

SYLLABUS: Seminar: Human Resource Development
West College of Education
Fall 2021
COUN 4943 sections DX1 and X10

COURSE: COUN 4943.X10/DX1

TITLE: Seminar: Human Resource Development

Instructor: Dr. Michaelle Kitchen

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() (940) 781-7732

Credit Hours: 3

I. COURSE DESCRIPTION

The study of personnel and organizational relations related to major problems and current issues in human resource development.

II. TEXTBOOK:

Dessler, Gary. Human Resource Management, Prentice Hall, 12th or 13th Edition.

III. CONTENT OUTLINE

- Human Resource Management
- Developing Training on Human Resource Management and/or Development

COURSE OBJECTIVES AND LEARNER OUTCOME:

1. Demonstrate a basic knowledge of the human resource function strategic planning process.
2. Demonstrate a basic knowledge of equal employment legislation, discriminatory employment practices and how to avoid them, affirmative action programs, Supreme Court decisions affecting employment law, and workplace diversity.
3. Demonstrate a basic knowledge of the recruitment and job placement process from job analysis through interviewing and selecting employees.

4. Demonstrate a basic knowledge of the training and development process.
5. Develop a compensation and benefit program for a unionized company.
6. Demonstrate a working knowledge of labor relations to include the collaborative bargaining.
7. Develop an employee safety program and/or an employee wellness program.
8. Develop and teach program/s informing employees of the human resource function to be used in a business environment.

IV. EVALUATION:

Students will be evaluated based on ;one outside project* to be selected by the student: shadow a HR manager, research paper, or review of journal articles; class participation. All assignments will have a cover page and be placed in a folder with student's name on the front cover.

***Must be pre-approved by Instructor**

1. Outside project - Complete one from the following list:

- a. Shadow" a HR manager (10 hours) and write a brief report about your experience/s minimum 3 pages in length, double spaced, 1 inch margins, 12 in. font.
- b. Research a topic that interests you that is pertinent to some aspect of human resource management and/or development and write a paper covering the subject (minimum 5 pages in length, double spaced, 1 inch margins, 12 in. font.) EXAMPLES OF TOPICS: Affirmative Action: Yea or Nay; The U.S. Supreme Court decisions regarding sexual harassment and how it has affected the workplace; Is OSHA a dirty word or is it REALLY necessary; Cultural Diversity - Why is it important (or unimportant) at work; Employment Laws and how they help or hinder the average company and its workers.

- c. Read 3 journal articles and write a brief review of the article (at least one page in length per review, double spaced, 1 inch margins, 12 in. font.).

Final exam will be on December 6, 2021. You will have three hours to complete this exam. Your assignment is due to Dr. Kitchen by November 19 , 2021.

2. Weekly discussions.

Course Grading:

1. Weekly discussions	30%
2. Outside Project	30%
3. Final Exam	40%
	100%

- V.
 - Senate Bill 11 Handgun Policy -Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: [Campus Carry](#)

VI. PLAGIARISM

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.. ." [Student Handbook 2019-20](#)

Disability Statement

Please note: By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course.

The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

In accordance with the law, MSU provides students with documented disabilities academic accommodations. If you are a student with a disability, please contact your instructor as well as Disability Support Services, Clark Student Center, Room 168, Phone: 397-4140.

Professional Standards:

It is assumed that all students are practitioners in the field of training technology. As such, the highest of standards are expected in professional conduct ("netiquette") and in workmanship. Assignments are to be turned in on their due date, late assignments will be accepted only with a valid medical excuse. Late work will be penalized one letter grade.

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

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal

or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class 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 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 which 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 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 prohibits 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.

Grade Appeal Process

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

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Assignments must be either emailed or mailed to the Professor unless otherwise specified. As you select your assignments, think about the population that you will serve in the present or future. These assignments are to help you with your present or future "customers". So if someone comes to you for help, you will have some resources (for example an article or website) to help them.

If you have any questions about the information above please contact Dr. Kitchen at 940-781-7732. Thank you.

VII. Chapter Assignments for Weekly Discussion:

Chapter 1

1. Give examples of how HR management concepts and techniques can be of use to all managers.
2. What do HR managers do to add value to their companies/

Chapter 2

1. Respond to these three scenarios based on what you learned in this chapter. Under what conditions (if any) do you think the following constitute sexual harassment? (a) A female manager fires a male employee because he refuses her request for sexual favors. (b) A male manager refers to female employees as "sweetie" or "baby". (c) A female employee overhears two male employees exchange sexually orientated jokes.
2. Explain the difference between affirmative action and equal opportunity. Do you feel affirmative action is still need today?

Chapter 3

Interview an HR manager and share with the class a one page report on "The Strategic Role of the HR Manager at XYZ Company."

Chapter 4

Go to the company website where you work or have worked and find the job description for a HR specialist. What types of information do they contain? Do they give you enough information to explain what the job involves and how to do it? How would you improve the description? Share this information with the class on the bulletin board.

Chapter 5

Working individually complete assignment number 5-13 on page 150 of your textbook and share this information with the class on the bulletin board.

Chapter 6

1. After reading chapter 6, share with the class some of the ethical and legal considerations in testing.
2. Based on the Myers-Briggs what careers are suited for certain careers in HR.?

Chapter 7

After reading chapter 7 read the case of Maria Fernandez on pages 209-210 and discuss questions 7-23 and 7-24 with the class on the bulletin board.

Chapter 8

After reading chapter 8 discuss with the class why some employees are resistant to training on the bulletin board.

Chapter 9

1. After reading chapter 9 discuss with the class the pros and cons of performance reviews.
2. Discuss with the class "How would you avoid defensiveness during an appraisal interview?"

Chapter 10

Share with the class an article on employee retention, engagement, or careers on the bulletin board.

Chapter 11, 12, and 13

Share with the class an article on each of the following topics: pay plans, pay for motivation, and benefits on the bulletin board.

Chapter 14

1. Take the Wall Street Journal Workplace Ethics Quiz and share the results with the class on the bulletin board.
2. What are some of the issues the HR department has to deal with during a lay off?
3. What is Total Quality Management and why is it important to organizations?

Chapter 15

Just read.

Chapters 16, 17, and 18

After reading chapters 16, 17, and 18, share with the class your thoughts and feelings on the bulletin board about these chapters.