to this policy. Please submit early to avoid problems.

Video Lectures

You will be required to watch a video lecture in each module. These lectures are about 5-10 minutes each and provide frameworks for each chapter. The video lectures should be used in combination with your careful study of the textbook. There will be questions embedded within the videos. The questions are for practice only and are not graded. Students have found the video lectures to be very helpful for exams.

Chapter Quizzes

You will be required to complete a quiz for each module. Each quiz generally consists of 5-10 multiple choice questions. Each quiz covers all textbook and module material. You will have 15 minutes to complete each quiz. The purpose of the quizzes is to prepare you for the exams. You will be able to see the correct answers the next morning @ 8 am after the quizzes are due. Each quiz covers all module and textbook material.

Exams

2 exams will be given, as indicated on the attached schedule. Exams are not comprehensive, and the study guides are posted on Canvas. Each exam will consist of 50 to 60 multiple-choice questions, with a 2-hour limit. Because this is an online course, exams will be open book. However, studying the material well before you take the exam is very important. Please make sure you submit within the 2-hour limit. Answers to the exams will not be available for viewing due to ensure academic integrity. You may make an appointment to go over your exam.

Make-up exams cannot be given without clear documentation of the circumstances that warrant missing an exam. Unfortunately, I cannot accept undocumented "internet problems", "computer crashes", etc. for failure to complete an exam within the allotted time period. Please understand that if you choose to use your home, work, or any other computer, you do so at your own risk. If you feel that your computer may be unstable, have a backup computer ready or, better yet, take the exam in a USF computer lab. The only types of computer problems for which I will consider making an exception are: USF computer problems (which must be documented by a USF system administrator) or well-documented and widespread power failures in St. Petersburg (such as those caused by a hurricane). Requests concerning alternative or longer exam times or alternative exam dates will not be granted unless you provide proper documentation from the University.

HR News

You need to write a summary of the news and use chapter material to provide an analysis of the news story (300 word LIMIT). The purpose of submitting a news story is to keep up-to-date with HR management and understand the important role of HR in business. Please use credible sources such as the Wall Street Journal, Business Weekly, or SHRM.org. Stories that are not related to HR, not interesting, or submitted haphazardly will not receive any points.

Tableau Project/HR interview

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 canvas for detailed instructions on how to complete this assignment. You will use Tableau to analyze a dataset to tell data-driven stories with visualizations, building a dashboard to show your insights. Create a video that highlights your insights and findings, and post to YouTube as an unlisted video. Submit the YouTube URL of your video to Canvas.

You are strongly encouraged to work on the Tableau project as part of the certification program. However, if you prefer, you can alternatively interview an HR professional and submit a 10-minute video of the interview. Details for this requirement is posted on Canvas under exam 2/Tableau project/Alternative Project.

Others

Recording of Lectures and Copyrights:

All unauthorized recordings of class are prohibited. Recordings that accommodate individual student needs must be approved in advance and may be used for personal use during the semester only; redistribution is prohibited.

University Assessment

You should be aware that some of the work you complete this semester will be used for purposes other than calculating your final course grade. More specifically, different types of assessments are required for us to maintain our accreditation as a university and/or as a college of business.

Most of these assessments are done as part of the course and will require no additional work from you as a student. If you have any questions or concerns about this please let me know.

CELL PHONES/PAGERS: If you bring a cell phone, pager or any other communication device to class, please be sure to **turn it off** and do not use it in the classroom. These devices are not to be used during an exam.

End of Semester Student Evaluations:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Late Work Policy: No late assignments are accepted for this course.

Extra Credit Policy: There will be no extra credit assignments for this course.

INCOMPLETE GRADES: An "I" grade may be given to an undergraduate student only when a small portion of the student's work (normally 30% or less) is incomplete due to circumstances beyond the control of the student and only when a student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations and cannot to be used as a means of avoiding a poor grade. Normally these are only for medical emergencies and require a signed letter from a medical professional that the student was prevented from attending class. The student must petition the professor before the week of final exams for a grade of "I" to be given.

Make-up Exams Policy:

Make-up exams cannot be given without clear documentation of the circumstances that warrant missing an exam. Unfortunately, I cannot accept undocumented "internet problems", "computer crashes", etc. for failure to complete an exam within the allotted time period. Please understand that if you choose to use your home, work, or any other computer, you do so at your own risk. If you feel that your computer may be unstable, have a backup computer ready or, better yet, take the exam in a USF computer lab. The only types of computer problems for which I will consider making an exception are: USF computer problems (which must be documented by a USF system administrator) or well-documented and widespread power

failures in St. Petersburg (such as those caused by a hurricane). Requests concerning alternative or longer exam times or alternative exam dates will not be granted unless you provide proper documentation from the University.

Final Examinations Policy: All final exams are to be scheduled in accordance with the University's final examination policy.

Course Policies: Technology and Media

Email: Please send all course related emails via Canvas email. Emails will be answered within 24 business hours excluding weekends and holidays. For canvas/technology related issues, please contact USF's IT department at (813) 974-1222 or help@usf.edu.

Canvas: This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

Online Courses may be subject to the following:

Electronic Plagiarism Detection: Students are hereby notified that the instructor intends to use electronic plagiarism detection services in this course. By registering for and participating in this course, students consent to their work being sent to, analyzed by and stored in any plagiarism detection service.

Online Courses may be subject to the following:

Electronic Plagiarism Detection: Students are hereby notified that the instructor intends to use electronic plagiarism detection services in this course. By registering for and participating in this course, students consent to their work being sent to, analyzed by and stored in any plagiarism detection service.

Online Proctoring Syllabus Statement:

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. 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 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 \(Links to an external site.\)](#).

USF ST. PETERSBURG POLICIES

HONOR SYSTEM: Under the USF Honor System, each student is expected to observe complete honesty in all academic matters. Violation of the Honor System will be referred to the Honor Council. Note: The following are violations of the Honor Code: Copying another student's homework, signing another student's name on the attendance roster, copying another group's disk or written work, using another student's computer disk to print out your assignment, copying another student's file onto your disk, and misrepresenting a reason for a missed exam. Punishment result in suspension or expulsion. See the USFSP Policy on Academic Integrity of Students at page 51 of the following links: <https://www.usfsp.edu/catalog/files/2019/03/FINAL-Catalog-2018-2019-w-updates-as-of-3-2019.pdf> (for undergraduate)

<https://www.usfsp.edu/catalog/files/2018/08/2018-19-Graduate-Catalog.pdf> (for graduate)

STUDENTS WITH DISABILITIES: Please notify your instructor by the second class meeting if you have a learning disability or require special assistance with this course. Confidential personal and learning assistance counseling are made available to students through the Division of Student Affairs. Contact R. Barry McDowell, St. Petersburg Campus: Student Life Center (SLC 1203) (727) 873-4990, (mcdowell@usfsp.edu) for more information. **Students who need extended time on exams need to inform the Disabilities Office at least seven (7) school days (Monday-Friday) in advance of the scheduled exam, so that the Disabilities Office has adequate time to inform me.**

COPYRIGHTS: Students who wish to audiotape lectures can do so with direct permission from the professor, but tapes and lectures may not be sold. No videos or photos can be taken in the classroom!

GRADE FORGIVENESS: Undergraduate grade forgiveness is limited to three USFSP courses with no more than one repeat per course. Accounting majors can use the forgiveness only once in upper level accounting courses. There is NO grade forgiveness at the **Graduate Level**.

S/U GRADES: This course cannot be taken on an S/U basis.

WITHDRAWAL: No "W" grades can be obtained after the official drop or withdrawal date (indicate date for each semester). All students enrolled as of the withdrawal date March 27, 2021, will receive a letter grade of A, B+, B, C, C+, C, D+, D or F.

EMERGENCY PREPAREDNESS: 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, Elluminate, Skype, and email messaging and/or an alternate schedule. It is the responsibility of the student to monitor Canvas

site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

BOMB THREAT OR OTHER DISRUPTION: All scheduled classes will be held in an alternate room in the case of a bomb scare, fire alarm or other disruption. Students will gather outside of the classroom building **at a designated area in the parking lot** so that an alternative room may be announced.

Supporting Crime Victims and Violence Against Women Act (VAWA):

If you are the victim of a crime, USFSP is ready to assist you in the manner that you determine is best for you. Please know that, as a USF employee, I am obligated by Federal law to immediately report any incidents of sexual assault, dating & domestic violence, and stalking relayed to me – including the victim's name – to the USFSP Police Department and/or the USFSP Dean of Students. If you desire confidentiality, there are campus and community resources listed below that will respect that decision.

Confidential Resources	Non-Confidential Resources
USFSP Victim Advocacy Services Available: 24hrs/7days Tel: 727-698-2079	USFSP Police Department Tel: 727-873-4140 or
USFSP Wellness Center (SLC 2000) M/T/W/F: 8am – 5pm Thurs: 9:30am – 5pm Tel: 727-873-4422	Dean of Students & Director of Residence Life & Housing: Dr. Jacob Diaz PNM Tel: 727-873-4823 deanofstudents@usfsp.edu
Rape Crisis Center of Pinellas County Tel: 727-530-7273 PEMHS: 727-541-4628	Pinellas County Sheriff Tel: 727-582-6200 or 911
	St. Petersburg Police Department Tel: 727-893-7780 or 911

If you are not sure what to do, you are strongly encouraged to contact the USFSP Victim Advocate to confidentially explore your options including: Injunctions & Protective Orders on campus; Changes in Accommodations, Living Arrangements, Class Schedules, & Transportation; Assistance with Academic Issues – missed classes, late assignments, etc.

COVID STATEMENT

The health and safety of students, faculty, staff and visitors on our campuses is our top priority. In response to the current COVID-19 pandemic, the USF community will be working together to support compliance with recommended health and safety standards to optimize the learning experience while minimizing health risks. The Conduct Expectations for all members of the community may be accessed at ([Conduct Expected to Support USF Health and Safety Standards](#)) with details provided below.

Students and faculty will be guided by established USF processes to ensure the safest possible non-disruptive environment including the:

- (1) [Academic Disruption Regulation](#) which provides for an immediate removal or restriction from a classroom setting with academic sanctions and/or

(2) [Student Conduct Regulation](#) to address conduct that is inconsistent with the expectations as outlined below.

1. **Complete daily screening as requested.** Anyone experiencing one or more COVID-19 symptoms should not be on campus or, if a resident, should not be outside their residence hall room and should contact a medical provider immediately and follow their guidance. Please inform your instructor prior to the beginning class if your screening indicates the need for further evaluation and you will not be in class.
2. **Wear face coverings.** All members of the USF community are required to wear face coverings while in classrooms or any other shared space, including specified public or common-use areas where social distancing guidelines cannot be followed. See this link on [How To Make A Face Mask](#). If you have to use a disposable face mask, please discard it in a trash receptacle immediately after use.
3. **Maintain social distancing.** All students, faculty, staff and guests are required to maintain a safe distance from one another. Social distancing is maintained in all indoor and outdoor spaces which are owned or controlled by USF. Stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, stay out of crowded places and avoid mass gatherings. See the CDC for information on [Social Distancing](#). Please sit in only designated areas in class and do not move chairs or desks in classrooms or common spaces.
4. **Practice good hand hygiene.** Individuals should wash their hands with soap and water for at least 20 seconds as often as possible or use personal hand sanitizers containing at least 60% alcohol. Hand sanitizer stations are available throughout the campus. If you see one, use it! See the CDC recommendations on [Hand Hygiene](#).
5. **Disinfect your classroom space.** Students and faculty are responsible for disinfecting areas within their workspaces by cleaning these at the beginning and end of each class. This includes desk tops, seats, and equipment used during class. Disinfectant supplies will be provided. If paper towels are used to disinfect, they must be discarded in a trash receptacle immediately after use.

UNIVERSITY LANGUAGE

Academic Integrity

Academic integrity is the foundation of the University of South Florida System'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 final decision on an academic integrity violation and related academic sanction at any USF System institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in USF System Regulation 3.027 <https://www.usf.edu/undergrad/documents/academic-policies/1academic-integrity-of-students.pdf>.

Disruption to Academic Progress

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process 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. <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Academic Grievance Procedure

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System 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. [USF System Policy 10-002](#)

Sexual Misconduct / Sexual Harassment

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf> (USF System Policy 0-004). The USF Center for Victim 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 either the Office of Student Rights and Responsibilities (OSSR) <https://www.usf.edu/student-affairs/student-rights-responsibilities/> or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO) <https://www.usf.edu/diversity/>, unless you request that they make a report. Please be aware that in compliance with Title IX and under the USF System 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 in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. Contact the USF

Center for Victim Advocacy and Violence Prevention: (813) 974-5757
<https://www.usf.edu/student-affairs/victim-advocacy/>.

Religious Observances

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf> (USF System Policy 10-045). The USF System, 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 the USF System's constituency. Students are expected to attend classes and take examinations as determined by the USF System. 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.

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: Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Learning Management System for each class for course-specific communication, and the main USF, College, and Department websites, emails, and MoBull messages for important general information (USF System Policy 6-010) <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>. For additional guidance on emergency protective actions and hazards that affect the University, please visit <https://www.usf.edu/administrative-services/emergency-management/>