

**Human Resource Management
HRPO 2301.88
Northeast Texas Community College
Course Syllabus**

Instructor: Joy Cooper

Business Technology Building

Classroom: Virtual

Office Hours: As Posted

Telephone: (903) 434-8225; cell (903) 573-5597, please call before 9:00 pm!

Email: jcooper@ntcc.edu for questions only, not homework.

Course Description

Three credit hours. Behavioral and legal approaches to the management of human resources in organizations. Human resource management topics include staffing, human resource development, compensation, health and safety, employee and labor relations, and human resource research.

Learning Outcomes

Describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives.

Textbook

Mondy, R. Wayne Human Resource Management 13th Edition, Pearson Prentice Hall
ISBN-13 - 9780133043549

Teaching Methods

- Chapter reading and assignments are to be completed before the deadline
- Assignments turned in past the deadline will not be accepted
- Remember, this is a college course and it is crucial to be prepared for every class
- Students are ONLY to do their OWN work, those submitting duplicate or like assignments/tests will face disciplinary action as stated in the student handbook
- Submit your work only using the assignment feature of Blackboard
- Make sure you read ALL the information available on your Blackboard course you are taking and be sure read the entire assignment. Take notes of all due dates
- Print out each Assignment Week in case our server is down

Important Note: ****IMPORTANT NOTE: Students who have poor attendance (even online) and miss assignment deadlines, exams will receive a grade of "F". Take notes of the semester withdrawal date and withdraw if you are not participating and completing required course components. Do make sure you withdraw properly to protect your GPA!**

Evaluation and Grading Criteria

There are 725 possible points

| | Possible Points |
|-----------------------------------|-----------------|
| Assignments | 150 |
| Exams (2 Exams – 200 points each) | 400 |
| Project | 50 |

| | |
|------------------------------|------------|
| Total Possible Points | 600 |
|------------------------------|------------|

Grades are awarded according to the following scale:

| | |
|---------|---|
| 540-600 | A |
| 480-539 | B |
| 420-479 | C |
| 360-419 | D |
| 0 – 359 | F |

* The following penalty point deductions will be applied to student exam scores when the exam is taken late (after the allotted exam time). To avoid late penalties, students must make arrangements with the Instructor prior to the exam time(s) listed above.

Points Deducted

1-7 days after exam time has expired = 10 point deduction

8-14 days after exam time has expired = 15 point deduction

14 + days after exam time has expired = Meeting with Instructor to discuss student(s) options.

Course Outline

The “Course Project/Article Review Project” must be typed in a professional format. See project icon on Blackboard homepage for details and examples of professional article reviews. Use Microsoft Word when completing your articles reviews. Attach your article review document when submitting the course project prior to the deadline. See Blackboard for important, critical details.

All Assignments are DUE before Midnight on the provided due dates. See Blackboard for complete assignment, discussion board assignment and course project details and due dates. Also view and print the Course Due Date document available under the Start Here folder in Blackboard

DATE CHAPTER/PROJECT/EXAM ASSIGNMENTS

- ☐ See Blackboard for complete instructions and due dates for specific assignments, discussion board assignments, exams and course project deadlines.

ADA Statement:

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

NTCC Academic Honesty Statement

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.”**

Academic Ethics:

Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records. Any violations of the above will result in an F in the course.

Plagiarism *is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.*

Cheating *is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.*

Collusion *is defined as the unauthorized collaboration with any person in preparing work offered for credit.*