

HUMAN RESOURCES MANAGEMENT

Class

HRPO 2301

An introduction to both behavioral and legal approaches to the management of human resources.

This class is not self-paced. All assignments, quizzes and exams are date-specific.

Deviation from the syllabus may become necessary for cause. Identification of cause is the prerogative of the instructor. Students will be advised of any deviation in a timely manner to prevent adversity in the

This course consists of:

- There is no on-campus orientation for this class
- A mandatory participation requirement (see below)
- Weekly assignments
- A mid-term and a final exam (multiple-choice, true-false and listing) which must be taken on campus during the indicated times on the schedule.

An assignment is due almost every week. (During the summer semester several assignments are due each week.) These are in the form of discussion topics, projects, quizzes or exams (to be taken on campus). Students are encouraged to complete work early (except for on-campus exam). Work cannot be completed late. Students are locked out of many assignments after the due date.

On-line quizzes

- Answers will automatically be submitted and will not be accepted late
- Quizzes will be available only until the due date
- Quizzes are open book

Students may print the questions look up the answers, then return to post the answers. Students should print a copy to keep for a study guide for the midterm and final exams

Assignments:

Projects

Projects may be posted by clicking on a link on the website.

Forum Topics

Several topics will be posted during the semester to a forum for this course. Links to these topics will be on the schedule page.

Grammar & Spelling

Grammar and spelling count in the real world: they count in coursework also.

Exams

Students must come to two on-campus exams (mid-semester & final) during the specified periods. These will be administered on the Weatherford campus or Decatur campus. Students should contact these to determine the hours they are open and to arrange a time to take the exam. Students may also test at the Weatherford College campus. Any requests for other test accommodations must be made to the instructor at least two weeks in advance of the exam.

and send the e-mail address and the name of the test proctor to the instructor.

Mandatory Participation Requirement

Students are expected to check their Weatherford College e-mail at least once weekly. Students must login to the website at least once every week in order to be counted "present" for this class. The course website keeps track of student logins. Financial aid and part of the class participation grade are dependent upon class participation, as well as timely submission of assignments.

Students should not get behind. The program automatically disables student accounts after 30 days of inactivity.

Grades

In general, assignments will be graded approximately one week after the due date.

Grades will be calculated by the following scale:

- A: 90% and above
- B: 80 to 89%
- C: 70 to 79%
- D: 60 to 69%
- F: less than 60%

Final grade calculation:

- Mid-term and final exams - 30%
- Assignments & Quizzes - 65%
- Participation (logging into the course weekly) - 5%

The grade calculated on the website is not weighted. If students wish to calculate their weighted average, you may use the weights as indicated for the final grade.

Conferences

It is anticipated that most questions may be handled by e-mail, however, the student may request a conference to be arranged at a time mutually acceptable to the instructor and student.

Dropping the Course

If a student fails to log in for two or more weeks, the instructor will consider the student to have dropped the class. Students should not drop the course without officially dropping through the business office. Failure to do so will result in an F on the student transcript.

Important: Students are encouraged to complete an evaluation of this course. The link for the on-line evaluation can be found on the course assignment page for this class.

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Weatherford College does not discriminate on the basis of sex, race, color, national origin, religion, disability or age in educational programs, activities, admission or employment practices.

Required Textbooks

Managing Human Resources 7th Edition, Gomez-Mejia, Balkin, Cardy

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350
Office Location: Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

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