Syllabus

HRM 300: Creating the Employee Experience

Course Prerequisites

HRM 225 Proactive Human Resource Strategies

Course Description

This course will provide students with an opportunity to explore how to effectively utilize employee engagement and needs assessment data to determine appropriate techniques and practices for recruitment and motivation. Students will have the opportunity to study and recommend various practices, policies, and strategies to recruit, retain, and motivate talent. An introduction to the employee life cycle and how human resources uses it to support organizational needs will also be addressed.

Course Competencies

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

- HRM-30737: Use common practices to recruit diverse talent
- HRM-30738: Recommend policies and practices to promote employee retention and motivation
- HRM-20739: Explain how human resources supports each stage of the employee life cycle

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.

Staffing Organizations
Timothy A. Judge and John D. Kammeyer-Mueller
McGraw Hill Higher Education

Tenth Edition
2022
ISBN: 978-1-260-70305-4

McGraw Hill Connect
Throughout the course, there are assignments and resources in Connect, in addition to your textbook. You will be prompted to enter Connect when you click on your first Connect reading or assignment within a course module.

Bongo
The following equipment will be needed to complete the Bongo activities in this course:

- Mac or PC desktop or laptop (not a mobile device or tablet)
- Webcam
- Microphone

For more detailed technical requirements, refer to this document.

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
Quizzes	3	10	30
Discussions	2	30	60
HR Inbox Assignments	4	50	200
Employee Spotlights	2	75	150
HR Learning Journal	3	50	150
Milestone One	1	100	100
Project One	1	160	160
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

Grade	Numerical Equivalent	Points
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
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: *Staffing Organizations*, Chapter 1, "Staffing Models" section, and Chapter 2, "The Employment Relationship" and "Diversity and Inclusion" sections 1-1 Quiz: Staffing Models 1-2 Discussion: Employee Life Cycle 1-3 HR Learning Journal: Employee Experience 1-4 Review: Project Guidelines and Rubric
Two	Reading: *Staffing Organizations*, Chapter 2, "Legal Framework for Equal Opportunity Employment" section; Chapter 4; and Chapter 5, "Applicant Reactions" and "Job Advertisements" sections 2-1 Assignment: HR Inbox 2-2 Milestone One
Three	Reading: *Staffing Organizations*, Chapter 3 3-1 Employee Spotlight: Navigating Special Consideration 3-2 Assignment: HR Inbox 3-3 Review: Project One

Four	Reading: *Staffing Organizations*, Chapter 9
	4-1 Discussion: Best and Worst Interview Questions
	4-2 Project One
Five	Reading: *Staffing Organizations*, Chapters 6 and 8
	5-1 HR Learning Journal: Attraction and Recruitment Strategies
	5-2 Assignment: HR Inbox
Six	6-1 Employee Spotlight: Why Didn't I Get the Job?
	6-2 Assignment: HR Inbox
	6-3 Review: Project Two
Seven	Reading: *Staffing Organizations*, Chapter 14
	7-1 Quiz: Retention Management
	7-2 Project Two
Eight	8-1 Quiz: Summarizing Your Learning
	8-2 HR Learning Journal: Looking Forward
	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](#).