



BAKER COLLEGE OF AUBURN HILLS

HRM 291 - SYLLABUS

Human Resource Seminar

Course Section: 04328 SPRING 2015 Credit Hours: 04

COURSE DESCRIPTION:

Focuses on material studied in previous associate degree level courses at Baker College. Students will evaluate and analyze current topics in HR through case analysis and through the development of a policy manual/employee handbook. This is the capstone course in the human resource management associate's degree program.

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

Prerequisite(s): HRM 215A, HRM 225A, HRM 300, HRM 315A.

TEXTBOOK(S):

TITLE: Human Resource Management Applications
AUTHOR: Nkomo
PUBLISHER: CENGAGE

EDITION/YEAR: 7th
ISBN: 978-0-538-46807-7

TITLE: Baker Human Resources (custom)
AUTHOR: Nkomo/Fottler/Mcafee
PUBLISHER: CENGAGE

EDITION/YEAR: 7th
ISBN: 978-1-285-12910-5

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
Blackboard Discussion - (8 weeks @ 25 pts each - three weekly posts)	200.00	20.00
Case/Exercise Presentations / Write-ups - (8 weeks @ 25 pts each)	200.00	20.00
HR Topic Research Papers - (8 weeks @ 25 pts each)	200.00	20.00
Capstone Project Presentation - 200 points	200.00	20.00
Capstone Project Paper - 200 points	200.00	20.00
TOTALS	1000.00	100.00

TENTATIVE CALENDAR:

WEEK 01 2015/04/05 - 2015/04/11

DUE	ASSIGNMENT
4-9-2015	Introduction to Course Syllabus and Class Policy Review Discuss Capstone Project Content, Requirements, Rubrics Discuss Case / Exercise Write-ups Discuss Chapter 1 in Mathis Text - HR's Role and Strategic Nature Discuss Chapter 2 in Mathis Text - Equal Employment Opportunity and Diversity Discuss Weekly HR Topic Research

WEEK 02 2015/04/12 - 2015/04/18

DUE	ASSIGNMENT
4-16-2015	Discuss Chapter 3 in Mathis Text - Individuals/HR Planning/Job Analysis Blackboard Discussion Forum - 25 Case/Exercise Presentations / Write-ups - 25 HR Topic Research Paper - 25 points

WEEK 03 2015/04/19 - 2015/04/25

DUE	ASSIGNMENT
4-23-2015	Discuss Chapter 4 - Staffing: Recruiting and Selection Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 04 2015/04/26 - 2015/05/02

DUE	ASSIGNMENT
4-30-2015	Discuss Chapter 5 - Training and Talent Management Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 05 2015/05/03 - 2015/05/09

DUE	ASSIGNMENT

DUE	ASSIGNMENT
5-7--2015	Discuss Chapter 6 - Performance Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 06 2015/05/10 - 2015/05/16

DUE	ASSIGNMENT
5-14-2015	Discuss Chapter 7 - Total Rewards and Compensation Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 07 2015/05/17 - 2015/05/23

DUE	ASSIGNMENT
5-21-2015	Discuss Chapter 8 - Variable Pay and Benefits Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 08 2015/05/24 - 2015/05/30

DUE	ASSIGNMENT
5-28-2015	Discuss Chapter 9 - Risk Management and Employee Relations Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 09 2015/05/31 - 2015/06/06

DUE	ASSIGNMENT
6-4-2015	Discuss Chapter 10 - Union / Management Relations Blackboard Discussion Forum - 25 points Case/Exercise Presentations / Write-ups - 25 points HR Topic Research Paper - 25 points

WEEK 10 2015/06/07 - 2015/06/13

DUE	ASSIGNMENT
6-11-2015	Submit Capstone Project - 200 points Present Capstone Project Findings to the Class - 200 points

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. You can only do as well in the class as your efforts show.

PARTICIPATION:

You are expected to participate in class discussion and group activities on a regular basis and communicate your ideas in a clear, concise, and professional manner. Participation in class activities will help you to accurately complete assignments and prepare you for completion and presentation of the Capstone project. Note that class activities CANNOT be made up, regardless of the reason for missing them. A minimum of three Blackboard posts is required and will be counted toward your final grade. I will post a weekly question for discussion that is related to a prevalent HR topic.

HOMEWORK:

HOMEWORK: CONTINUED

Timely completion and submission of all homework assignments is expected, including the assigned readings. Doing so will ensure that you are prepared to participate in classroom activities and discussion. All assignments must be typed, in APA format, and submitted through Blackboard in order to be accepted and graded. Please go to the APA Help section of the website for APA assistance. We will review all assignments and their requirements during the first class period.

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 assignments before we review them in class; this will ensure that they are completed thoroughly and correctly.

MAKE-UP WORK/EXAMS:

No exams will be given for this class. Write-ups and topic papers are due on the dates assigned; case study/exercise presentations must be completed in class on the due date and cannot be made up. You will receive 1/2 credit if you miss class but submit the write-up on time. Your individual presentation during Week 10 must be based on your Capstone Project. I will pass out a rubric for the presentation during the quarter.

FINAL EXAM:

There is no mid-term or final exam for the class, but there is the Capstone Project Paper and Presentation.

RETURN OF STUDENT WORK:

All assignments will be graded in Blackboard within 5-7 days after they are uploaded and will be available for you to review your grade and my comments. Please note: all assignments must be completed in Word or saved in pdf format. No zip, text, or other file types will be accepted. All files must be uploaded individually. Follow directions for assignment submissions, please!

UNANTICIPATED ABSENCE:

Contact me via text or email 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. Note that you will lose points for any class activity on the day that you are absent. Do not call me before 5pm on week-days. 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 the class.

OTHER REQUIREMENTS:

Rubrics and requirements for all assignments will be posted on Blackboard by the first week of class so you can download and save/print documents as needed. The rubric for the Capstone project is already posted.

Updated: 2015/03/22 For: AUBURN HILLS CAMPUS