



Syllabus

HRM 225: Proactive Human Resource Strategies

Course Prerequisites

None

Course Description

This course will prepare students to take proactive approaches in addressing a variety of human resource challenges and situations. Students will explore laws, rules, and regulations related to employment, learn strategies to identify and solve challenges before they happen, and learn how to communicate with stakeholders about compliance and noncompliance. Students will identify and interpret human resource data to make informed decisions and mitigate risk.

Course Competencies

This course covers the following competencies, which represent the knowledge and skills relevant to your field:

- HRM-20734: Analyze laws, regulations, and policies applicable to various human resource situations
- HRM-20735: Assess organizational risk
- HRM-20736: Use data to inform risk mitigation

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

Fundamentals of Human Resource Management

Raymond Noe, John Hollenbeck, Barry Gerhart, and Patrick Wright

McGraw-Hill Higher Education

This course uses MindEdge as a supplemental eLearning resource. Please take the following steps to get started:

1. Ensure your browser has pop-ups enabled.
2. Visit this [Java webpage](#) to make sure your browser is using the most recent version of Java. This webpage will confirm that Java is up to date, or it will provide a link to update Java. If you have any problems with this process, please contact the IT Service Desk.

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post

grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Activity	1	20	20
Quizzes	3	25	75
HRCI Certificates	2	35	70
Discussions	4	40	160
HR Inbox Assignments	2	75	150
Assignments	2	75	150
Milestone One	1	75	75
Project One	1	150	150
Project Two	1	150	150
			Total Course Points: 1,000

This course may also contain non-graded activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	

Grade	Numerical Equivalent	Points
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Information section of the course.

Weekly Assignment Schedule

All readings can be found within each module of the course, and assignment instructions can be found in the Assignment Information section of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

Module	Topics and Assignments
One	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 1, sections LO 1.2 and LO 1.5 1-1 Discussion: HR Complaints 1-2 Activity: Who Can Be Fired? 1-3 Review Project One and Project Two
Two	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 3, sections LO 3.1 through LO 3.4 2-1 Assignment: HR Inbox 2-2 Assignment: HRCI Certificate – Common Ethical Challenges – Leadership and Organizational 2-3 Review Milestone One
Three	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 2, section LO 2.6 3-1 Assignment: Workflow Chart 3-2 Quiz 3-3 Milestone One

Module	Topics and Assignments
Four	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 9, section LO 9.5 4-1 Discussion: Data 4-2 Assignment: Risks and Trends in HR Data 4-3 Review Project One
Five	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 3, sections LO 3.6 through LO 3.8 5-1 Project One 5-2 Quiz
Six	6-1 Assignment: HR Inbox 6-2 Assignment: HRCI Certificate – Issues and Ethics in the Workplace 6-3 Review Project Two
Seven	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 2, section LO 2.1; Chapter 7, sections LO 7.1 and 7.8; Chapter 8, section LO 8.8 7-1 Discussion: Diversity and Inclusion 7-2 Project Two
Eight	Reading: <i>Fundamentals of Human Resource Management</i> , Chapter 8, sections LO 8.2 and LO 8.4; Chapter 11, section LO 11.6 8-1 Discussion: Your Future in HR 8-2 Quiz 8-3 Next Steps (Non-graded)

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is **automatically dropped** from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).