**BUS 761: Human Resource Management**

**Spring 2019 Syllabus**

**Meeting Time**

100% Online – Access the class whenever it is convenient for you, but be sure to meet deadlines!

**Course Website**

canvas.uwosh.edu

Choose Human Resource Management Business 761-091C from the Dashboard

**Instructor Information**

Shannon L. Rawski, Ph.D.

Assistant Professor

Department of Management & Human Resources

Pronouns: She, Her, Hers, Herself

**Office Hours**

**Virtual Office Hours via Canvas Chat or Skype**

Tuesdays and Thursdays 10:45 – 11:45 AM

Please message me in chat first to set up a Skype call.

**In-Person Office Hours in Sage Hall 2457 on UWO’s Campus**

Tuesdays and Thursdays 2:30 – 3:30 PM

Please email me so I know you’re coming.

Office hours can be scheduled at an alternative time by appointment. Please schedule alternative office hours with me via email at least 24 hours in advance. I am here to talk about individual or group assignments/class performance. Please come to me about any questions you might have concerning the class. Please let me know if you are having difficulties in the class; then, together, we can come up with strategies to improve your situation.

**Communication**

In general, I plan on checking into our course to respond to questions and read discussion posts on MWF afternoons (around 1 PM). I plan on grading assignments over the weekends. Please keep this schedule in mind when you ask a question in the Ask the Professor Discussion Board.

* **Questions about the class in general, class content, or assignments.**
  + Please use the Ask the Professor Discussion Board on Canvas. This way, others with the same question can view my response to your question.
* **Quick questions during office hours.**
  + Please use the Canvas Chat Tool. Please note that Chats are public on Canvas so other students can see the chat conversation.
* **Questions seeking lengthy responses/explanations in office hours.**
  + Please use the Canvas Chat Tool to let me know you’d like to set up a Skype meeting either one-on-one or with your team. My Skype user name is shannon.rawski
* **Questions about private information (e.g., grades).**
  + Please email me at [rawskis@uwosh.edu](mailto:rawskis@uwosh.edu) or use the Canvas Chat Tool to request a one-on-one Skype Meeting. My Skype user name is shannon.rawski
* **Questions for the class**
  + Please use the Coffee Talk Discussion Board. Consider this board a virtual coffee shop where you can meet with your peers to discuss a range of topics. You may want to find a partner to complete a deep dive assignment, to advertise a professional development event that your company is putting on, or to share a news article that is relevant to class. These discussions belong to the class so I will not be checking them or weighing in on these discussions, unless I am notified of inappropriate/disrespectful/unprofessional content.
* **Phone – Not Recommended**
  + My office phone number is 920-424-7197. If you cannot reach me on the phone, please use one of the communication methods described above rather than leaving a voicemail.

**Suggested Text Books**

All required readings will be posted on D2L. If you would like to purchase or rent a textbook to use as a reference, I recommend the following *optional* text books:

Armstrong, M. & Taylor, S. Armstrong’s Handbook of Human Resource Management Practice. 14th Ed. ISBN-13: 978-0749474119 ISBN-10: 0749474114

[Link to Book on Amazon](https://www.amazon.com/Armstrongs-Handbook-Resource-Management-Practice/dp/0749474114/ref=sr_1_1?ie=UTF8&qid=1548699174&sr=8-1&keywords=armstrong%27s+handbook+of+human+resource+management+practice)

Cascio, W. Managing Human Resources. 10th ed.

ISBN-13: 978-0078112959 ISBN-10: 0078112958

[Link to Book on Amazon](https://www.amazon.com/Managing-Human-Resources-Wayne-Cascio/dp/0078029171/ref=sr_1_4?ie=UTF8&qid=1548699351&sr=8-4&keywords=managing+human+resources+cascio)

**Course Description**

This course is designed to provide managers of all business functions with the skills necessary to successfully manage people. It is an introductory level course. The course recognizes the growing need for managers, supervisors, team leaders, and the typical employee to understand the core competencies of Human Resource Management (HRM). The course emphasizes the relationship between human resources strategy and business strategy with a focus on the role HRM plays in supporting implementation of business objectives. You will be introduced to “core competency” areas of HRM: human resources planning and forecasting, recruiting and selection, performance management, compensation, training and development, labor relations and the legal environment and gain an appreciation for what can be achieved through human resources best practices.

**Course Objectives**

The course has general objectives consistent with the MBA program, including:

* Develop and work within a systems view of the organization and its areas of functional expertise;
* Communicate complex business issues in a precise and succinct manner for the purpose of informing, persuading and/or engaging the communication recipient;
* Make effective resource allocation decisions to solve complex problem;
* Establish shared organizational goals and inspire others to achieve those goals.

In addition, this course has several specific objectives. Students completing this course will be able to:

* identify and describe core competencies in HRM;
* explain the relationships between HRM core competencies;
* identify HRM practices which make sense in light of organizational context;
* identify HRM problems, investigate the source of the problem, and generate recommendations for solutions; AND
* apply interpersonal/managerial skills necessary for implementing HR practices (organizational, analytical, and communication skills).

**Online Classroom Professionalism**

Please refer to the Netiquette Guide posted on Canvas. Appropriate online class etiquette and conduct are expected of all students during all communications with myself or others either during our online or in-person communications. Disruptive, disrespectful, and/or harassing behaviors will immediately be reported to the Dean of Students for further investigation and possible sanctions. Any behavior that derogates, demeans, or threatens others or otherwise disrupts the learning of others will NOT be tolerated.

**Students with Disabilities**

Students with disabilities are welcome in this course! It is the University’s policy to provide, on a flexible and individual basis, reasonable accommodations to students who have documented disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are must be registered with Disability Services or Project Success and receive an Accommodation Recommendation form to receive accommodations. Disability Services is located in 125 Dempsey Hall. If you have a disability and require reasonable accommodations, please contact me privately via email at the beginning of the semester. It is the policy and practice of UW Oshkosh to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, please notify me as soon as possible. You are also welcome to contact Disability Services, telephone (920)424-3100, or email Dr. Jim Schlinsog at [schlinsj@uwosh.edu](mailto:schlinsj@uwosh.edu). For more information, visit the DSS website at <http://www.uwosh.edu/deanofstudents/disability-services>.

**Preferred Pronouns & Name Policy**

Students are encouraged to inform me of their preferred pronouns and name. I will ask for this information at the beginning of the semester so I may refer to you according to your preferences. If at any time, your preferred pronouns and/or name changes during the semester, please feel free to update me regarding these changes. Students who wish to have their preferred name appear on Canvas/D2L, can contact the registrar’s office or the LGBTQ+ Resource Center for more information on this process.

**Academic Integrity**

As a UW Oshkosh student, it is your responsibility to be informed about what constitutes academic misconduct, how to avoid it and what happens if you decide to engage in it.  Examples of academic misconduct include (but are not limited to):

* plagiarism (turning in work of another person and not giving them credit),
* stealing an exam or course materials,
* copying another student’s homework, paper, exam
* cheating on an exam (copying from another student, turning in an exam for re-grading after making changes, working on an exam after the designated time allowance)
* falsifying academic documents

If you are uncertain whether an action qualifies as academic misconduct, please ask me before engaging in that action. Ignorance about what constitutes academic misconduct is not a valid excuse. Students suspected of academic misconduct will be reported to the Dean of Students for further investigation and possible sanctions.

Keep in mind that if your name is on an assignment, you are responsible for making sure that assignment abides by the university’s academic integrity policy, even if it is a group assignment. Students who actively or passively allow group members to “get away” with academic misconduct on group assignments are also guilty of academic misconduct.

**Late Work**

Late work will not be accepted unless the student has a university approved reason (e.g., hospitalization) verified by the Dean of Students Office. Students who know in advance that they cannot meet deadlines due to an approved reason should discuss potential accommodations with the professor before in advance of the deadline.

**Campus Resources**

There are many resources on campus to help students with a variety of issues including financial issues, legal issues, health issues, and psychological issues like depression or test anxiety. If at any point in time you are struggling in this class or any other class because of personal issue, please do not hesitate to seek the resources we have on campus to help you. If you are unsure which resources to seek out, please feel free to contact me or the Dean of Students. We are both here to help you succeed in your academic careers.

Here are a few of the many campus resources available to you. You should also consider me one of your resources; I can help you navigate the many challenges with which you and all students are faced.

**Center for Academic Resources**: Free, confidential tutoring at the Student Success Center, Suite 102.  Tutor List page on [www.uwosh.edu/car](http://www.uwosh.edu/car).   If your course is not listed, click on a link to request one, stop by SSC 102 or call 424-2290. To schedule a tutoring session, simply email the tutor, let him/her know what class you are seeking assistance in, and schedule a time to meet.

**Writing Center**: The Writing Center helps students of all ability levels improve their writing. Trained peer consultants help writers understand an assignment, envision possibilities for a draft, and improve their writing process. Students can make a free appointment or stop by to see whether a consultant is available. For more information, view their website (http://www.uwosh.edu/wcenter), call 920-424-1152, email wcenter@uwosh.edu, or visit them in Suite 102 of the Student Success Center.

**Reading and Study Skills Center**: Will help you in developing efficient college-level learning strategies tailored to your needs including improved textbook study, time management, note-taking, test preparation, and test-taking. For more information, email [readingstudy@uwosh.edu](mailto:readingstudy@uwosh.edu), view the website (<http://www.uwosh.edu/readingstudycenter>), visit them in Nursing Ed Room 201, or call 920-424-1031.

**Polk Library/Information Literacy**: Joe Pirillo**:** available to assist you in accessing, evaluating, and using library information, including business journal databases. Phone: 920-424-7332; email: [pirilloj@uwosh.edu](mailto:pirilloj@uwosh.edu)

**Counseling Center**: The counseling center is available to assist students with a variety of issues including metal illness such as anxiety or depression, stressful situations or life experiences, grief support, mindfulness, relationship skills, self-compassion, and more. Phone: (920) 424-2061; Location: Student Success Center Suite 240; Website: <http://www.uwosh.edu/couns_center>

**Dean of Students Office:** The Dean of Students Office can provide assistance to students with special circumstances that may be affecting their academics, such as illness, pregnancy, an d family emergencies. Phone: (920) 424-3100; Location: Dempsey 125; Website: <http://www.uwosh.edu/deanofstudents/>

**Campus Victim Advocates:** Campus Victim Advocates can assist students with crisis intervention and ongoing support for survivors of sexual assault, intimate partner violence, stalking, and/or harassment experienced on or off campus, including at your internship. 24 hr Sexual Assault Hotline: 920-722-8150; 24 hr Domestic Abuse Hotline: 920-235-5998; Regular Phone: 920-424-2061; Location Student Success Center Suite 240; Website: <http://www.uwosh.edu/cvpp>

**Multicultural Education Center**: MEC offers an array of programs and services that include academic advising, multicultural advising/counseling, specialized tutoring, forums/seminars/workshops, mentoring, cultural programs/events and referral to other on/off campus departments and organizations. As a division, Academic Support of Inclusive Excellence provides academic and student support services to assist in the recruitment, enrollment, retention and graduation of multicultural (African American, Asian American, Hispanic/Latino American, Hmong American and Native American) and eligible first-generation, low-income students. Phone: 920-424-7488; email: [lepore@uwosh.edu](mailto:lepore@uwosh.edu); Website: <http://www.uwosh.edu/acad-supp/our-programs/mec>

**Office of Equal Opportunity & Access**: The OEOAA can assist students who wish to report harassment/discrimination based on race, sex, color, religious affiliation, national origin, age, disability, or pregnancy. Students can also report sexual assaults through the OEOAA. Keep in mind that you should report any harassment/discrimination/assault that occurs at your internship to the OEOAA. Phone: 920-424-2296; Location: Dempsey 337; email: [afaction@uwosh.edu](mailto:afaction@uwosh.edu); Website: <https://equity.uwosh.edu/>

**Evaluation**

Rather than points, this class uses a specifications grading system. Grades will be based on the whether specific criteria have been met. A rubric in the syllabus details the criteria required to earn each letter grade. ALL criteria in the category for that letter grade must be met to earn that letter grade. Please note, that in Canvas, you may see zero’s in the grade book. Please disregard these zeros, and focus your attention on the grade category (e.g., pass, needs revision, fail/incomplete). These categories are the factor that determines your final grade. Late work will not be accepted unless the student has a university approved reason (e.g., hospitalization). Student who know they cannot meet deadlines should discuss potential accommodations and the consequences of missing deadlines with the professor.

**Getting Started Tasks**

At the beginning of the semester, you will be required to complete all of the tasks in the Getting Started Module in order to access the rest of the course content. This content will help orient you to our online class.

**Weekly Course Content**

Each week, you are expected to read all of the assigned commentaries, including the embedded articles and videos.

**Discussions**

Each week you must complete a small group discussion board post by answering questions about that week’s content. Discussion posts are expected to utilize key terms, concepts, and theories, and to demonstrate strategic and critical thinking. One tip for discussion posts is to make your first sentence the subject line for your post. This will help organize the group discussion. Additionally, this assignment also requires you to write a substantive response to at least one other person’s discussion post. Your response post should also utilize key terms, concepts, and theories, and demonstrate strategic and critical thinking. Feel free to either agree or respectfully disagree with the post you are responding to, but make sure that your response post adds new insights to the discussion. That means that one sentence non-substantive responses such as “I agree.” or “Great post!” will not qualify for this assignment. As a matter of Netiquette, you should also respond to others who ask you a direct question in their discussion responses.

**Discussion Leader**

A few times on a rotating basis throughout the semester, you will be assigned to be a discussion leader for the small group discussion assignment. This will give you additional responsibilities that will help your group facilitate a richer discussion. As a discussion leader you must, complete your own discussion post, respond at least once to each of your group members’ initial discussion posts, and write a summary of your group’s overall discussion in a final summary post. I will use these summaries to inform the class what all the groups have been discussing each week.

**Deep Dive Assignments**

You will have multiple opportunities to take a deeper dive into a particular HRM concept either as an individual or in a team of two. Deep Dive Assignments will require you to read an additional article or case study, respond to this reading assignment by making a Flipgrid video, respond to one other person’s Flipgrid video, and then writing a 2 – 5 page paper on your response to the article/case. Sources should be cited in APA style in the paper. You can choose to complete up to three Deep Dive Assignments throughout the semester.

**Team Project: HRM Initiative Proposal**

Throughout the semester, you and your team will work to complete an HRM Initiative Proposal. This will involve finding an HRM-related problem/opportunity at a real company, researching information related to that problem/opportunity, suggesting a potential solution/action in response to that problem or opportunity, and completing a ROI calculation for your proposed action. You should select to work with a company that is willing to share information with you and to respond promptly to your questions. Your HRM proposal will be submitted in three stages, including an initial submission, a peer review submission, and a final submission. The initial submission will inform me about basic information about your project, the peer review submission will be a full draft submitted for peer feedback (your team will also need to give feedback to another team), and the final submission will be 10 – 15 page report about your project.

**Grading Rubric\***

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| --- | --- | --- | --- | --- | --- |
| Grade | Getting Started Tasks | Discussion | Discussion Leader | Deep Dive Assignments | HRM Initiative Proposal |
| A | Complete All | Pass 14/14 Discussions | Pass 2/2 Discussion Leader Assignments | Pass 3/3 Deep Dive Assignments | Pass |
| A- | Complete All | Pass 13/14 Discussions | Pass 2/2 Discussion Leader Assignments | Pass 3/3 Deep Dive Assignments | Pass |
| B+ | Complete All | Pass 12/14 Discussions | Pass 2/2 Discussion Leader Assignments | Pass 2/3 Deep Dive Assignments | Pass |
| B | Complete All | Pass 11/14 Discussions | Pass 2/2 Discussion Leader Assignments | Pass 2/3 Deep Dive Assignments | Pass |
| B- | Complete All | Pass 10/14 Discussions | Pass 2/2 Discussion Leader Assignments | Pass 2/3 Deep Dive Assignments | Pass |
| C+ | Complete All | Pass 9/14 Discussions | Pass 1/2 Discussion Leader Assignments | Pass 1/3 Deep Dive Assignments | Pass |
| C | Complete All | Pass 8/14 Discussions | Pass 1/2 Discussion Leader Assignments | Pass 1/3 Deep Dive Assignments | Pass |
| C- | Complete All | Pass 7/14 Discussions | Pass 1/2 Discussion Leader Assignments | Pass 1/3 Deep Dive Assignments | Pass |
| D+ | Complete All | Pass 6/14 Discussions | Pass 1/2 Discussion Leader Assignments | None of the Above | Pass |
| D | Complete All | Pass 5/14 Discussions | Pass 1/2 Discussion Leader Assignments | None of the Above | Pass |
| D- | Complete All | Pass 4/14 Discussions | Pass 1/2 Discussion Leader Assignments | None of the Above | Pass |
| F | None of the Above | None of the Above | None of the Above | None of the Above | None of the Above |

\*See assignment descriptions on Canvas for specific grading criteria.

**\*\*\*The following syllabus is subject to change at the discretion of the instructor\*\*\***

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| --- | --- | --- | --- |
| Week | Dates | Topic | Due Dates |
| 1 | Feb 4 - 8 | Welcome | Getting Started Tasks due by 11:59 PM on Feb 8th |
| 2 | Feb 11 - 15 | Intro to HRM | Discussion due by 11:59 PM on Feb 14th  Discussion Leader Assignment Due by 11:59 PM on Feb 15th |
| 3 | Feb 18 - 22 | HRM Support Functions | Discussion due by 11:59 PM on Feb 21st  Discussion Leader Assignment Due by 11:59 PM on Feb 22nd |
| 4 | Feb 25 – Mar 1 | Talent Management | Discussion due by 11:59 PM on Feb 28th  Discussion Leader Assignment Due by 11:59 PM on Mar 1st  Deep Dive Assignment #1 due by 11:59 PM Mar 1st |
| 5 | Mar 4 - 8 | Talent Management | Discussion due by 11:59 PM on Mar 7th  Discussion Leader Assignment Due by 11:59 PM on Mar 8th |
| 6 | Mar 11 - 15 | Talent Management | Discussion due by 11:59 PM on Mar 14th  Discussion Leader Assignment Due by 11:59 PM on Mar 15th |
| 7 | Mar 18 - 22 | Learning & Development | Discussion due by 11:59 PM on Mar 21st  Discussion Leader Assignment Due by 11:59 PM on Mar 22nd  Team Project Initial Submission due by 11:59 PM on Mar 22nd |
| - | Mar 25 - 29 | Spring Break | No Class |
| 8 | Apr 1 - 5 | Learning & Development | Discussion due by 11:59 PM on Apr 4th  Discussion Leader Assignment Due by 11:59 PM on Apr 5th |
| 9 | Apr 8 – 12 | Performance Management | Discussion due by 11:59 PM on Apr 11th  Discussion Leader Assignment Due by 11:59 PM on Apr 12th  Deep Dive Assignment #2 due by 11:59 PM Apr 12th |
| 10 | Apr 15 – 19 | Compensation & Rewards | Discussion due by 11:59 PM on Apr 18th  Discussion Leader Assignment Due by 11:59 PM on Apr 19th  Team Project Peer Review Submission due by 11:59 PM on Apr 19th |
| 11 | Apr 22 - 26 | Employee Relations | Discussion due by 11:59 PM on Apr 25th  Discussion Leader Assignment Due by 11:59 PM on Apr 26th  Team Project Peer Review due by 11:59 PM on Apr 26th |
| 12 | Apr 29 – May 3 | Employee Relations | Discussion due by 11:59 PM on May 2nd  Discussion Leader Assignment Due by 11:59 PM on May 3rd |
| 13 | May 6 - 10 | Employee Well-Being | Discussion due by 11:59 PM on May 10th |
| 14 | May 13 - 17 | International HRM | Discussion due by 11:59 PM on May 17th  Deep Dive Assignment #3 due by 11:59 PM May 17th  Team Project Final Submission due by 11:59 PM on May 17th |