

Human Resource Management

BUA 221 H40 Hybrid-Guided Learning

Fall 2019



Patrick Lencioni's models for Healthy (Cohesive) and Unhealthy (Dysfunctional) teams

Hybrid Course Dates: October 30, 2019 – December 18, 2019

Class Meeting Times: 6:00PM – 8:56PM

Class Meeting Dates: Wednesdays: 10/30, 11/6, 11/13, 11/20, 12/4, 12/11, 12/18 plus 26 hours guided learning. Note: There is no class meeting on November 27, 2019 due to the Thanksgiving holiday, but online work will be due that week.

Class Location: Jackson North Campus, Room 102

Instructor: Ron Betzig

Phone: 517.787.0800

Email: betzigronalde@jccmi.edu

Please Note: Email is the best way to contact me. I usually respond within 24 hours.

Instructor's Office: 253 Bert Walker Hall, JC Central Campus, 2111 Emmons Road, Jackson, MI 49201

Office Hours: Wednesdays and 9:45-10:45 p.m. and 12:30-4:30 p.m. or by appointment.

Primary Resources

In accordance with JC's Textbook Zero policy, you may use either an electronic copy or a loose leaf printed copy of the textbook, but be sure to get access to the MyLab electronic materials provided by the publisher, Pearson (see below). BUA 221 is part of the Inclusive Access delivery model through Follett's bookstore.

Here is the information provided in JetStream by Follett's bookstore located on Jackson College's Central Campus:

Jackson College / Fall 2019

1 BUA / 221 / H40

Required Materials (1) , Recommended Materials (1)



Ⓢ REQUIRED

Human Resource Management MyMgmtLab (0330) (Custom)

Edition: 15th
ISBN: 9780136605447
Author: Martocchio
Publisher: Pearson Learning Solutions
Formats: Adobe Digital Editions

Buy

Digital
Requirements

\$51.00



Above item is part of a program where course materials are included in a course charge or tuition.



Ⓢ RECOMMENDED

Human Resource Management (Loose Pgs)

\$58.25
Edition: 15th
ISBN: 9780134740133
Author: Martocchio
Publisher: Pearson
Formats: Loose-Leaf
Copyright Year: 2019

Buy

New

\$58.25

After purchasing one of the above, please follow these MyLab Management instructions from Pearson:

Student Registration Instructions

To register for BUA 221:

1. Go to www.pearson.com/mylab.
2. Under Register, select **Student**.
3. Confirm you have the information needed, then select **OK! Register now**.
4. Enter your instructor's course ID: **betzig85834**, and **Continue**.
5. Enter your existing Pearson account **username** and **password** to **Sign In**.
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.

If you're taking another semester of a course, you skip this step.
7. From the You're Done! page, select **Go To My Courses**.
8. On the My Courses page, select the course name **BUA 221** to start your work.

To sign in later:

1. Go to www.pearson.com/mylab.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select the course name **BUA 221** to start your work.

To upgrade temporary access to full access:

1. Go to www.pearson.com/mylab.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select **Upgrade access** for **BUA 221**.
5. Enter an access code or buy access with a credit card or PayPal.

Pearson Course ID: **betzig85834**

Pearson Access code: **MYMAGT-THUNK-PATEN-ENSUE-CHAIR-GLEES**

Course Description

Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development. Topics include: employment law, recruitment and selection, placement techniques, interview methods, job analysis, staffing, training and development, performance appraisals, team building, benefit administration, government regulation, compensation systems, health and safety, and labor-management issues.

Course Goals

The primary objectives of this course are the development of critical thinking skills through addressing resources in human resource management. During the course, students will demonstrate critical thinking by citing and analyzing data, discussing alternatives, and proposing solutions to human resource problems in a variety of possible settings. At the completion of the course, successful students will be able to demonstrate these outcomes:

- 1) **Identify significant changes, developments, and emerging patterns in human resource planning and management.**
 - 2) **Explain the reasons behind the passage of EEO (Equal Employment Opportunity) legislation.**
 - 3) **Identify at least three human resource management functions and explain how they can improve the effectiveness of an organization.**
 - 4) **Identify at least two methods used in performance appraisal and explain how they can improve employee performance.**
 - 5) **Describe at least three key factors forces at play in labor relations management and explain how these factors can impact the outcome of labor negotiations.**
-

Course Structure

A **variety of methods** will be used to enhance your understanding of Human Resource Management. Readings from our textbook, relevant articles, case studies, and videos from experts in specific areas of international business will provide insight into business practices and opportunities in a variety of countries. Concepts from the readings and videos will be analyzed and discussed through class discussions and online forums. Guest speaker(s) may attend class to provide insights into contemporary issues in Human Resource Management. You will complete quizzes and individual assignments to demonstrate mastery of key concepts. You will research and present your findings regarding a specific issue affecting Human Resource Management. This is a fast-paced seven-week course; it is imperative that the required work be completed on time each week in JetNet. Assignments, quizzes, projects, and participation will be graded, as described below.

Grading Scale

GRADE	PERCENTAGE RANGE
4.0	90-100%
3.5	85-89.9%
3.0	80-84.9%
2.5	75-79.9%
2.0	70-74.9%
1.5	65-69.9%
1.0	60-64.9%
0.5	55-59.9%
0.0	0-54.9%

Weighting of Grade Categories

Participation in Class and JetNet Forums	40%
Individual Assignments (Submitted in JetNet)	20%
Research Project (Submitted in JetNet)	20%
Quizzes (Based on Each Chapter in MyLab)	20%

Course Calendar: Textbook reading will be due on the following dates; additional work will be due in JetNet and MyLab. Please refer to the course's home page in JetNet for all instructions regarding work to be submitted for credit.

Due Date	Textbook Reading
Nov. 4	Chapters 1 & 2
Nov. 11	Chapters 3 & 4
Nov. 18	Chapters 5 & 6
Nov. 25	Chapters 7 & 8
Dec. 2	Chapters 9 & 10
Dec. 9	Chapters 11 & 12
Dec. 16	Chapters 13 & 14
Dec. 18	No Textbook Reading; Online Feedback of Classmates' Research Projects Due

**Calendar timelines are an approximation and could be changed.*

SPECIAL POLICIES:

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Attendance Policy

In Jackson College policy stipulates that students will be dropped from the course if they fail to attend the first class meeting or fail to participate in the course's JetNet site during the first week of the course. This policy further mandates that students will be dropped from the course if they fail to attend two consecutive classes or fail to participate in the course's JetNet site for two consecutive weeks.

For courses which have an in-class component, attendance will be recorded in JetStream and a grade for participation in class will be recorded in JetNet.

Contacting the Instructor

I will only respond about course information to students using their JC email address. Please include the class title, class name, and section number in the subject line:

BUA211.H40.FL2019

Withdrawal. If you do not wish to receive a grade for this course, you must withdraw before the date printed on the college website.

Incompletes will be given only in accordance with Jackson College policy. Please note that incompletes are very rare and that the determination of whether an incomplete will be given is the instructor's decision.

JC Technology: If you have trouble with your JC login or other computer issues, please contact the JC Solution Center at 517-796-8539. When e-mailing your instructor, please include your first and last name and put the course number in the subject line. Always save your work and have a back-up plan. Please ask questions and get help early with any concerns you may have including computer problems.

Transfer Students: It is in your best interest to continue your studies and complete a Bachelor's degree in your field. There are a variety of ways to do this. When considering your options, make sure to use the Michigan Transfer Equivalency website at <http://michigantransfERNetwork.org/> . For JC advising, contact the JC Student Service Center at 517-787-0800.

Special Needs

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

NOTE: This syllabus is not a contract: it is a general plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above.

Revised 28OCT2019