



BAKER COLLEGE OF AUBURN HILLS EN 211 - SYLLABUS

Human Resources for Entrepreneurs

Course Section: 02215 FALL 2014 Credit Hours: 04

COURSE DESCRIPTION:

Explores and considers the following: How do rules and regulations determine my actions as an entrepreneur, what role do Human Resources play in the success or failure of a small business, and how does my relationship with my employees impact my business.

PREREQUISITE(S) / CO-REQUISITE(S):

Prerequisite(s): MGT 101, MKT 111B.

TEXTBOOK(S):

TITLE: Why Employees don't do what they are supposed to
AUTHOR: Fournies
PUBLISHER: MCGRAW

EDITION/YEAR: 2nd
ISBN: 978-0-07-148615-6

TITLE: Hire Your First Employee
AUTHOR: Abrams
PUBLISHER: PICKERING PUBLISHING

EDITION/YEAR: 1st
ISBN: 978-1-933895-13-0

INSTRUCTOR INFORMATION

INSTRUCTOR: MARIAN METY
BAKER COLLEGE EMAIL ADDRESS: marian.mety@baker.edu
CELL PHONE: 586 350-6803

POLICIES

NOTE:

Baker College is committed to provide an educational environment that allows you the opportunity to obtain your academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in the Student Handbook section of the Catalog. Furthermore, students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect. Please refer to the Student Handbook section of the Catalog for further details. To access the Student Handbook and campus specific information please visit the following Web site: www.baker.edu/policies/.

CREDIT HOUR DEFINITION:

Baker College defines a credit hour as the amount of work represented by intended learning outcomes consisting of not less than thirty clock hours. In terms of student expectations, for each credit hour a student can expect a minimum of ten hours of direct in-class instruction and twenty hours of outside-of-class activities. This distribution may vary for

CREDIT HOUR DEFINITION: CONTINUED

courses with laboratory, internship, externship, clinical and practicum requirements where a combination of direct instruction, academic assignments, lab work, fieldwork, observation, and/or clinical practice is included.

ATTENDANCE:

Attendance is necessary for your success in this course. Attendance will be taken within the first thirty minutes of class.

If you arrive late to class, it is your responsibility to notify the instructor that you are present. You will be administratively withdrawn for excessive absenteeism if any of the following criteria are met:

1. You are absent for the first week of the course.
2. You are absent for two consecutive weeks.
3. You are absent for more than 40% of the course.
4. Your instructor determines that your absences have been excessive or unjustified.

Course Reinstatement for Excessive Absenteeism:

The student initiates the application process for course reinstatement through the SOLAR/STAR system. The request for course reinstatement can only be requested once per course, per quarter. The instructor reviews the application and makes a decision to approve or deny the request for course reinstatement. The reinstatement process and the assessment of your work must be completed prior to submission of final grades. If the request is approved, the instructor will generate an academic plan of action.

Automotive and Diesel Students Only:

You must be in attendance 85% of the class/lab time for all auto and diesel courses. If you do not meet this requirement, you will be withdrawn or given an "F" for the class. You will be required to sign in and out of both lecture and lab and will be allowed to only make up one lab session.

WITHDRAWALS:

If you stop attending class without formally withdrawing, you may receive an "F" for the course. Any withdrawal may impact your eligibility for competitive entry programs and your academic standing. There are additional consequences for failing or withdrawing from a developmental education course. Please contact the Academic Office if you find it necessary to stop attending this quarter. Withdrawal from a course may not reduce your financial obligation. Please refer to the Student Handbook section of the Catalog for further details.

EXTRA CREDIT:

No extra credit is available per Baker College policy.

HONOR CODE:

Academic honesty, integrity, and ethics are required of all members of the Baker College community. Academic integrity and acting honorably are essential parts of professionalism that continue well beyond courses at Baker College. They are the foundation for ethical behavior in the workplace. There are four possible consequences for violating Baker College's Honor Code:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the College
4. Rescinding a certificate or degree

PLAGIARISM DETECTION SERVICE:

Baker College utilizes plagiarism detection services and has the authority to submit any papers or assignments to such services to determine authenticity. Some assignments may need to be submitted electronically for this purpose.

COPYRIGHT POLICIES:

TEACH Act Doctrine: The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. Fair Use Doctrine: Materials used in connection with this course may be subject to copyright protection. Information regarding the TEACH Act and Fair Use Doctrines can be found on the Baker College Web site: www.baker.edu/policies/.

SOCIAL NETWORKING:

Course information of any kind (materials, pictures, events, etc.), including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for

SOCIAL NETWORKING: CONTINUED

class participation. Violation of this policy could result in expulsion from the College.

TUTORING:

A variety of options are available to support optimal learning at Baker College. Services are available to all registered students, whether a student is struggling with a course or is doing well, but wants to do better. Online tutoring is offered for some courses, and both peer and professional tutoring may be available. To obtain current information on services available, check with the Learning Center on your campus.

SPECIAL NEEDS/DISABILITY SERVICES:

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities. Baker College recognizes that qualified students who have been diagnosed or identified as having a learning, physical, or emotional disability are entitled to reasonable accommodations. Baker College is committed to making every effort to providing reasonable accommodations. The Special Needs/Disability Services Coordinator and the student will work together to ensure appropriate accommodations. Information concerning the College's policies and procedures related to disability can be found in the Student Handbook and on the Baker College Web site: www.baker.edu/policies/.

INCOMPLETE GRADES:

Incompletes are only considered if a significant unavoidable problem occurs. In order to receive an "Incomplete" grade, the student:

1. Must request an incomplete grade before the end of the course.
2. Must have completed 80% of the total coursework and have a chance to pass the course.
3. Must be unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances (documentation may be required).
4. Must complete an Incomplete Grade Contract with the instructor, with the due date no later than the last day of the following quarter. Permission from the dean may also be required.

If the coursework is not completed by the agreed upon due date, the final course grade will be based on the work that was completed by the end of the quarter in which the course was taken.

CHILDREN ON CAMPUS:

Children may come into the building rather than be left unattended in a vehicle, while a parent/guardian conducts college business, drops off an assignment, etc. Children may not accompany students who are on campus to study, conduct library research, or participate in other class-related activities. Children may not be left unattended anywhere on campus especially in the Student Center or Library. Children are not allowed to use College resources including computers and printers.

ELECTRONIC DEVICES:

Please keep all electronic devices (cell phones, PDAs, etc.) in an inaudible mode while in the classroom.

FOOD AND DRINK:

Please use care in keeping facilities and equipment clean and orderly. Food and beverages can only be consumed in the Student Center, with the exception of bottled water with a securable lid being allowed in some classrooms. It is your responsibility to know and adhere to the rules in place for food and beverage consumption on this campus.

TOBACCO USE:

Tobacco use is allowed on this campus, but only in strictly controlled areas. There are penalties for anyone found to be in violation of the tobacco use policy. It is your responsibility to know and adhere to the rules in place for tobacco use on this campus.

GRADING SCALE:

This standard grading scale is used in all courses except for Health Science programs and related courses (further details below).

Standard Grading Scale

A = 93-100%

GRADING SCALE: CONTINUED

A-	= 90-92%
B+	= 87-89%
B	= 83-86%
B-	= 80-82%
C+	= 77-79%
C	= 73-76%
C-	= 70-72%
D+	= 67-69%
D	= 63-66%
D-	= 60-62%
F	= 0-59%

Courses under the following prefixes will use the Health Sciences Grading Scale: CCP, CDS, CHI, DAS, DHY, DMS, ECT, EMS, ES, ESM, HIT, HN, HSC, HT, HUC, MED, MIS, MLT, NUR, OCC, OTA, OP, OPT, PHT, PTA, PST, PN, RDT, RAD, RHS, RSC, SPT, STC, MSG, VAS, and VET.

The following pre-requisite courses will also use the Health Sciences Grading Scale: SCI100F, SCI101C, SCI102C, SCI111, SCI211, SCI220A, SCI271A, SCI311.

Health Sciences Grading Scale

A	= 94-100%
A-	= 91-93%
B+	= 89-90%
B	= 87-88%
B-	= 84-86%
C+	= 81-83%
C	= 78-80%
C-	= 75-77%
D+	= 72-74%
D	= 69-71%
D-	= 65-68%
F	= 0-64%

GRADE DEFINITIONS:

A = Outstanding Achievement: The student demonstrates exceptional mastery of the content. An "A" is an exceptional grade indicating distinctly superior performance. The student demonstrates unusually sharp insight regarding the content, and every aspect of performance is exemplary.

B = Commendable Achievement: The student demonstrates above average mastery of the content. A "B" is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrates commendable insight regarding the content, and overall performance is above average.

C = Acceptable Achievement: The student demonstrates average mastery of the content. A "C" is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content, and overall performance is average.

D = Marginal Achievement: The student demonstrates below average mastery of the content. A "D" is a below average grade indicating that a student has marginally met the stated requirements. The student demonstrates minimal insight regarding content, and the overall performance is marginal.

F = Failing: The student demonstrates little or no mastery of the content. An "F" is a failing grade indicating that a student has not met the stated requirements. The student demonstrates insufficient insight regarding content, and overall performance is not worthy of credit.

Note: A plus (+) or minus (-) indicates performance at the higher or lower end of the grade range. Certain programs or courses may have a higher standard for "Acceptable Achievement."

SYLLABUS DISCLAIMER:

The following Instructor Requirements for this course are subject to change to better meet educational needs.

INSTRUCTOR REQUIREMENTS FOR THIS COURSE

COURSE REQUIREMENTS AND GRADING (EVALUATION):

ITEM	POINTS	PERCENT
Essential Questions Class Discussion (2 @ 10 pts each)	20.00	2.00
Reflection Assignments (2 @ 25 pts each)	50.00	5.00
HRM Interview (120 pts) and Presentation (30 pts)	150.00	15.00
Disciplinary Plan and Termination Policy (2 @ 50 pts each)	100.00	10.00
HR Reference Manual and Hiring Process (2 @ 40 pts each)	80.00	8.00
Employee Motivation & Retention & Performance Evaluation (2 @ 25 pts each)	50.00	5.00
Budget, Job Description & Recruitment Plan (2 @ 65 pts each)	130.00	13.00
Interview Process	50.00	5.00
Safety Scavenger Hunt & E-mail (2 @ 25 pts each)	50.00	5.00
e-Portfolio Set-up & Checklist	20.00	2.00
Role Plays (5 @ 20 pts each)	100.00	10.00
Blackboard Discussion Forum (10 weeks @ 10 pts each)	100.00	10.00
Role-play Write-ups (5 @ 20 pts each)	100.00	10.00
TOTALS	1000.00	100.00

TENTATIVE CALENDAR:

WEEK 01 2014/09/28 - 2014/10/04

DUE	ASSIGNMENT
9/29/2014	Introduction to Course Course Requirements Distribution of Syllabus and Student Learning Outcomes Essential Questions Discussion (Completed in Class) 10 pts Read Abrams text: pp. 4-9, 12-23, 120-122, 164-169, p. 175 Read Fournies text: pp. 123-126 Discuss e-Portfolio and Professional Organization Requirements Discuss Assignment: Reflection: Professionalism, Ethics and Social Responsibility (Due Week 3) Discuss Assignment: HRM Interview (Due Week 8) Post to Blackboard Discussion Board - 10 pts

WEEK 02 2014/10/05 - 2014/10/11

DUE	ASSIGNMENT
10/6/2014	Read Abrams text: pp. 46-65, 69-77, 123-133, 134-140 Read Fournies text: pp. 3-9 Discuss Assignment: HR Reference Manual (Due Week 10) Discuss Assignment: Personnel Plan (Due Week 3) Discuss Reading Assignments from 9/29 Role-plays - 20 pts Post to Blackboard Discussion Board - 10 pts Role-play write-ups - 20 pts

WEEK 03 2014/10/12 - 2014/10/18

DUE	ASSIGNMENT
10/13/2014	Assignment Due: Reflection: Professionalism, Ethics, Social Responsibility - 25 pts

DUE **ASSIGNMENT**
 Assignment Due: Personnel Plan - 65 pts
 Read Abrams text: pp. 28-37, 38-45, 145-153
 Read Fournies text: pp. 11-16
 Discuss Assignment: Recruitment Plan (Due Week 4)
 Discuss Reading Assignments from 10/6
 Post to Blackboard Discussion Board - 10 pts

WEEK 04 2014/10/19 - 2014/10/25

DUE **ASSIGNMENT**
 10/20/2014 Assignment Due: Recruitment Plan - 65 pts
 Read Abrams text: pp. 170-175
 Read Fournies text: pp. 17-30, 123-126
 Discuss Assignment: Interview Process (Due Week 5)
 Discuss Reading Assignments from 10/13
 Role-plays - 20 pts
 Post to Blackboard Discussion Board - 10 pts
 Role play write-ups - 20 pts

WEEK 05 2014/10/26 - 2014/11/01

DUE **ASSIGNMENT**
 10/27/2014 Assignment Due: Interview Process - 120 pts
 Discuss Safety Hazards Power Point
 Read Abrams text: pp. 78-95
 Read Fournies text: pp. 31-57, 113-122
 Discuss Assignment: Hiring Process
 Discuss Assignment: Safety Scavenger Hunt
 Discuss Reading Assignments from 10/20
 Post to Blackboard Discussion Board - 10 pts

WEEK 06 2014/11/02 - 2014/11/08

DUE **ASSIGNMENT**
 11/3/2014 Assignment Due: Hiring Process - 40 pts
 Assignment Due: Safety Scavenger Hunt - 25 pts
 Read Abrams text: 96-117
 Read Fournies text: pp. 59-83, 127-139
 Discuss Assignment: Employee Motivation and Retention Plan (Due Week 7)
 Discuss Assignment: Employee Performance Evaluation (Due Week 7)
 Discuss Reading Assignments from 10/27
 Role-plays - 20 pts
 Post to Blackboard Discussion Board - 10 pts
 Role-play write-ups - 20 pts

WEEK 07 2014/11/09 - 2014/11/15

DUE **ASSIGNMENT**
 11/10/2014 Assignment Due: Employee Motivation and Retention Plan - 25 pts
 Assignment Due: Employee Performance Evaluation - 25 pts
 Read Fournies text: pp. 85-110
 Discuss Assignment: Disciplinary Plan (Due Week 8)
 Discuss Assignment: Termination Policy (Due Week 8)
 Discuss Reading Assignments from 11/3
 Post to Blackboard Discussion Board - 10 pts

WEEK 08 2014/11/16 - 2014/11/22

DUE	ASSIGNMENT
11/17/2014	Assignment Due: HRM Interview - 50 pts Assignment Due: Disciplinary Plan - 50 pts Assignment Due: Termination Policy - 50 pts No reading assignments this week Discuss Assignment: E-mail (Due Week 9) Discuss Assignment: Reflection: Effective Comm, Teambuilding, Conflict Mgt, & Diversity (Due Week 9) Discuss Reading Assignments from 11/10 Role-plays - 20 pts Post to Blackboard Discussion Board - 10 pts Role play write-ups - 20 pts

WEEK 09 2014/11/30 - 2014/12/06

DUE	ASSIGNMENT
12/1/2014	Assignment Due: E-mail - 25 pts Assignment Due: Reflection: Effective Comm, Teambuilding, Conflict Mgt, & Diversity - 25 pts No reading assignments this week Post to Blackboard Discussion Board - 10 pts

WEEK 10 2014/12/07 - 2014/12/13

DUE	ASSIGNMENT
12/8/2014	Assignment Due: HR Reference Manual - 40 pts Assignment Due: HRM Interview Presentation - 30 pts Assignment Due: e-Portfolio set-up and checklist - 20 pts Essential Questions Discussion (Completed in Class) - 10 pts Role-plays - 20 pts Post to Blackboard Discussion Board - 10 pts Role play write-ups - 20 pts

CLASS EXPECTATIONS:

Be prepared to conduct yourself in a professional and courteous manner at all times. Excessive talking with your neighbor during lecture or class discussion is rude and unprofessional and will not be tolerated. If it continues, you may be asked to leave the class. Prepare for class as if you were preparing for work: be ready to participate, have all necessary supplies with you, and stay for the entire class period. You can only do as well in the class as your efforts show.

PARTICIPATION:

You are expected to participate in onsite and online class discussion on a regular basis and communicate your ideas in a clear, concise, and professional manner. Participation in these discussions will help you to accurately complete the course assignments and do well in the class. Blackboard discussion posts must be coherent, relevant, add value to the class, and enhance the overall learning experience. Responses such as

HOMEWORK:

Timely completion and submission of all homework assignments is expected, including the reading of the assigned chapters. Doing so will ensure that you are prepared to participate in classroom activities and discussion. All assignments must be typed and uploaded into Blackboard via the assignment link in order to be accepted and graded. Late work will receive 75% credit if submitted within one week of the due date. Work is considered late if not uploaded to Blackboard prior to the beginning of class on the date that it is due.

LATE ASSIGNMENT POLICY:

All late work will be given 75% of the possible points if submitted within seven days of the due date. Work submitted after seven days from the due date will not receive credit. Being absent does not remove your responsibility to submit your work on time, especially since it can still be submitted via Blackboard. Please do NOT submit any assignments ahead of time; this will ensure that they are completed thoroughly and correctly. You can certainly review and begin assignments ahead of time and then submit them on the appropriate due date.

MAKE-UP WORK/EXAMS:

There are no scheduled exams for the class. You will be involved in five role plays during the quarter that will be used to give you practice when dealing with your employees or potential employees. Role plays and role play write-ups are indicated on the syllabus and cannot be made up. Write-ups will be completed in class after the role plays.

FINAL EXAM:

There is no Final Exam for the class.

RETURN OF STUDENT WORK:

All assignments will be graded in Blackboard within 5-7 days after they are submitted. Each student is required to set up an e-Portfolio through Blackboard. Instructions are located on Blackboard under Student Tools, Portfolios Homepage link. Please make your e-Portfolio available to me as your instructor. Role-play write-ups will be returned to you during the next class session.

UNANTICIPATED ABSENCE:

Contact me as soon as possible if you are unable to attend class. Being absent does not eliminate your responsibility to submit any assignments that are due on that date. If I am unable to attend class or am running late, the Academic Office will post a sign on the door regarding that class meeting. Wait at least 15 minutes after the scheduled class time to ensure that you do not miss a scheduled class.

OTHER REQUIREMENTS:

Role plays, write-ups, and Blackboard discussion posts are required and will be included in your final grade. These requirements will be used to augment lecture, class discussion, and assignments. Assignment details are posted in the Weekly Folders on the Blackboard navigation menu. This will enable you to keep abreast of class and assignment requirements and due dates and download documents as needed.

Updated: 2014/09/19 For: AUBURN HILLS CAMPUS