



COURSE SYLLABUS

BA 361 – WB Human Resources Management

Self-Paced Course - Web Based Format Option

Session begins on the 1st day of enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Randy Scott

Contact Information: For questions, comments, or concerns please contact-
Self-Paced Degree Program office:
Telephone: 563-425-5200 or 1-800-553-4150
E-mail: selfpaced@uiu.edu
Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

Course Description

Semester Credits: 3 semester credits

Catalog Course Description:

An overview of the policies and procedures in personnel administration in American business, including uses, sources, motivation and maintenance of employees, with major emphasis on the dynamics of social organization.

Prerequisites:

BA 210 – Management Principles

Credit Hour Policy:

As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure the student has access to all required course materials by the start of the session.

Required Textbooks

Managing Human Resources, Author: Snell, Scott/Morris, Shad/Bohlander, George W., ISBN-13: 978-1-285-86639-0, ISBN-10: 1-285-86639-8 Edition: 17th, Publisher: Cengage Learning

AND

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8

Required Resources

APA formatting is required for this course. You can find information regarding APA formatting in “Recommended Resources.”

Recommended Resources:

Recommended Resources

UIU Writing Center

Email: writingcenter@uiu.edu Phone: (563) 425-5272

UIU Academic Success

Email: academicsuccess@uiu.edu Phone: (563) 425-5264

Ordering Textbooks

Purchase your textbook through the online university bookstore, [BNC Direct](#), or by phone at (800) 325-3252.

Course Objectives

1. Identify how firms gain sustainable competitive advantage through its employees.
2. Understanding the importance of human resources in a globally competitive business environment.
3. Describe the legal context of employment decisions.
4. Explain the reasons behind passage of EEO legislation and describe the major laws affecting equal employment opportunity.
5. Using job analysis methods, develop job requirements, and performance expectations.
6. Explain a legally defensible, effective job interview and selection process.
7. Describe pay and incentives systems, including its strategic importance and its relationship to recruitment and retention
8. Demonstrate how compensation and benefits help organizations achieve its strategic goals.
9. Understand the legal requirements of a safe and healthy work environment.

Program Student Learning Outcomes

1. Explain the fundamental aspects of human resources management and their application in a variety of business settings including diversity of cultures and worldviews.
2. Use Human Resource Information Systems to research, collect, analyze, and interpret data and effectively communicate information in a professional manner.
3. Develop and evaluate training and development programs that foster employee and organizational learning and development.
4. Explain the processes involved with personnel selection and evaluation as they relate to the overall human resource management strategy.
5. Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations.

General Education Assessment

N/A

Grades and Feedback

This syllabus contains all assignments necessary for completing your self-paced course. Submit your completed assignments via uIU Learn. If you need academic assistance with the course, please feel free to contact the Self-Paced Degree Program office. To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students. Please remember to stay academically honest.

Grading Criteria

Activity	Points
Units 1 – 7 @ 100 points each)	700
Unit 8 (Short Answer Paper 40 pts) and 2 (DQ's @ 5 pts)	50
Final Paper	150
Final Exam	100
Total Points	1,000

Grading Scale

Letter Grade	Percent	Points
A	93-100	930-1000
A-	90-92	900-929
B+	87-89	870-899
B	83-86	830-869

B-	80-82	800-829
C+	77-79	770-799
C	73-76	730-769
C-	70-72	700-729
D+	67-69	670-699
D	63-66	630-669
D-	60-62	600-629
F	0-59	0-599

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty. Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details:

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit 1

Unit 1 Topic	Sustainable competitive advantage through its employees. Read Chapters 1 & 16 in the Textbook
Activities	Complete Student Autobiography: (10 points) Short Answer Paper: 3-4 paragraphs (30 points) Discussion Questions: LO 5 pg. 33 and LO 4 pg. 645, 1-2 paragraphs each (5 points each – 10 points total) Writing Assignment: 2-3 pages (50 points)

Unit 2

Unit 2 Topic	The importance of human resources in a globally competitive business environment. Read Chapter 2 in the Textbook
Activities	Short Answer Paper: 3-4 paragraphs (40 points) Discussion Questions: LO 1 and LO 4 on pg. 75, 1-2 paragraphs for each question (5 points each – 10 points total) Writing Assignment – Case Study: #10 pgs. 675-676 1-2 pages (50 points)

Unit 3

Unit 3 Topic	Human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations Read Chapters 3 & 12 in the Textbook
Activities	Short Answer Paper: 3-4 paragraphs (40 points) Answer Discussion Questions: LO 4 on pg. 123 & LO 1 on pg. 491, 1-2 paragraphs each question (5 points each – 10 points total) Writing Assignment: 2-3 pages (50 points)

Unit 4

Unit 4 Topic	Human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations (continued); and the legal context of employment decisions Reach Chapters 4 & 5 in the Textbook
Activities	Case Study #1: on pg. 160 3-4 paragraphs (40 points) Answer Discussion Questions: LO 4 and LO 5 on pg. 207 1-2 paragraphs each (5 points each – 10 points total) Writing Assignment: 2-3 pages (50 points)

Unit 5

Unit 5 Topic	Explain a legally defensible, effective job interview, selection process and performance management system. Read Chapters 6, 7, & 8 in the Textbook
Activities	Short Answer Paper: 3-4 paragraphs (40 points) Answer Discussion Questions: LO 2 pg. 254 and LO 4 pg. 334 1-2 paragraphs each question (5 points each – 10 points total) Writing Assignment Case Study #8: pg. 671-672, 2-3 pages (50 points)

Unit 6

Unit 6 Topic	Describe pay and incentives systems, including its strategic importance and its relationship to recruitment and retention. Using job analysis methods, develop job requirements, and performance expectations. Demonstrate how compensation and benefits help organizations achieve its strategic goals. Read Chapters 9, 10, & 11 in the Textbook
Activities	Short Answer Paper: 2-3 paragraphs for each of the two questions (40 points) Answer Discussion Questions: LO 2 pg. 377 and LO 2 pg. 450 1-2 paragraphs each question (5 points each – 10 points total) Writing Assignment Case Study #1: pg. 378, 2-3 pages (50 points)

Unit 7

Unit 7 Topic	Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations. Read Chapter 13 & 14 in the Textbook
Activities	Short Answer Paper: 3-4 paragraphs (40 points) Answer Discussion Questions: LO 3 pg. 529 and LO 1 pg. 565 1-2 paragraphs each question (5 points each – 10 points total) Writing Assignment – Case Study #1: pg. 530, 2-3 pages (50 points)

Unit 8

Unit 8 Topic	Understand the legal requirements of a safe and healthy work environment and the various aspects of international human resource management. Read Chapter 15 in the Textbook
Activities	Short Answer Paper: 3-4 paragraphs (40 points) Discussion Questions: LO 1 and LO 2 pg. 612 (5 points each – 10 points total) Final Exam: (100 points) Final Written Paper Reflection of Course: 2-3 pages (150 points)

Course Expectations

Email

Upper Iowa University employees and students are issued an UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Technology Requirements

Students and faculty should have access to a reliable up-to-date computer, updated virus protection, and an Internet connection to access course materials and complete course activities.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an

administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. The Application Packet for New Students can be found here: <https://uiu.edu/experience/student-accessibility-services/> In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective. Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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