# Course Description

The student will be introduced to the field of human resource management. This course will examine the many aspects of human resources and how these functions support the goals of the organization. Topics will include recruiting, selection, training and development, compensation, and safety. Student requirements will include a research paper and case analysis.

**University Learning Outcomes (ULO)**

For full descriptions of the University Learning Outcomes please refer to the catalog.

* **ULO1:** Knowledge of Human Cultures and the Physical and Natural World
* **ULO2:** Intellectual and Practical Skills
* **ULO3:** Personal and Social Responsibility
* **ULO4:** Integrative and Applied Learning
* **ULO5:** Immersed in the Critical Concerns of the Sisters of Mercy of the Americas

# Program Learning Outcomes (PLO)

* **PLO1**: The ability to clearly and effectively prepare written business communications. (*ULO1, 2, 4, 5)*
* **PLO2**: Business students will apply knowledge and skills to make appropriate business decisions. *(ULO2, 3, 4, 5, 6, 7)*
* **PLO3**: The student will be able to apply ethical and moral decision-making principles to business situations. *(ULO1, 2, 3, 6)*
* **PLO4**: The student will demonstrate decision-support tools required for business professionals. *(ULO2, 4, 5, 6)*
* **PLO5:** The student will demonstrate the ability to find, evaluate, and apply sources of information relevant to business issues and situations. *(ULO2, 4, 5)*

# Course Learning Outcomes (CLO)

* **CLO1:** Integrate the various aspects and functions of human resources to the goals of an organization.
* **CLO2:** Explain the main concepts in each area of human resource management, including recruitment, selection, training and development, compensation and safety, and employee–labor relations.
* **CLO3:** Compose a research paper that incorporates human resources principles.
* **CLO4:** Analyze current and future HR trends and its impact to workers, managers, and HR professionals.

**Student Expectations**

Students are expected to do the following:

* Ask probing and insightful questions related to course content.
* Make meaningful and relevant connections and application to their own learning process.
* Be productive and contributing members of class discussions.

# Required Course Materials

Mathis, R. L., & Jackson, J. H. (2012). *Human resource management: Essential perspectives* (6th ed.). Mason, OH: South-Western.

ISBN: 978-0-538-48170-0

Nkomo, S. M., Fottler, M. D., & McAfee, R. B. (2011). *Human resource management applications* (7th ed.). Mason, OH: South-Western Cengage Learning.

ISBN: 978-0-538-46807-7

# Suggested Point Values

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment** | **Point Value** | **Due** |
| **Week 1** | |  |  |
|  | Participation: Learning Activities | 5 | <insert due date> |
|  | Week 1 DQ 1 | 5 | <insert due date> |
|  | Unlawful Discrimination | 5 |  |
|  | Disabilities Act | 5 |  |
|  | Week 1 Journal | 5 |  |
|  | HR Final Project Prep: Interview | 10 |  |
| **Week 2** | |  |  |
|  | Participation: Learning Activities | 5 | <insert due date> |
|  | Quiz 1 | 20 |  |
|  | Recruiting and Selecting | 5 |  |
|  | Ethics | 5 |  |
|  | Week 2 Journal | 5 |  |
|  | HR Final Project Prep: Research | 5 |  |
|  | Job Analysis Presentation | 5 |  |
| **Week 3** | |  |  |
|  | Participation: Learning Activities | 5 | <insert due date> |
|  | Quiz 2 | 20 |  |
|  | Allocating Merit Raises | 5 |  |
|  | Further Discussion on the Merit Raises | 5 |  |
|  | Week 3 Journal | 5 |  |
|  | HR Final Project Prep: Research Presentation | 20 |  |
| **Week 4** | |  |  |
|  | Participation: Learning Activities | 5 | <insert due date> |
|  | Quiz 3 | 20 |  |
|  | Week 4 DQ 1 | 5 |  |
|  | About the Internet | 5 |  |
|  | Proper Protocol | 5 |  |
|  | Week 4 Journal | 5 |  |
|  | Employee Communications | 5 |  |
|  | HR Final Project Prep: Final Check up | 5 |  |
| **Week 5** | |  |  |
|  | Participation: Learning Activities | 5 | <insert due date> |
|  | Quiz 4 | 20 |  |
|  | Week 5 DQ 1 | 5 |  |
|  | HR Final Project: Paper | 60 |  |
|  | HR Final Project: Presentation | 10 |  |
| **Total Points** | | **300** |  |

# Course Schedule

|  |  |  |
| --- | --- | --- |
| **Week** | **Start** | **End** |
| One | <insert start date> | <insert end date> |
| Two |  |  |
| Three |  |  |
| Four |  |  |
| Five |  |  |

# Weekly Learning Modules

|  |  |  |  |
| --- | --- | --- | --- |
| Week One: Human Resources Strategies and Equal Employment Opportunity | |  | |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Describe the functions of human resource management. | | CLO1 | |
| * 1. Explain the role of HR with organizational goals and objectives. | | CLO1 | |
| * 1. Analyze the laws governing Equal Employment Opportunity (EEO) in the workplace. | | CLO2 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Read** Ch. 1 & 2 of *Human Resource Management: Essential Perspectives*. | | 1.1, 1.2, 1.3 |  |
| **Review** the Week 1 Microsoft PowerPoint presentation. | | 1.1, 1.2, 1.3 |  |
| **Keiss Library Tutorial**  **View** the video “Introduction to Keiss Library Resources and Services”[4:39mins] at <http://www.screencast.com/t/XO5zPkZomZM>  This video is to assist you in finding peer-reviewed resources for your final paper and final presentation due in Week 5. | | N/A |  |
| **EEO Poster Review**  **Observe** the Equal Employment Opportunity (EEO) posters (federal and state) that are posted at a place of business or school.  **Make** a list of what rights are available to employees according to these posters. This list does not need to be submitted but should be used as a reference for current and upcoming discussions in the class.  **Share** this list with the class, and answer the following: After reading these rights, what about the topics surprises you? What state rights did you observe?  **Respond** to at least three other students in a manner that is thought provoking and that appropriately challenges the discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 1.3 | Lecture Activity = 1hr. |
| **Harassment at Work**  **Watch** the video “Now on PBS Teen Sexual Harassment at Work” [6:29mins] at <http://youtu.be/ovIsy-NVHh4>  **Answer** the following questions:   * What power imbalances do you see in this film? Who generally is the most vulnerable to be targeted for sexual harassment in the workplace? * How does the work culture affect the probability of EEO violations? How can you create an environment in the workplace that does not allow for harassment or discrimination?   **Respond** to at least three other students in a manner that is thought provoking and that appropriately challenges the discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 1.3 | Lecture Activity = 1hr. |
| ***Assignment****: Students must complete the weekly assignment(s).* | | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Week 1 DQ 1**  **Respond** to the following discussion post in 75 to 150 words:   * Have you been involved in human resources (HR)? Are your experiences positive or negative? What did you see as the function of Human Resources? If you have not been involved in HR, what are your pre-class perception of HR? * How does HR assist in meeting the organization’s goals? Provide an example.   **Respond** to at least three other students in a manner that is thought provoking and that appropriately challenges the discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 1.1, 1.2 | Discussion Board = 1hr. |
| **Unlawful Discrimination**  **Review** Exercise 17 on pp. 56–59 of *Human Resource Management Applications*.  **Read** all 15 case studies presented.  **Choose** two cases that interest you, and identify specific points related to EEOs using these cases.  **Share** your points in a class discussion. Explain why these specific case studies are important or interesting to you.  **Respond** to three others students who are reviewing similar case studies and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 1.3 | Case Study = 1hr. |
| **Disabilities Act**  **Review** Exercise 19 on pp. 62 & 63 of *Human Resource Management Applications*.  **Choose** one case study to analyze further, and take the role of the court that is judging the case in the study.  **Develop** a formal email message to be sent regarding the court’s decision. Explain what the decision should be, and provide rationale.  **Submit** your hypothetical email message through Blackboard.  *Due by [enter time] (EST) on [enter day].* | | 1.3 | Case Study = 1hr. |
| **Week 1 Journal**  **Summarize** your readings for this week in 150 to 200 words. Your summary should be in your own words and show that you understand the key concepts from this week's readings.  **Write** your summary in the Blackboard journal.  *Due by [enter time] (EST) on [enter day].* | | 1.1, 1.2, 1.3 | Weekly Journal = 1hr. |
| **HR Final Project Prep: Interview**  **Review** all of the weekly topics and objectives for this course, as well as all the chapter readings.  **Review** the HR Final Project document for an overview of the final assignment.  **Select** a topic related to an area of human resource management that is of interest to you.  **Identify** an individual you know who has direct knowledge in this area of HR management.  **Write** a short journal of 150 to 200 words that summarizes the following:   * What is your topic of interest? Why did you choose it? * Who may you be able to interview about this topic? Why do you feel this person would be a good candidate to interview? * What might your potential research topic be?   *Note*. The final project is due in Week 5. Each week, you are expected to submit work showing your progress.  *Due by [enter time] (EST) on [enter day].* | | VARIES | Guided Project = 2hrs. |
| **Total** |  |  | **8hrs.** |
| **Notes** |  | | |

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| Week Two: Recruitment, Staffing, and Talent Management | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Explain staffing and recruitment functions from an employer perspective. | | CLO1, 2 | |
| * 1. Apply your knowledge of staffing and recruitment to your own interview and employment needs. | | CLO4 | |
| * 1. Describe various training and talent management strategies available to organizations | | CLO1, 2 | |
| * 1. Utilize Gwynedd Mercy University’s online research database to locate and obtain a peer-reviewed human resources article. | | CLO3 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Read** Ch. 4 & 5 of *Human Resource Management: Essential Perspectives*. | | 2.1, 2.2, 2.3, 2.4 |  |
| **Review** the Week 2 Microsoft PowerPoint presentation. | | 2.1, 2.2, 2.3, 2.4 |  |
| **Remote Access Keiss Library Tutorial**  **View** the video “Remote Access to Keiss Library’s Research Database” [1:19mins] at <http://www.screencast.com/t/UgO0wRmZsam>  This short video will describe how to remotely access the research databases needed for this course. Take note that the resources best suited to your research are in the business field. Full-text resources allow direct retrieval of the article online. | | 2.4 |  |
| **Understanding the Library Research Database Tutorial**  **View** the video “Understanding Research Databases Articles”[4:24mins] at <http://www.screencast.com/t/LrtavGyJL>  This video explain the types of research database articles and describes an article that is peer-reviewed. Your HR Final Project requires the use of at least one peer-reviewed article. | | 2.4 |  |
| **Writing Job Descriptions**  **Review** Exercise 29 on pp. 93 & 94 and Exercise 40 on pp. 123–126 of *Human Resource Management Applications*.  A review of these exercises familiarizes you with some common steps in writing job descriptions and interviewing.  **Post** any insights or questions you have in the Week 2 Questions discussion forum. | | 2.1, | Lecture Activity = 1hr. |
| **The Interview**  **Complete** The Interview assessment: <http://www.synergiseducation.com/academics/schools/Gwynedd-Mercy/bus371/story.html>  **Post** any insights or questions you have in the Week 2 Questions discussion forum. | | 1.3, 2.1, 2.2 | Lecture Activity = 1hr. |
| ***Assignment****: Students must complete the weekly assignment(s).* | | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Quiz 1**  **Complete** Quiz 1 on Blackboard. | | 1.1, 1.2, 1.3 | Quiz = 1hr. |
| **Recruiting and Selecting**  **Review** Case 35 on pp. 112 & 113 and Case 36 on p. 114 of *Human Resource Management Applications*.  **Choose** one of the cases that interests you.  **Answer** the questions that follow the case to the discussion forum in Blackboard.  **Respond** to three others students who are reviewing similar case studies, and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 2.1 | Case Study = 1hr. |
| **Ethics**  **Review** Incident 45 on pp. 143 & 144 and Case 105 on pp. 293–296 of *Human Resource Management Applications*.  **Choose** one of the cases that interests you.  **Answer** the questions that follow the case to the discussion forum in Blackboard.  **Respond** to three others students who are reviewing similar case studies, and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 2.1, 2.3 | Case Study = 1hr. |
| **Week 2 Journal**  **Summarize** your readings for this week in 150 to 200 words. Your summary should be in your own words and show that you understand the key concepts from this week's readings.  **Write** your summary in the Blackboard journal.  *Due by [enter time] (EST) on [enter day].* | | 2.1, 2.2, 2.3, 2.4 | Weekly Journal = 1hr. |
| **HR Final Project Prep: Research**    **Use** the Keiss Library to locate two articles you plan to use for your current event assignment in Week 3 and the final project. One article should be peer-reviewed or scholarly, whereas the other should be from a popular source.  **Provide** citations in APA format for each article, as well as a rationale for why you selected them.  *Due by [enter time] (EST) on [enter day].* | | 2.4 | Guided Project = 1hr. |
| **Job Analysis Presentation**  **Read** “The Story of the Butterfly” at <http://www.hawaiiswim.org/business/TheButterfly/TheButterfly.html>  **Review** the Presentation Rubric to get an overview of how your are graded.  **Create** a Microsoft PowerPoint presentation of 6 to 8 slides that incorporates the following:   * Job description for your current or target work position: Ensure that the description includes all essential components discussed in the textbook. * Official definition for scaffolding, cited according to APA: From the previous point, take one complex task from the job description, and describe how you would scaffold to acquire that skill. * Aspects of jobs that can be independently learned versus those that require direct training, based on the online article * Ways to ensure that the individual is sufficiently trained, while not “clipping their wings,” as stated in The Story of the Butterfly”   **Post** a link of your presentation using Google Drive to the discussion board. Click the **Technology Tutorials** tab from the left menu in Blackboard for a tutorial on using Google Drive.  **Review** the presentation of at least three other students, providing feedback on what you learned from their work.  *Due by [enter time] (EST) on [enter day].* | | 2.1, 2.2, 2.3, | Presentation = 3hrs. |
| **Total** |  |  | **10hrs.** |
| **Notes** |  | | |

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| Week Three: Compensation, Benefits, and Performance Management | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Analyze various compensation strategies and how they appropriately align to an organization’s goals. | | CLO1, 2 | |
| * 1. Differentiate variable pay and benefit options. | | CLO1, 2 | |
| * 1. Assess the factors that influence organizational engagement and retention. | | CLO1, 2, 4 | |
| * 1. Examine the impact of performance management and appraisal processes within businesses. | | CLO1, 2 | |
| * 1. Analyze current trends and issues that impact human resource management. | | CLO1, 2, 3, 4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Read** Ch. 2, 6, 7, & 8 of *Human Resource Management: Essential Perspectives*. | | 3.1, 3.2, 3.3, 3.4, 3.5 |  |
| **Review** the Week 3 Microsoft PowerPoint presentations. | | 3.1, 3.2, 3.3, 3.4, 3.5 |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Quiz 2**  **Complete** Quiz 2 on Blackboard. | | 2.1, 2.2, 2.3 | Quiz = 1hr. |
| **Allocating Merit Raises**  **Review** the “Situation” from Exercise 69 on pp. 211 & 212 of *Human Resource Management Applications*.  **Determine** the merit raises for each professor.  **Post** your increases and rationale to the discussion forum in Blackboard.  **Respond** to three others students who are reviewing similar case studies, and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 3.1, 3.3, 3.4 | Case Study = 1hr. |
| **Further Discussion on the Merit Raises**  **Review** the “Situation” from Exercise 69 on pp. 211 & 212 of *Human Resource Management Applications*.  **Using** the background from Exercise 69, as well as other readings this week, answer the following:   * Sometimes the salaries of new employees are higher than those of older employees due to market conditions. How would you handle that as an HR representative? * How do you identify the most important factors in positions for compensation? * How does this translate to your workplace?   **Respond** to at least three others students in a thought provoking manner that encourages discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 3.1, 3.2 | Case Study = 1hr. |
| **Week 3 Journal**  **Summarize** your readings for this week in 150 to 200 words. Your summary should be in your own words and show that you understand the key concepts from this week's readings.  **Write** your summary in the Blackboard journal.  *Due by [enter time] (EST) on [enter day].* | | 3.1, 3.2, 3.3, 3.4, 3.5 | Weekly Journal = 1hr. |
| **HR Final Project Prep: Research Presentation**  **Continue** working on your HR Final Project by building on your HR topic of interest.  **Use** the articles from the HR Final Project Prep: Research assignment from Week 2 to complete this assignment.  **Create** a Microsoft PowerPoint presentation of 6 to 8 slides that incorporates the following:   * An explanation of the topic of interest * A summary of the popular article and the peer-reviewed article * The differences between the popular article and the peer-reviewed article   **Post** a link of your presentation using Google Drive to the discussion board. Click the **Technology Tutorials** tab from the left menu in Blackboard for a tutorial on using Google Drive.  **Review** the presentation of at least three other students, providing feedback on what you learned from their work.  *Due by [enter time] (EST) on [enter day].* | | VARIES | Presentation = 3hrs. |
| **Total** |  |  | **7hrs.** |
| **Notes** |  | | |

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| Week Four: Employee and Labor Relations | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Evaluate best practices in the management of employee safety and employee relations. | | CLO1, 2 | |
| * 1. Apply the main laws underlying labor relations. | | CLO1, 2 | |
| * 1. Explain trends in employee and labor relations. | | CLO1, 2, 4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Read** Ch. 9 & 10 of *Human Resource Management: Essential Perspectives*. | | 4.1, 4.2, 4.3 |  |
| **Review** the Week 4 Microsoft PowerPoint presentation. | | 4.1, 4.2, 4.3 |  |
| **OSHA**  Workplace safety is covered as a mandatory workplace benefit, as well as an employee relations requirement. Information on injury and illness prevention programs is important in the workplace.  **Watch** the video “We Can Do This!” [7:00mins] at <https://www.youtube.com/watch?v=unffwF5KWaA>  **Post** some ways your organization works to prevent workplace injury or illness. Explain how such measures benefit both the employee and the workplace.  **Respond** to at least three other students in a thought provoking manner that encourages discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 4.1 | Lecture Activity = 1hr. |
| ***Assignment****: Students must complete the weekly assignment(s).* | | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Quiz 3**  **Complete** Quiz 3 on Blackboard. | | 3.1, 3.2, 3.3 | Quiz = 1hr. |
| **Week 4 DQ 1**  **Locate** any health and safety policies posted in your workplace, a business establishment, or a school.  **Create** a list of the safety measures in place for employees according to these posters. Are these safety measures properly aligned to that industry? Explain. Do you think these safety measures can differ depending on the job requirements? Why or why not?  **Post** your findings and responses to the questions in the discussion forum.  **Respond** to at least three other students, commenting on any differences observed.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 4.1 | Discussion Board = 1hr. |
| **About the Internet**  **Review** Case 90 on p. 265 and Incident 92 on p. 268 of *Human Resource Management Applications*.  **Choose** one case study of interest.  **Answer** the questions that follow the case in the discussion forum in Blackboard.  **Respond** to three others students who are reviewing similar case studies, and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note.* Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 4.1, 4.3 | Case Study = 1hr. |
| **Proper Protocol**  **Review** Case 88 on pp. 259–262, Case 89 on pp. 263 & 264, and Incident 94 on pp. 270 & 271 of *Human Resource Management Applications*.  **Choose** one of the cases that interests you.  **Answer** the questions that follow the case in the discussion forum in Blackboard.  **Respond** to three others students who are reviewing similar case studies, and compare outcomes. If there are no others with similar case studies, explain what you found interesting in their findings.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 4.1, 4.3 | Case Study = 1hr. |
| **Week 4 Journal**  **Summarize** your readings for this week in 150 to 200 words. Your summary should be in your own words and show that you understand the key concepts from this week's readings.  **Write** your summary in the Blackboard journal.  *Due by [enter time] (EST) on [enter day].* | | 4.1, 4.2, 4.3 | Weekly Journal = 1hr. |
| **Employee Communications**  **Review** Skill Builder 102 on p. 286 of *Human Resource Management Applications*.  **Follow** the instructions, and complete the letter.  **Submit** the letter through Blackboard.  *Due by [enter time] (EST) on [enter day].* | | 4.2 | Paper = 1hr. |
| **HR Final Project Prep: Final Checkup**  **Review** the HR Final Project document for an overview of the final assignment.  **Research** at least two additional peer-reviewed sources other than those found in Week 3.  **Create** an annotated bibliography that summarizes all your sources, including ones from the previous weeks, and explain how each the source applies to the final paper.  **Include** a summary of the interview, and note any final questions or concerns so your instructor may address them appropriately.  **Submit** your documents, including your annotated bibliography, interview summary, and questions, as a single file through Blackboard.  *Due by [enter time] (EST) on [enter day].* | | VARIES | Guided Project = 1hr. |
| **Total** |  |  | **8hrs.** |
| **Notes** |  | | |

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| Week Five: HR Strategy and Applications | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Critique various areas and concepts in human resource management. | | CLO1, 2, 4 | |
| * 1. Incorporate current trends and their effects on the overall functions of HRM. | | CLO1, 2, 4 | |
| * 1. Present a research paper that integrates the role of human resource management within organizations. | | CLO1, 2, 3, 4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Review** the Week 5 Microsoft PowerPoint presentation. | | 5.1, 5.2, 5.3 |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Quiz 4**  **Complete** Quiz 4 on Blackboard. | | 4.1, 4.2, 4.3 | Quiz = 1hr. |
| **Week 5 DQ 1**  **Watch** the film “Wal-Mart: The High Cost of Low Prices” [1:38:00 mins]. You may purchase or rent the video at Amazon: <http://www.amazon.com/gp/product/B001IUUU24?ie=UTF8&ref=Dvm_us_js_sl_GCATTVB001IUUU24&tag=gcatvodmov-20>  You may use another online source or your local library to access the video.  **Respond** to the following discussion question in 75 to 150 words:   * What are the alleged workplace violations contained in the film? What can the organization do to ensure a safe, compliant, and ethical workplace?   **Respond** to at least three other students in a manner that is thought provoking and that appropriately challenges the discussion.  *Note*. Initial answers to the question are due by 11:59 p.m. (EST) on Thursday. All responses must be posted by 11:59 p.m. (EST) on Sunday. | | 5.1, 5.2 | Discussion Board = 3hrs. |
| **HR Final Project: Paper**  **Review** the HR Final Project document.  **Incorporate** all parts of the project completed throughout the weeks into a research paper.  **Submit** the research paper through Blackboard.  *Due by [enter time] (EST) on [enter day].* | | 5.2, 5.3 | Project = 2hrs. |
| **HR Final Project: Presentation**  **Review** the HR Final Project document to create your presentation.  **Develop** your presentation based on the instructions.  **Post** a link of your presentation using Google Drive to the discussion board. Click the **Technology Tutorials** tab from the left menu in Blackboard for a tutorial on using Google Drive.  **Review** the presentation of at least three other students, providing feedback on what you learned from their work.  *Due by [enter time] (EST) on [enter day].* | | 5.1, 5.2 | Project Presentation = 3hrs. |
| **Total** |  |  | **9hrs.** |
| **Notes** |  | | |

# Breakdown of Academic Instructional Equivalencies

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| --- | --- | --- |
|  |  |  |
| **Week 1** |  |  |
| Required |  | 8hrs. |
| Supplemental |  |  |
|  |  |  |
| **Week 2** |  |  |
| Required |  | 10hrs. |
| Supplemental |  |  |
|  |  |  |
| **Week 3** |  |  |
| Required |  | 7hrs. |
| Supplemental |  |  |
|  |  |  |
| **Week 4** |  |  |
| Required |  | 8hrs. |
| Supplemental |  |  |
|  |  |  |
| **Week 5** |  |  |
| Required |  | 9hrs. |
| Supplemental |  |  |
|  |  |  |
|  |  |  |
| **Total Required Hours** |  | 42hrs. |
| **Total Supplemental Hours** |  |  |
| **Total Hours** |  | 42hrs. |