



Course Syllabus: Human Resource Analytics
Dillard College of Business Administration
MGMT 4423.201 Hybrid: Room 338 and Lab 306
Fall Semester 2023
Contact Information

Instructor: Dr. Niyati Kataria
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Course Description

The course is an introductory course in the principles of planning, directing, and controlling people functions in an organization with an emphasis is on associated data analytics ideas, terminology and skills. The curriculum is designed to provide a basic understanding as well as appreciation of the importance of human resource management in today's competitive business environment, as well as the HR analytics tools that students will need to be effective managers in today's data driven environment. Course emphasis is placed on human-resource data analysis and visualization, data security and privacy, and data-related ethical and legal issues.

Course Prerequisite(s)

Junior standing or above or consent of the chair and MGMT 4213.

Textbook & Instructional Materials

Bauer, Talya, et al. Fundamentals of Human Resource Management: People, Data, and Analytics. SAGE Publications, 2019. ISBN: 9781544377728 and Companion Website: edge.sagepub.com/bauerbrief

D2L course site. Lecture slides are available to download off the web at our class web page on D2L. All quizzes and exams will have to be accessed via D2L.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of

work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

My Expectation

I prefer to treat my students as responsible adults who have made an active choice to be where they are. Since the choice is yours, I expect that you will not only be on top of the course material and tests but also use the available D2L and textbook resources to get the most out of this class.

I expect that you will check the D2L for this class regularly (every day of the semester), read the assigned textbook chapter(s) and any other readings I give to you during class. An environment of respect is very important to me and I expect that you will respect me and the other students in this online classroom—no comments will be tolerated which are rude, demeaning, slanderous, prejudicial, or offensive.

If there is a university approved absence due to which you are not able to complete an assignment or attend class, I expect that you will discuss the same with me in **advance** and not after the due date/missed class. Email is the best way to reach me. I check email regularly on my phone as well as on the computer.

My goal is to help you learn to the best of my ability and give you real world tools to help you with your career in Human Resources. I look forward to what we co-create.

Email policy:

I will return all e-mails to Niyati.Kataria@msutexas.edu within 24 hours during the work week. Please do not call or fax. Please e-mail professionally- which means your email should not read like a text. Compose it with a salutation and end with a signature. E-mails to the instructor that are not professional will be returned unanswered.

Grading

Many different tools are used to test your degree of success at achieving the different learning goals. Here is the breakdown of points in this class.

Grading component	Number of that component and points	Total number value of that component
On-line exams	3 @ 50 points each	150
On-line quizzes	15 @ 10 points each	150
Class participation	15* @ 10 points each	150

*Note: due to change in Fall schedule this year, we are only meeting for 14 classes. So I will average your participation grades over 14 classes and plug that into the 15th class spot.

Total Available Points = 450

Grades will be determined on the basis of the total points earned. Letter grades will be given according to the following scale:

- A = 405-450 points
- B = 360-404 points
- C = 315-359 points
- D = 270-314 points
- F = less than 270 points

Quizzes

After each chapter, there are quizzes that test your knowledge about the subjects we are covering. You will have the plenty of time (typically a few days) to access and take the quiz. You will not be allowed to make up any quizzes that you miss, and you will not be allowed more than one attempt at each quiz. Once started the quiz needs to be completed and re-logins are not possible. All quizzes contain 10 questions worth one point each and you will have 15 minutes to complete each.

Exams

There will be 3 non-cumulative exams in this course administered through D2L. You will have 2 hours to complete 50 multiple choice questions worth 1 points each. You will have one attempt at the exam and no make ups are allowed. Again- once logged into an exam, you need to complete it in one go (re-login is not possible). **All Exams will use responds lockdown and monitor. If you are suspected of cheating, there will be an inquiry with a possible result of expulsion from class. If your screen freezes or you have genuine D2L issues, do your best to take screen shots with time stamps to email me immediately as evidence of the difficulties you were facing and if I can verify your claims with IT, I will reset the quiz for you.**

Extra Credit:

There is no extra credit as of the date of creating this syllabus. If I am able to offer one later in the semester then you will be emailed about to. No individual extra credit is available for any gradable component missed.

Late Work:

Unless you have a university approved reason, I will not accept any late submissions. To get university approved, please submit all your evidence (like doctor's notes etc.) to the Student Rights and Responsibilities office using the Absence Letter Request Form (found at this link: [Absence Letter Request Form](#)). If the Student Right and Responsibilities office accepts the evidence you have provided, they will email all your professors requesting that we work with you. Without this email, I am unable to assist you if you miss assignments etc. due to being sick or someone passing or an injury/accident.

Important Dates for 2024:

Last day for term schedule changes: Aug 29
Deadline to file for graduation: Sep 23
Last Day to drop with a grade of "W:" Oct 29
Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

This class is a hybrid class. On the days we meet in person, students are expected to attend all meetings of the classes in which they are enrolled. Studnets approved for distance learning will be allowed to zoom in and will count as attanadnce.

Online Computer Requirements

Taking a hybrid class or zooming in if your are an approved distance learner requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability

and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state,

and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License-to-carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Syllabus Change Policy:

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade may vary as necessitated by the pace material is covered and any unforeseen class interruptions such as weather cancelations, online access issues, or instructor illness.

Course Schedule:

Day	Topics	Activity
<u>Aug 28</u>	Syllabus + Additional slides introducing HRA (not in book)	Familiarize yourself with syllabus and intro to HRA.
Aug 28- Aug Sep 3	Chapters 1 and 2	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Sep 4</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Sep 4- 10	Chapter 3	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Sep 11</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Sep 11-17	Chapter 4	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Sep 18</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Sep 18-24	Chapter 5	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
Sep 25	EXAM 1	No class. Take Exam 1 online. Exam opens on this day at 12AM and closes at 11:59PM.

Day	Topics	Activity
Sep 26-Oct 1	Chapter 6	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Oct 2</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapters.
Oct 2- Oct 8	Chapter 7	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Oct 9</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Oct 9- 15	Chapter 8	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Oct 16</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the chapter 8.
Oct 16-22	Chapter 9	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Oct 23</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.

Day	Topics	Activity
Oct 23-Oct 29	Chapter 10	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
Oct 30	Exam 2	No class. Take Exam 1 online. Exam opens on this day at 12AM and closes at 11:59PM.
Oct 30- Nov 5	Chapter 11	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Nov 6</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Nov 6- 12	Chapter 12 and 13	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Nov 13</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Nov 13-19	Chapter 14	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
<u>Nov 20</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Nov 20-26	Chapter 15	Read the chapter assigned. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quizzes by (or before) the last day in this date range by 11:59PM.
Nov 27	Thanksgiving break	

Day	Topics	Activity
<u>Dec 4</u>	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
Dec 11	Exam 3	Exam 3 opens on this day at 12AM and closes at 11:59PM.

Note 1: *KSA: Acronym for Knowledge Skills and Abilities

Note 2: underlined dates are dates we meet in person