

Human Resources Management (HRPO 2301 – 2A1)

CREDIT

03 Semester Credit Hours (03 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Analyzing the behavioural and legal approaches to the management of Human Resources in organizations.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Explain the development of Human Resources Management.
- Explain current methods of Job Analysis, Recruitment, Selection, Training or Development, Performance Management, Promotion, and Separation.
- Describe management's ethical, social, and legal responsibilities.
- Explain methods of compensation and benefits planning.
- Describe the role of Strategic Human Resources Planning.

INSTRUCTOR CONTACT INFORMATION

Instructor:	Matthew Johnson
Email:	mtjohnson@lit
Office Phone:	409-247-4982
Office Location:	Technology Center, TC-216
Office Hours:	M/W/F: 1100-1500 ; T/Th: 1100-1300

REQUIRED TEXTBOOK AND MATERIALS

Textbook Purchasing Statement: A student attending Lamar Institute of Technology is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Organizational Behaviour (OpenStax) Digital

Approved: Initials/date



**LAMAR INSTITUTE
OF TECHNOLOGY**

ISBN-13: 978-1-947172-71-5

Digital PDF and Web-Access versions of the textbook are provided to students without charge through the Course Blackboard Portal.

ATTENDANCE POLICY

Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
01/18/23	Syllabus	Syllabus	Syllabus Test
01/19/24	Chapter 01	Chapter 01	Chapter 01 Discussion Post
01/22/24	Chapter 01	Chapter 01	Chapter 01 Homework
01/25/24	Chapter 02	Chapter 02	Chapter 02 Discussion Post
01/26/24	Chapter 02	Chapter 02	Chapter 02 Homework
02/01/24	Chapter 03	Chapter 03	Chapter 03 Discussion Post
02/02/24	Chapter 03	Chapter 03	Chapter 03 Homework
02/06/24	Chapter 04	Chapter 04	Chapter 04 Discussion Post
02/07/24	Chapter 04	Chapter 04	Chapter 04 Homework
02/09/24			Unit 01 Exam (Test)
02/15/23	Chapter 05	Chapter 05	Chapter 05 Discussion Post
02/16/24	Chapter 05	Chapter 05	Chapter 05 Homework
02/22/24	Chapter 06	Chapter 06	Chapter 06 Discussion Post
02/23/24	Chapter 06	Chapter 06	Chapter 06 Homework
02/29/24	Chapter 07	Chapter 07	Chapter 07 Discussion Post
03/01/24	Chapter 07	Chapter 07	Chapter 07 Homework
03/07/24	Chapter 08	Chapter 08	Chapter 08 Discussion Post
03/08/24	Chapter 08	Chapter 08	Chapter 08 Homework
03/14/24	Chapter 09	Chapter 09	Chapter 09 Discussion Post
03/15/24	Chapter 09	Chapter 09	Chapter 09 Homework
03/19/24	Chapter 10	Chapter 10	Chapter 10 Discussion Post
03/20/24	Chapter 10	Chapter 10	Chapter 10 Homework
03/22/24			Unit 02 Exam (Test)
03/28/24	Chapter 11	Chapter 11	Chapter 11 Discussion Post
03/29/24	Chapter 11	Chapter 11	Chapter 11 Homework
04/04/24	Chapter 12	Chapter 12	Chapter 12 Discussion Post
04/05/24	Chapter 12	Chapter 12	Chapter 12 Homework

04/11/24	Chapter 13	Chapter 13	Chapter 13 Discussion Post
04/12/24	Chapter 13	Chapter 13	Chapter 13 Homework
04/16/24	Chapter 14	Chapter 14	Chapter 14 Discussion Post
04/17/24	Chapter 14	Chapter 14	Chapter 14 Homework
04/19/24			Unit 03 Exam (Test)
04/25/24	Chapter 17	Chapter 17	Chapter 17 Discussion Post
04/26/24	Chapter 17	Chapter 17	Chapter 17 Homework
05/07/24			Final Exam

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Discussions Posts: 15 %
- HW Assignments: 25 %
- Module Exams: 60 %

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

Announcements:

I will typically post announcements weekly, usually on Sunday afternoons. These announcements indicate upcoming due dates and notes which will be important to your success in this course. You should carefully read these announcements every week.

Professional Communication:

My preferred method of communication is through my office mobile number at **409.247.4982**. Please leave a message with your *Name, Your Course Number (e.g. ECON 2301-2A.2), and the main reason(s)* you are calling me should you be directed to voicemail. I will assume you are a spam call if you do not leave me a message and I will not return your call without this information.

Additionally, you may text me at the above number. You **must** download Microsoft Teams through your respective App Store and Log-in with your LIT Credentials for this option to work.

Alternatively, you may contact me via email at mtjohnson@lit.edu. Students must use appropriate e-mail etiquette when corresponding with their instructor. This involves writing emails in a “letter” format as opposed to a “text chat” format. Please see the “Email Etiquette” graphic located in the “Helpful Resources” folder in Blackboard for all guidance concerning how to compose a professional and respectful email.

Please allow 24-48 business hours for me to either return a missed phone call or an email. For example, an email sent on a Friday at 2:30PM may not be returned until Tuesday at 2:30PM, at the latest.

Use of Instructional Materials:

Instructional materials, such as Powerpoint Presentations, Instructional Videos, etc. are provided in Blackboard for each Chapter. These will be useful in understanding and reinforcing concepts as they are presented in class. Content folders are scheduled to unlock/grant access throughout the semester to ensure synchronous learning.

I am attempting to convert all of my courses into a “Flipped” learning environment. This means that the Powerpoint presentations (i.e. lectures) will be recorded and posted for you to watch and take notes on your own time. Class time will be reserved for the application of theories and a holistic enrichment experience by working through sample problems.

Due Dates:

All assignments will have their due dates posted in the announcement at the beginning of the week.

I allow for a “Grace Period” of 3 days for all Chapter Homework and Unit Exams. I DO NOT allow for a Grace Period for Discussion Assignments as they are communal assignments and require timely submission for the assignment to be effective.

For example, an assignment due on Sunday, 20 January at 2300 (11PM) will be given a Grace Period until Wednesday, 23 January at 1700 (5PM). I do not allow for a Grace Period for the Final Exams, Discussion Posts, or Quizlet Assignments.

Assignments will be permanently locked after the end of the Grace Period. I will not, except under the most dire circumstances (e.g. hospitalization), re-open any assignments after the end of the Grace Period. You will need to provide any and all evidence requested by myself should you request to submit any assignment outside of the Grace Period.

Chapter Homework:

Chapter Homeworks are 25-question Multiple-Choice and True-False assessments designed to ensure that you have read, watched, or listened to the necessary content aligned with each Chapter. You will be given 1 hour (60 minutes) to complete each of your Chapter Homeworks. You will be given two opportunities to submit each Chapter Homework to me. The final grade for each Chapter Homework will either be the average of the two “raw scores” or the “raw score” from a single submission.

Unit Exams:

Exams will be provided within a Blackboard Examination window. The exams will be timed and are typically limited to 2 hours (120 minutes) with 100 questions. Make-up exams will not be

provided. Any missed exam will merit a grade of zero until replaced with the grade earned on the Final Exam. Your exam will be graded immediately and returned to you in Blackboard. Feedback on specific questions will be given after the termination of the Grace Period.

You must work alone on all assignments weighted as Tests. This includes Unit Exams, Concept Maps, Unit Case Studies, and the Final Exam. Cheating on any assignment is not acceptable and will be subject to violations of the Academic Dishonesty Policy. Academic Dishonesty will result in a zero on any assignment. A second incidence of Academic Dishonesty will be handled at the discretion of the Department Chair.

There will be a comprehensive Final Exam at the end of the Semester. All students are required to take the Final Exam. Failure to take the Final Exam will result in a failure of the course.

Miscellaneous:

Reliable Internet access is required for all online courses and many traditional courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams. A lack of preparation on your part does not constitute an emergency on my part. Do not postpone completion of assignments until the last minute.

You are expected to attend class as a professional student. This means you are to demonstrate proper hygiene, dress appropriately, and conduct yourself in a professional manner. Disrespect or insubordination will not be tolerated and will result in dismissal from class.

I will not discuss your academic progress over the phone. I will not answer emails past 6:30pm (1830) each day and I will not answer emails over the weekend (Friday at 1700 until Sunday at 1500).

It is the responsibility of the student to properly withdraw from the course. The withdraw process will not be initiated by the instructor. It is my policy to NOT give Incompletes as a final course grade.

I reserve the right, as the instructor to change, alter, omit, or add to the tentative course outline and calendar. This course continues to be a "work in progress". Assignments, due dates, etc. can change.