



**CINCINNATI**  
CHRISTIAN UNIVERSITY

# **BUSN 320 99 Human Resource Management**

**School of Business – Cincinnati Christian University**

**Instructor:** Dr. Shelly L. Mathewis (Shelly.Mathewis@ccuniversity.edu)

**Meeting Times:** This class meets exclusively online and has no face-to-face meetings.

**Meeting Location:** Canvas site at ccuniversity.instructure.com

## **Course Description:**

A study of an organization's effort to select, evaluate, retain and develop effective workers who demonstrate a commitment to being part of a team which accomplishes the organizational mission.

## **Course Learning Outcomes:**

After completing this course the student will be able to:

- Analyze key issues related to Human Resource Management in a particular industry or company and propose appropriate managerial solutions to the situation.  
**(Assessment: Module Activities, Case Studies)**
- Recall important facts and concepts related to Human Resource Management.  
**(Assessment: Module Activities, Case Studies)**
- Create and present a training module based on a concept or topic covered within the class.  
**(Assessment: HR Training Project)**

## **Course Books:**

DeNisi, Angelo; Griffin, Ricky. *HR (4<sup>th</sup> ed)*. Cengage. Boston. 2017. (ISBN: 978-1337116381)

## **Student Assignments and Grade Breakdown**

Students in this course will be evaluated by the grading system that is outlined later in this syllabus. You should refer to the Student Handbook or the University Catalog for other details around grading. **No late work will be accepted for any assignment.** The criteria for determining that grade will be as follows:

### **1. Module Activities (50%)**

Within each week's module, you will need to complete an assignment that will check your understanding of what was covered in the textbooks or supplemental material. These assignments might be reading comprehension essays, online quizzes, or online discussion forums. The details for each assignment will be discussed in class and posted on Canvas for you to review. This class is heavily weighted toward your weekly participation by completing each module activity. Be

sure to set aside time every Monday or Tuesday to review what is due for the week and put together a plan to read the chapter and complete the work.

Note that, for Discussion Forums, you must respond to the initial set of questions by Thursday of the week that the forum is assigned (worth 80 points) and then reply to two of your classmates by Sunday night of that same week (worth 20 points). The due date in Canvas will indicate that the assignment is due on Sunday but the initial response is always due on Thursday unless otherwise noted.

## **2. Case Studies (20%)**

You will be assigned four case studies throughout the semester. The case studies assigned will require you to understand what you have read, analyze a real-life scenario, and answer questions that propose actions that a company may take in that scenario. Each Case Study must be a minimum of 2 full pages of meaningful text (i.e. headers are not included) and conform to the following:

1. A cover page that contains your name, the Case Study, and the date it is due.
2. A roughly half-to-full page executive summary of the case.
3. A page or more answering questions found in the "Think It Over" section of the case.
4. Your paper will be graded based on the rubric provided on the Canvas site. It must be 12 pt. Times New Roman font, double spaced, and 1" margins around the paper.

Case Studies that do not meet the minimum expectations for length and content will start at a grade of half credit.

## **1. HR Training Project (30%)**

You will be required to create a PowerPoint slideshow where you will present a topic that is covered in this course as if you were training a group of employees at a business. I will send you options for your topic and give you more details about your audience later in the semester. This presentation will need to explain the topic you select, explain why it is important for employees to comply with the relevant laws or best practices, provide examples of compliance and non-compliance with the topic, and include a "check-for-learning" section at the end to quiz the employees doing the training.

You will create this slideshow and record audio over each slide. Your presentation will need to be 8-10 minutes of audio information. I will give you links to instructions on how to do this within PowerPoint and Google Slides as well as a rubric for grading and an example of a training from a past class.

## Tentative Course Schedule

Week of	Weekly Topic	Learning Activities & Assignments
August 19	Course Introduction	<ol style="list-style-type: none"> <li>1. No assigned readings this week.</li> <li>2. Watch course introduction video and read syllabus.</li> <li>3. Participate in the Introductory Forum,</li> </ol>
August 26	The Nature of Human Resource Management	<ol style="list-style-type: none"> <li>1. Read Chapter 1 of <i>HR</i></li> <li>2. Complete Module 1 Quiz</li> </ol>
September 2	HR n the Legal Environment	<ol style="list-style-type: none"> <li>1. Read Chapter 2 of <i>HR</i></li> <li>2. Complete Module 2 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
September 9	HR in the Global Environment	<ol style="list-style-type: none"> <li>1. Read Chapter 3 of <i>HR</i></li> <li>2. Complete Module 3 Quiz</li> <li>3. Complete Case Study #1</li> </ol>
September 16	HR in the Competitive Environment	<ol style="list-style-type: none"> <li>1. Read Chapter 4 of <i>HR</i></li> <li>2. Complete Module 4 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
September 23	Information for Making Human Resource Decisions	<ol style="list-style-type: none"> <li>1. Read Chapter 5 of <i>HR</i></li> <li>2. Complete Module 5 Quiz</li> <li>3. Complete Case Study #2</li> </ol>
September 30	Human Resource Decision-Making in Organizations	<ol style="list-style-type: none"> <li>1. Read Chapter 6 of <i>HR</i></li> <li>2. Complete Module 6 Quiz</li> </ol>
October 7	Recruiting, Selecting, Training, and Developing Employees	<ol style="list-style-type: none"> <li>1. Read Chapter 7 of <i>HR</i></li> <li>2. Complete Module 7 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
October 14	Managing a New and Diverse Workforce	<ol style="list-style-type: none"> <li>1. Read Chapter 8 of <i>HR</i></li> <li>2. Complete Module 8 Quiz</li> <li>3. Complete Case Study #3</li> </ol>
October 21	Compensation and Benefits	<ol style="list-style-type: none"> <li>1. Read Chapter 9 of <i>HR</i></li> <li>2. Complete Module 9 Quiz</li> </ol>
October 28	Performance Appraisal and Career Management	<ol style="list-style-type: none"> <li>1. Read Chapter 10 of <i>HR</i></li> <li>2. Complete Module 10 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
November 4	Managing Labor Relations	<ol style="list-style-type: none"> <li>1. Read Chapter 11 of <i>HR</i></li> <li>2. Complete Module 11 Quiz</li> </ol>
November 11	Safety, Health, Well-Being, and Security	<ol style="list-style-type: none"> <li>1. Read Chapter 12 of <i>HR</i></li> <li>2. Complete Module 12 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
November 18	Motivation at Work	<ol style="list-style-type: none"> <li>1. Read Chapter 13 of <i>HR</i></li> <li>2. Complete Module 13 Quiz</li> <li>3. Complete Case Study #4</li> </ol>
November 25	No Class – Enjoy Your Thanksgiving Holiday!	

December 2	Managing and Enhancing Performance	<ol style="list-style-type: none"> <li>1. Read Chapter 14 of <i>HR</i></li> <li>2. Complete Module 14 Quiz</li> <li>3. Complete Discussion Forum</li> </ol>
December 9	Final Exam Week – Final HR Training Project due on 12/12 at 11:59pm	

### **Attendance and Academic Integrity**

The attendance policy for this course is consistent with CCU’s requirements for a 3 credit hour class. Since this class meets online, failure to complete the quizzes under the weekly modules constitutes an absence for that week of class. If a student accumulates more than two absences, a grade of FA will be assigned. Likewise, policies regarding academic integrity and the procedures for addressing integrity issues like plagiarism or cheating on an exam in this course reflect the policies and procedures as they are written in the CCU student handbook.

### **Disabilities and Special Accommodations**

Students who require academic accommodations due to any documented physical, psychological, or learning disability should request assistance from the Student Services Department within the first two weeks of class. The Student Services Department is located on the upper level of the Presidents Hall. You may also contact the office by phone (513.244.8140).

### **Grading Scale for This Course**

Letter Grade	Grade Percentage
A	94.5-100 %
A-	91.5-94.49 %
B+	88.5-91.49 %
B	85.5-88.49 %
B-	82.5-85.49 %
C+	79.5-82.49 %
C	76.5-79.49 %
C-	73.5-76.49 %
D+	70.5-73.49 %
D	67.5-70.49 %
D-	64.5-67.49 %
F	64.49 % or below