IDEAL PROGRAM MGMT 305 ONLINE COURSE SYLLABUS

Management of Human Resources
MGMT 305 Online FA 2013 8/26-10/19
Instructor: Susan Pellerin

Dear Student.

Please read the following course syllabus carefully, especially the course expectations and activities. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in our courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

- 1. Participate in and complete the online orientation prior to your first online course.
- 2. Obtain the required course materials prior to the course start date.
- 3. If you do not participate during the first week of the course, you will be dropped one letter grade. If a student doesn't participate for two or more weeks a grade of "F" will be entered for a final grade.
- 4. Login to your course a minimum of three times per week.
- 5. Complete all assignments to the best of your ability.
- 6. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
- 7. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

It is the student's responsibility to familiarize himself or herself with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB http://www.bridgeport.edu/pages/2623.asp or the appropriate graduate program handbook.

E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. The University can no longer correspond to your personal e-mail account(s).

Have questions about taking an online course? Go to:

"Instructions for Taking a UB Online Course"

[http://www.bridgeport.edu/academics/online/yourfirstcourse.aspx]

The IDEAL Program

Course No. & Title: MGMT 305 DL1, Human Resource Management

Semester and Term: Spring 2013

Day and Dates: Online

Instructor & contact information: Instructor: Susan Pellerin

Telephone: Home office (203)878-2231

Email: spellerin1980@gmail.com; spelleri@bridgeport.edu

Office Hours: If you need to reach me please use the Email address provided. Phone calls

between 9 AM and 8 PM Tuesday - Thursday Only.

Course Description: A study of organizational practices related to Human Capital Asset Management. Students will study fundamental concepts and contemporary problems related to solving organizational challenges associated with Human Capital Asset Management (HR). Students will learn to identify problem solving methodology, decision making processes and strategic planning implementation that results in successful Human Capital Asset Management (HR) business practices.

General Course Directions:

This course will be completely delivered online via Canvas. There are no "in class" meetings. This may be a new experience for some of you. Carefully consider the following questions as part of your decision to learn in this fashion.

- 1. Do you have the technical expertise and computer equipment necessary?
- 2. Do you understand the amount of work required to complete an online course?
- 3. Do you look forward to working independently without face-to-face interaction?

If you answered no to any of the above questions please reconsider your involvement in this environment.

Please note that online courses are not "easier" than traditional classroom delivered courses. The amount of work may, in fact, be more if you choose to explore all the diverse links and other resources available in the Canvas environment. However, the major benefit to Canvas is precisely this: it provides you, the student, with resources not available in the classroom, in a permanent form (you can "bookmark" the links and print out the information to use throughout your career); and it allows you to interact with the course material 24 hours a day, seven days a week, from ANY location with an Internet connection.

Expect to spend approximately 4-5 hours a week, MINIMUM, at your computer and online, reading what other students have written on the Discussion Board, and contributing your own thoughts; browsing links and reading "Lecture" commentaries; and/or writing assignments.

These are activities you would have done had you been in the physical classroom. Therefore, you should make sure you have adequate computer access, and the technical expertise to do things like copy files, download programs, etc.

Thirdly, some students find the classroom, face-to-face environment to be more conducive to their respective learning style. Because it is important to be able to adjust to this new learning environment, I recommend that you "team up" with a learning buddy to supplement the on line experience.

If you have ANY problems, please contact me, Susan Pellerin, by email at: spellerin1980@gmail.com; spelleri@bridgeport.edu or by phone at 203-878-2231. Email is preferable, unless you have lost your computer connection! I commit to returning your emails within 24 hours when possible.

If you don't already have one, you should make arrangements to get a UB ID so you can access the Library Proxy Connection, and do research online.

I look forward to meeting you on the Discussion Board!

Required Textbook: "Human Resource Management" by Mathis & Jackson 13th edition ISBN# 97805384533158

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/ Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Other Research Sources:

- 1. Student membership in SHRM.
 - a. Go to: www.shrm.org.
 - b. Click on the membership link. The student membership cost \$35.00/yr and is the best source for validated, current information pertaining to all aspects of Human Resources.
- 2. Along with www.shrm.org., bookmark the following site for the most current and validated information regarding all aspects of employment law:
 - http://www.elinfonet.com/
- 3. Access or subscription to two of the following sources of information:
 - a. Wall Street Journal
 - b. FastCompany Magazine
- 4. <u>Teaching Notes, slides and other links will be posted by Wednesday or before each week.</u>

Learning Outcomes:

At the conclusion of the course, students should be able to:

- 1. Indentify basic human resources management theories and practices.
- 2. Identify basic parameters and violations of various employment laws

- 3. Explain how organizations find and attract qualified candidates to fill open positions.
- 4. Explain how compensation & benefits practices can influence employee behavior.
- 5. Describe how to motivate employees and the basic fundamentals of motivation.
- 6. Demonstrate how to conduct employee performance appraisals and use them for the basis of compensation and development plans.
- 7. Describe how training & development practices can result in high performance organizations.
- 8. Utilize their expanded body of knowledge in the application of successful practice to "real" workplace case studies by engaging in problem solving and decision making team work to solve specific common workplace issues.
- 9. Understand the issues relating to an expanded definition of Employee Relations.
- 10. Be aware of the impact of current legislation, bills and how the current business climate impacts human resources.

Assignments:

1. Topic Specific Research Articles

40 Pts

Student are expected to post (under the appropriate/designated forum/thread) 4 topic relevant (see topic assigned in table) researched articles by either cutting or pasting or by reference/link. This will increase our knowledge sharing and generate 'discussion' on each topic area. All articles must be properly cited for reference. Each article is worth up to 10 Pts. Articles must be posted by Wednesday of the designated week with responses by the following Sunday.

Article Topic: Articles must be posted before or by midnight Wednesday of the designated week. Responses by the following Sunday	Date to be posted by
1. Describe typical characteristics of Generation Y	<u>Wk 2</u>
2. Describe at least 2 Problem Solving Methods. Give an example of using one of those methods to solve a workplace problem.	<u>Wk 4</u>
3. List 2 advantages of mentoring and coaching workplace programs	<u>Wk 6</u>
4. Work/life Balance: What is it? Why is it important to all employees?	<u>Wk 7</u>

2. Discussion Board

20 Pts

Participate in each of the Four (4) discussion board forums in addition to the research article described above (Worth 5 pts. each)

To receive the best score possible:

- 1. Post your statements by midnight on Wednesday
- 2. Respond to at least 2 of your classmates by midnight on Sunday of each week.
- 3. Make sure to "check back" frequently to see if anyone has commented or asked a question requiring a response from you.
- 4. Share clear and relevant examples, in support of your statements, chosen articles posted and opinions. Saying I agree isn't a strong enough response without an explanation as to why you agree or disagree with classmates posting.

3. Final Research Paper Due By midnight Wednesday of Week 8 40 Pts

Choose an employment related law from the list provided. Take note: **ONE (1)** law to each student. **No duplicates**. Please choose your final paper law topic by the second week of class.

Guidelines:

Length of paper: 5-7 pages
 Font: TimesNewRoman 12 pts.

3. Spacing: 1.5 spaces

4. Name/Title: Use a title page

5. 1 " margins all around

6. Use APA guidelines provided to properly cite all sources

7. Papers will be graded on grammar, spelling, general organize and content.

Paper should discuss:

1. Summary of assigned law.

2. A comparison of the Federal and State statute, if applicable.

3. Impact of this law on the workplace.

FINAL PAPER EMPLOYMENT LAW TOPICS

Choose one (1) employment law topic that may be of interest to you. Inform instructor of				
chosen FINAL PAPER LAW TOPIC by Wednesday of Week 2. – One (1) topic to each				
student – no du	student – no duplicates) Paper due by midnight Wednesday of Week 8.			
1. FMLA	2. ADA	3. ADEA	4. OWBA	5. ERISA
6. WARN ACT	7. Exempt vs.	8. Independent	9. Comp. Time	10. Termination
	non-exempt	contractor vs.	vs. overtime	requirements
	status	employee status		
11. Union	12. Immigration	13. OSHA	14. COBRA	15. H1B Work
Avoidance	and I9			Authorizations
16. HIPAA	17. USERRA	18. FMLA	19.	20. RIGHT TO
			Unemployment	KNOW"
21. GINA	22. CT Privacy	23. Affirmative	24. Lilly	25. Equal Pay
	ACT	Action	Ledbetter	Act

Take note all papers must be submitted to spelleri@bridgeport.edu

Letter Grading Scale:

% of Points Earned	Letter Grade
100-94	A
93-90	A-
89-87	B+
86-84	В
83-80	B-
79-77	C+

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% of Points Earned	Letter Grade
76-74	С
73-70	C-
69-67	D+
66-64	D
63-60	D-
Below 60	F

Course Overview

Date	Weekly Topics	Assignments	CPT
1WO	Introductions,	Participate in the discussion board by posting an initial response to	Readings HRM
8/26	Validation of	the question by Wednesday night at midnight and responding to at	Cpt. 1
0/20	Information,	least two (2) other classmates by midnight on Sunday	Сри 1
	Ethics	reast two (2) other classifiates by infulight on Sunday	
2WO	The New HR.	Inform instructor of Final Paper law topic choice.	
9/1	(Human Capital	information of I mail apper last topic choices	
	Asset	Article #1: posted on or before midnight on Wednesday. Responses	
	Management)	by midnight on Sunday.	
	Generational	·	
	Employee Issues	Describe typical characteristics of Generation Y	
3 WO	Managing	Participate in the discussion board by posting an initial response to	
9/8	Organizational	the question by Wednesday night at midnight and responding to at	
	Change	least two (2) other classmates by midnight on Sunday	
4 WO	Decision and	Article #2: posted on or before midnight on Wednesday. Responses	HRM
9/15	problem solving	by midnight on Sunday.	Cpt. 2, 5
	techniques		
	Metrics and HR	Describe at least 2 Problem Solving Methods. Give an example of	
		using one of those methods to solve a workplace problem	
5 WO	Talent	Participate in the discussion board by posting an initial response to	HRM
9/22	Management and	the question by Wednesday night at midnight and responding to at	Cpt. 6, 9,
	Total Rewards	least two (2) other classmates by midnight on Sunday	10, 12, 14
6 WO	On Boarding		HRM
9/29	Influencing	Article #3: posted on or before midnight on Wednesday. Responses	Cpt.
	Individual	by midnight on Sunday.	Section 3,
	Behavior &	·	T&D, 15,
	Motivation:	List two (2) advantages of workplace mentoring and/or coaching	16
	Coaching	programs.	
	Employees		
7 WO	Compensation		HRM
10/6	and Benefits	Article #4: posted on or before midnight on Wednesday. Responses	Cpt. 11,
1	Motivation and	by midnight on Sunday.	12, 13
	Rewards		
<u> </u>		Work/life Balance: What is it? Why is it important to all employees?	
8 WO	Employee	Submit Final Employment Law research paper on or before	HRM
10/13	Relations	midnight on Wednesday.	Cpt. 3,
1	Alternative		15, 16
	Dispute	Participate in the discussion board by posting an initial response to	
	Resolution	the question by Wednesday night at midnight and responding to at	
		least two (2) other classmates by midnight on Sunday	

ACADEMIC POLICIES

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed

by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

Attendance Policy

Course attendance, especially in an online course, is an integral part of the academic experience; therefore, students are expected to be participative in all course activities and discussions. If you do not participate during the first week of the course, you will reduce the final grade by one letter grade. If you cannot participate in all the course activities you should consider dropping the course.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

http://www.bridgeport.edu/pages/2595.asp

Starting Fall 2012

- Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the second week of the course......75% Tuition Refund
- Drop prior to the third week of the course......50% Tuition Refund
- Drop during/after the third week of the course......0% Tuition Refund

**Please note students will not be automatically dropped for not participating during the first week. Lack of participation for one week will reduce the final grade by one letter grade. If you have to miss the first week of the online course, you must contact your instructor in writing before the first week. However, a grade reduction will apply.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: http://www.bridgeport.edu/pages/2595.asp

Academic Dishonesty

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has coworkers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind

required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called "research papers" without full recognition of the source. Presenting as one's own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNet account (takes 24 hours), login at:

http://www.bridgeport.edu/email and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to:

- http://www.bridgeport.edu/webadvisorLogin in with your UBNet username and password.
 - 2. Click on "Student Menu."
 - 3. Click on "My Grades."

If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

You can access the library through the library's website: http://www.bridgeport.edu/library. Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy. To access the online journals for research purposes, you will need a UBNet account (see above).

IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.eud
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue	(203) 576-4800	idealinfo@bridgeport.edu

	Bridgeport, CT 06604			
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu	
Waterbury	84 Progress Lane	(202) 572 9501	ubwaterbury@bridgeport.edu	
Waterbury	Waterbury, CT 06705	(203) 573-8501	(203) 373-8301 ubwaterbury@bridgeport.	ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	idealinfo@bridgeport.edu	
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu	

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243