

**University of North Texas at Dallas**  
**Spring 2021**  
**SYLLABUS**

<b>MGMT 3860-002: Human Resources Management (3hrs)</b>	
<b>Department of</b>	<b>Management</b>
<b>School of</b>	<b>Business</b>
<b>Instructor Name:</b>	Angela Boston
<b>Office Location:</b>	Dallas Campus Building 2 - 3 <sup>rd</sup> Floor Rm #305
<b>Office Phone:</b>	208 296-8765
<b>Email Address:</b>	Angela.Boston@untdallas.edu
<b>Virtual Office Hours:</b>	Tuesdays 7pm to 9pm - Request By Appointment when schedule conflicts with availability
<b>Classroom Location:</b>	Remote –UNTD Canvas & Zoom
<b>Class Meeting Days &amp; Times:</b>	Monday 7pm-9:50pm
<b>Course Catalog Description:</b>	This is a (3hr) course that will cover introduction to personnel management. The process of effective management of human resources and those elements essential to such a process. Topics include effective personnel planning, recruiting and selection, training and development, compensation and benefits, legal issues, the nature of labor relations, and workplace health and safety
<b>Prerequisites:</b>	There are non listed for this course
<b>Required Text:</b>	Title: Human Resources Management 16 <sup>th</sup> edition Author(s): Sean R. Valentine, Patricia A. Meglich, Robert L. Mathis and John H. Jackson Publisher: South-Western Cengage Learning ISBN: 978-0-357-033385-2 <i>Optional Text if not available – Human Resources Management 7<sup>th</sup> ed. Robert Mathis and John Jackson ISBN: 978-1305-11524-8 (e-book for optional text = ISBN: 978-13054-65220)</i>
<b>Access to Learning Resources:</b>	<b>UNT Dallas Library:</b> phone: (972) 780-1616 web: <a href="http://www.untdallas.edu/library">http://www.untdallas.edu/library</a> email: <a href="mailto:library@untdallas.edu">library@untdallas.edu</a> <b>UNT Dallas Bookstore:</b> phone: (972) 780-3652 web: <a href="http://www.untdallas.edu/bookstore">http://www.untdallas.edu/bookstore</a> e-mail: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a>
<b>Supported Browsers:</b> Chrome Firefox Flash 28, 29 (for audio/video) Internet Explorer 11 Safari 10, 11 Microsoft Edge is not recommended!  <b>Supported Devices:</b> iPhone Android Chromebook (Tablet users can use the Canvas app)	<b>Getting Help with Canvas:</b>  <b>Canvas 24 /7 Phone Support for Students:</b> 1-833-668-8634  <b>Canvas Help Resources:</b> web: <a href="https://community.canvaslms.com/docs/DOC-10701">https://community.canvaslms.com/docs/DOC-10701</a>  <b>For additional assistance, contact Student Assistance (Distance Learning):</b> Founders Hall, Rm 124 phone: (972) 338-5580 email: <a href="mailto:distancelearning@untdallas.edu">distancelearning@untdallas.edu</a>

	<p><b>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</b></p> <p><b>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</b></p>
<b>Course Goals or Overview:</b> The goals of this course are as follows:	
<b>Learning Objectives/Outcomes:</b> Upon completion of this course, the student will have demonstrated the competencies as listed in the current edition of the university catalog which includes	
1	the skills and abilities to discuss and explain human resources management
2	comprehend and apply materials and information in new ways for human resources performance effectiveness and legal compliance
3	identify, formulate, analyze, solve and implement solutions in response to personnel planning, training, development, selection, terminations, compensation, labor & employee relations
4	to make valuable judgment calls pertaining to human resources changes, issues and challenges

### Classroom Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Schedule	Topic	Assignment Due Date
Week 1 – 1/18	<b>(No Class) Monday 1/18 – MLK Holiday</b>	
Week 2 – 1/25	Human Resources Outline I – Intro to HR thru HR Challenges and Ethics – Chapter 1,2,9 Appendix B & C	
Week 3 – 2/1 Week 4 – 2/8	<b>Article I</b> Legal Issues (packet); Employment Law; Chapter 3,4,5 & Appendix D & F Class discussion and pre-exam Q & A;	<b>Article I – Monday 2/1</b>
Week 5 – 2/15	<b>Exam I</b> Handout – <b>HR Assignment #1</b> Write the Vision	<b>Exam I – Monday 2/15</b>
Week 6 – 2/22	Legal Issues (Lecture); Employment Law; Chapter 3,4,5 & Appendix D & F	
Week 7 – 3/1	<b>Article II</b> Human Resources Outline II – General Employment Chapter 3, 6 & Appendix G	<b>Article II – Monday 3/1</b>
Week 8 – 3/8 Week 9 – 3/15	Human Resources Outline III – Recruiting & Staffing Chap 6&7 Appendix D, F	<b>HR Assignment #1 – Monday 3/15</b>
Week 10 – 3/22	HR Outline IV – Training &, Development, Chapter 8 & 9	
Week 11 – 3/29	<b>Exam II</b> Handout – <b>HR Assignment #2</b> Should Salaries Be Secret	<b>Exam II – Monday 3/29</b>
Week 12 – 4/5	<b>Article III</b> Performance Management (ppt) and Appraisal Chapter 10 & 14	<b>Article III – Monday 4/5</b>
Week 13 – 4/12	HR Outline V – Compensation and Benefits (Total Rewards) Chapter 11 & 12	
Week 14 – 4/19	Human Resources Outline VI – Employee & Labor Relations Chapter 15 HR Outline VII – Health and Safety Chapter 13	<b>HR Assignment #2 – Monday 4/19</b>
Week 15 – 4/26	<b>Final Class Day</b> – complete lecture and Q&A for Final	
Week 16 – 5/3	<b>Final Exams week - As Scheduled</b>	<b>Final Exam – 5/3</b>

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – *written tests designed to measure knowledge of presented course material given Weeks 6, 10, 16*

**Article Reviews** – *written assignments designed to supplement and reinforce course material*

**Group Projects** – *Team assignments designed to measure ability to apply presented course material*

**Class Participation** – *daily attendance and participation in class discussions a case study presented*

### Grading Matrix:

Activities / Assignments	Value (points or percentages)	Total
<i>Article Reviews</i>	<i>3 assignments at 20 points each</i>	<i>60</i>
<i>2 HR Assignment Projects</i>	<i>40</i>	<i>80</i>
<i>2 Exams</i>	<i>2 Exams at 65 points each</i>	<i>130</i>
<i>Class Attendance/Participation</i>	<i>50</i>	<i>50</i>
<i>Final Exam</i>	<i>130</i>	<i>130</i>
<b>Total:</b>		<b>450</b>

### Grade Points Determination

A = 405-450

B = 360-404

C = 315-359

D = 270-314

F = 269 and below

## University Policies and Procedures

### Students with Disabilities (ADA Compliance):

#### Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at [UNTDisability@untDallas.edu](mailto:UNTDisability@untDallas.edu) or at Building 2, room 204.

#### Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Canvas Instructure course management system's accessibility statement is also provided: <https://www.canvaslms.com/accessibility>

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

**Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

**Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

[http://www.untdallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

**Classroom Policies**

**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untdallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online "Netiquette":**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, discussion board forum threads and/or any other forms of written communication in the

online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at [https://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/7\\_001\\_student\\_code\\_of\\_conduct\\_may\\_2014.pdf](https://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Assistance:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Canvas 24/7 Help Desk at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- <https://community.canvaslms.com/docs/DOC-10701>