



SYLLABUS

Human Resource Management MGMT 3335 Z01- 2420- 24072 Spring 2024

Instructor: Dr. Ervin Rodriguez
Section # and CRN: Z01; 2420-24072
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Office Hours: Tuesday, Thursday – 11:00 to 12:30pm; Online as needed.
Mode of Instruction: Online as needed

Course Location: Online
Class Days & Times: Online
Catalog Description: Systematic approach to human resource utilization. Topics include selection, training, promotion, compensation, labor relations, workplace dysfunctions, management of change and human resource accounting.

Co-requisites: None

Required Texts: Human Resource Management by Robert L. Mathis and John H. Jackson (15th edition, 2016) ISBN 978-01305500709 – note the 13th edition is an acceptable substitute but the student is responsible for any differences in the textbooks – ISBN 978-0538453158.

Recommended Texts: Additional readings will be provided by professor.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Have a general overview and understanding of strategic human resource management in the areas of planning, recruitment, selection, training and development, performance appraisal, compensation, benefits, and health and safety.	PL01	EQS
2	Demonstrate problem solving and decision-making skills in human resource management	PL02	CT
3	Use critical thinking, analytical reasoning, and problem-solving skills to address several employment related issues: EEO, employee rights, and discipline, and labor relations.	PL03	CT, PR
4	Understand the profession of Human Resource Management from the perspective of practicing professionals.	PL04	TW, SR
5	Understand the role of ethics and social responsibility in strategic human resource management	PL04	SR

Major Course Requirements

To understand the fundamentals of human resource management. Specifically, students should understand the design of formal systems within an organization that aid in the development of personnel and organizational capabilities, such that, human talent and skills are used to achieve organizational goals.

Your assignments will also involve writing in a clear and concise manner. If you need assistance with writing your assignments or becoming familiar with APA format, Prairie View A&M has wonderful writing resources available to you. Of course, I will also be available to help you. I will do my best to help you succeed in this class. Before starting the class, please review and become familiar with the syllabus. Review the first week's assignments and allow time for study and self-reflection.

Applied Assignments: Are homework's that are based on critical thinking and/or real-world problem-solving exercises. Your answer must be substantive in nature and not merely rehash the information in your textbook. In other words, the answer must reflect that you have used your critical-thinking skills to develop a well-rounded, thoughtful answer your answers must be at least 250 words.

Late Coursework Submission Policy

In the learning environment as well as in the real-work environment, due dates are essential. Assignments have due dates to ensure that the student can successfully complete the class while also benefiting from instructor input prior to completing each new assignment.

To avoid late penalty deductions, assignments should be submitted on or prior to the due date. A student needs to contact his/her instructor prior to the due date to discuss possible options when circumstances beyond the student's control prevent or will be preventing him or her from completing the assignments by the deadline.

If a student does not make prior arrangements with the instructor and fails to turn individual work in on time or if the alternate due date for the late assignment is missed, the following deductions may be applied:

Calendar Days Late	Maximum Point Deduction
1 day	Up to 10%
2 days	Up to 20%
3 days	Up to 30%
4 days	Up to 40%
5 days	Up to 50%
6 days	Up to 60%
7 days	Up to 70%
More than one week	No assignments will be accepted one week after the assigned due date.

Missed Exam/Quiz Policy

To avoid exam deductions, an exam should be taken at the scheduled time. A student needs to contact his or her instructor prior to the established testing date to discuss possible options when circumstances beyond the student's control prevent or will be preventing him or her from taking the test or quiz on the established testing date.

If a student does not make prior arrangements with the instructor concerning an exam or quiz, the instructor is not obligated to allow the student to make up the exam or, if the instructor does allow the student to make up the exam or quiz, the faculty member may deduct up to a maximum of 30% off the grade earned. If the student is permitted to make up an exam or quiz,

the student may not be provided the same test as the rest of the class but may receive an alternate version. The student will be tested on the same conceptual and/or content material as the rest of the class; however, questions asked to test the student conceptual, or content knowledge may differ from those asked to the rest of the class.

Method of Determining Final Course Grade

Course Grade Requirement	Value
1) Quizzes	30%
2) Exams	50%
3) Assignments	20%
Total	100%

Grading Criteria and Conversion:

- A = 100 to 90%
- B = 89% to 80%
- C = 79% to 70%
- D = 69% to 55%
- F = 54% or below

Semester Calendar

Due Date	Topic	Comments
January 16	Module 1	Human Resource Management in Organizations
January 23	Module 2 - Discussion #1 Case Study HR, Culture and Business Results Success at Google Scripps and UPS	Human Resource Strategy and Planning Discussion initial post on 1/25 and two responses by 1/28.
January 30	Module 3	Equal Employment Opportunity
February 6	Module 4	Workforce, Jobs, and Job Analysis
February 13	Module 5/Quiz 1	Quiz covering chapters 1-4 Individual-Organization Relations and Retention
February 20	Module 6 – Discussion #2 Inside the Clothing Store	Recruitment High Quality Talent Discussion initial post on 2/22 and two responses by 2/25.
February 27	Module 7	Selecting Human Resources
March 5	Module 8 Midterm	Midterm Chapters 5-8 Training HR
March 11-16	Spring Break	No Class
March 19	Module 9	Talent, Careers, and Development
March 26	Module 10 – Discussion #3 Pay for Performance Enhances Employee Management at Scripps Health	Performance Management and Appraisal Discussion initial post on 3/28 and two responses by 3/31.
April 2	Module 11	Total Rewards and Compensation
April 9	Module 12 Quiz 2	Quiz, Chapters 9 - 12 Variable Pay & Compensation
April 16	Module 13	Managing Employee Benefits
April 23	Module 14 – Discussion #4 Leadership Leverage	Risk Management and Work Protection Discussion initial post on 4/25 and two responses by 4/28.
April 30	Module 15	Employee Rights and Responsibilities

May 7	Module 16 Final Exam	Exam covering chapters 13-16 Union Management Relations
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Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus- Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261- 1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, live scribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for

both the G.I. Bill and the Texas Hazelwood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism. Nonacademic Misconduct (See Student Handbook) The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such 5 disruptive behaviors may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader • Basic knowledge of Windows or Mac O.S. 6

Netiquette (online etiquette): Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.