**MGMT 3860.003**  
Human Resource Management  
Spring 2015 – University of North Texas

Professor: Erin Welch  
Office: Business Leadership Building; 387B  
Phone: 940-565-2056  
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME  
**include MGMT 3860 in Subject line of e-mail**  
**We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT email address.**  
**I check email on a regular basis Monday through Friday. Typically, I respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.**  
Office Hours: Available by appointment for meetings on campus or over the phone.

Please check the course Blackboard page for announcements, new postings, assignments, etc. on a regular basis throughout the semester. It is highly recommended that you visit our course page at least twice a week!

**Required Material**  

**Course Overview**  
This course has been designed for general managers who will not be specialists in human resource management. However, since senior executives tell us that they spend about half their time dealing with people-related business issues, it is clear that the job of the manager is to manage people, along with capital and material resources. This course will introduce you to the major concepts, practices, and techniques involved in managing people-related business issues in an environment that is increasingly global. This will be a case-oriented course, supplemented with a variety of other teaching methods-lectures, videos, and focused discussions. The most important thing you can do to enhance your enjoyment and ability to do well in this course is stay up to date with course assignments and reading.

**Course Objectives**  
By the end of this course you should be able to:

1. Understand the legal framework within which the management of people takes place. This involves employment decisions in areas such as staffing, appraising, rewarding, disciplining, downsizing, and other areas of employee relations.

2. Be able to apply theory and research findings to promote a more enlightened, progressive management of people in each of the major areas we will examine during the term.

**Course Access**  
- You can access the course at https://learn.unt.edu  
- Login using your EUID and Password  
  - Students are required to maintain current EUID numbers and passwords. You may reset your password at http://ams.unt.edu/acctreq.php  
- Click “MGMT 3860” from the list of courses

***The instructor reserves the right to make changes to this syllabus, if needed.***
**Grade Calculation**
Each student will be responsible for all assignments. Grades will be earned based on successful completion of the following:

<table>
<thead>
<tr>
<th>Class Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Individual Assignments (3 at 30 points each)</td>
<td>90</td>
</tr>
<tr>
<td>Student Information Survey</td>
<td>20</td>
</tr>
<tr>
<td>Student Ethics Statement</td>
<td>15</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Chapter Quizzes (15 at 5 points each)</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

Final grades will be awarded for the following levels of performance: (no curves, no late assignments, no extra credit, no percentage round-up: the final grade consists of earned points earned)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450.00 – 500.00</td>
</tr>
<tr>
<td>B</td>
<td>400.00 – 449.99</td>
</tr>
<tr>
<td>C</td>
<td>350.00 – 399.99</td>
</tr>
<tr>
<td>D</td>
<td>300.00 – 349.99</td>
</tr>
<tr>
<td>F</td>
<td>0 – 299.99</td>
</tr>
</tbody>
</table>

**NOTE: You are responsible for staying up to date with announcements made through Blackboard. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.**

**As the Instructor, I reserve the right to curve exam grades if it is deemed appropriate after analysis of the frequency of questions missed.**

**Please do not come to me the last week of class and ask what you may do for extra credit! Put that effort into the regularly assigned items and you won't need extra credit, and remember, no late assignments will be accepted!**

**Individual Assignments**
Three individual Assignments will be administered. The assignment will serve to evaluate the students’ accumulation of knowledge and skills. The due date for the assignment is listed in the Course Schedule. The instruction for the assignment will be released throughout the semester in the Assignments folder in the Course Content Page.

The link to upload the assignments will be in the Assignments folder in the Course Content Page.

The assignment will come with grading information. Each individual assignment is worth a maximum 30 points.

**Procedures to identify the assignments**

The assignment needs to be identified as follow:

1. On the File extension (i.e., the electronic name of the document):

   Lastname_Firstname_Assignment_01.doc

2. At the top of the assignment itself (i.e., on the attached word document):

   Lastname, Firstname
   MGMT 3860
   Individual Assignment # 1, 2 or 3

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**Student Information Survey**
Each student will complete a Student Information Survey via Qualtrics by the due date in the Course Schedule. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire. Completion of the Demographic Survey satisfies the Registrar’s requirements for the students’ 12th day enrollment list. The Student information Survey will appear in the Assessments Page.

Completing the Student information Survey will earn students **20 points**. This is an easy 20 points!

**Student Ethics Statement**
One Student Ethics Statement will be administered. This Ethics Statement explains the expectations of how each student will conduct themselves in a College of Business on-line course.

Completing the Student Ethics Statement will earn students **15 points**. Another easy 15 points so please don’t miss out. Remember, there won’t be any extra credit so don’t miss out on these points!

**On-Line Exams**
Three non-cumulative Exams will be administered. The exams will be developed from the textbook. **You MUST study for the exams as if they were closed book – there is NOT time to look up the answers.** The exams will be made of multiple-choice questions and of other types of questions (jumble, match, true and false, etc.). Each exam will cover the chapters stated in the course schedule and be worth 100 points. **The due dates for the exams are listed in the Course Schedule.** These exams will be accessible to students from 3:00am on a Monday until 11:00pm on a Tuesday so almost 48 hours. Once opened, each exam will remain accessible for 60 minutes. The full period of time will be available to the students regardless of the time at which students have accessed the exam. The exams will appear under the Assessments icon (left- hand side) on the Home Page.

The three exams will earn students a maximum of **300 points (100 points each)**.

**Technological Support**
A broadband connection (DSL, Cable, or T-1) is required for the online exams. Dial-up and wireless connections are unreliable and unsatisfactory. Pop-up blocking software needs to be disabled, and students need to have the correct version of Java.

If you get knocked off an exam, contact the help desk at 940-565-2324 and get a ticket number! Then email me at my faculty account ([Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)) AND leave a detailed voicemail at 940-565-2056.

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, etc.). I will make a determination to allow you to continue or not based on that information, University policy, applicable law, and my experience.

**Exams Administration**
The instructor will be online as a virtual proctor monitoring the students’ progress on the online exams and troubleshooting any problems. The instructor always sets her status to “Invisible.” Online exams are stated in Central Standard Time (CST) because the class is open to international students.

Questions/Answers Not Returned. Exam questions, answers, missed questions, correct answers, etc. will NOT be returned in Blackboard or in any other form other than in person. If you want to see or go over your exam, you will need to make an appointment with the instructor. Please contact the instructor who will arrange a conference time for you to review your exam.

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Schedule Conflicts
Given that each exam will be available for almost 48 hours, students should not experience conflicts with other classes. If a conflict exists, students should contact the instructor directly prior to the exam with specific and verifiable information regarding the conflict. Only a university-related conflict will be recognized as valid reason to justify a change of schedule. An illness is NOT a conflict.

Make-up request
Prior to the date of an exam, students may request the administration of a make-up exam IF they qualify under the University of North Texas policy (which provides make-up opportunities for authorized absences as defined by the Student Code of Conduct). Students in authorized absence situations should contact their assigned Academic Assistant and submit a request packet. Absences caused by illnesses, emergencies, death in the family, car trouble, etc. are not authorized absences, and the instructor will not excuse students for those absences (even with “official” notes from medical professionals).

Chapter Quizzes
Fifteen Chapter Quizzes will be administered. These quizzes will help the students evaluate their own understanding of the material presented in the chapters and modules. Each quiz will be composed of a few (four or five) questions. The due dates for the module quizzes are listed in all the places where the Course Schedule appears and are due at 11:00 pm on their scheduled due date. Once opened, each quiz will remain accessible for 15 minutes. They will appear under the Assessments Page on the Home Page.

You will receive a zero if you do not complete a quiz by its deadline. You can take a Chapter Quiz only once. UNT Blackboard/vista Server time rules for any and all Quiz/Testing purposes. Quiz scores will be posted to your student record in your courses My Grades tool. Each of these quizzes may earn the students a maximum of 5 points for a total possible of 75 points.

You should be able to review your chapter score immediately after you submit the quiz and you should be able to review the questions you missed (until the due date when the quiz locks). The quiz questions are written and have the same relationship of question/answer to chapter content that you will find in major exams. However, it’s important to note that the timing allowed on the quizzes is NOT representative of the exams. The exams are timed (50 questions in 60 minutes) and designed to quickly test your knowledge.

Sundown Rule
You have one (1) week from the due date to inquire about your grade on an exam, quiz, research paper, or assignment. The purposes is to resolve any issue during the term and not wait until the last week of the semester. Check your grades once a week!

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General Information

Textbook
Chapters are closely aligned with modules, assignments, and exams. Students should read the relevant textbook chapters before reading the related learning modules and before attempting the assignments.

Schedule
The course is self-paced. However, to avoid students progressing at widely different rates throughout the semester, due dates for assignments, discussions, quizzes, survey, and exams are established. The Course Schedule specifies those due dates.

Contact
The instructor for this course is Erin Welch. Office: BLB 387B. Phone: (940) 565-2056. E-MAIL: Erin.Welch@unt.edu

Conference Hours
Because our course is 100% online delivered, course and academic counseling will most likely occur using e-mail and office phone. I read e-mail each day, Monday—Sunday, during the time you are enrolled in this class. If you would like a phone appointment or an office appointment, please either e-mail or call to schedule the appointment.

Announcements
The instructor will often post messages to all students under the Announcement link on the left-hand side of the Course Home page on Blackboard. Students need to pay attention to those messages.

Dropping the Course
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: http://www.unt.edu/catalog/ Please note that Tuesday, April 7th at 5pm is the last day for a student to drop a course with consent of the instructor with a W or WF. Also, I do not assign WFs in this course. IF you decide to drop by the April 7th deadline, you will receive a W (not a WF).

To drop the course, send me an email with your request. Include your full name and student ID number and I will send the request to the Registrar Office for you (will Cc you on the email for your records).

Eagle Connect Accounts
All Students should activate and regularly check their EagleConnect (email) account. EagleConnect is used for official communication from the University to students and this will be the account I contact you at since we are NOT using messages on Blackboard. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: https://eagleconnect.unt.edu/

Broadcast Email Messages
Students may not send broadcast e-mail messages (Cc: all students) to the class without my permission. Sending such messages without permission is a violation of the UNT Student Handbook 2014-2015 and the Code of Conduct Violations will be reported to the Provost and the Office of Student’s Rights and Responsibilities. Please note, I’ll be glad to share flyers and announcements involving UNT Student Organizations. Just send me the information and I will share it with the class.

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**Course Related E-Mail Messages**
Please consider the following example of an appropriate e-mail to send to a professor:

To: Erin.Welch@unt.edu
From: GoodStudent@my.unt.edu
Title: MGMT 3860 Question about the Student Info Survey

Dear Professor Welch,

Did you receive my Student Information Survey that I submitted last night (Saturday, Jan 31st)?

Thanks,
Good Student
Student ID #10002000

**Pandemic, Disaster, or Weather Conditions**
The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural or man-made activities, or states of emergency affecting the population, as declared by proper authorities. Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due date adjustments will be made as required. I will contact you via telephone, Blackboard Learn Announcements, or email.

**Emergency Alerts**
UNT has an emergency notification system, Eagle Connect Alert, which has the capability of calling or texting emergency notices. As a student, you should register with the system to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu

**Important Notice for F-1 Students:**
There is no required on-campus experiential component for this course. To comply with immigration regulations, however, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu).

**Student Evaluation of Teaching Effectiveness (SETE) & Departmental Evals**
The Student Evaluation of Teaching Effectiveness (SETE) and Department of Management Course Evals are required for all organized classes at UNT within the Department of Management. These surveys will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the evaluations to be an important part of your participation in this class.

**ADA Compliance**
The College of Business complies with the Americans with Disability Act in making reasonable accommodation for qualified students. If a student has an established disability as defined by the Americans with Disability Act, has registered with the Office of Disability Accommodation, and would like to request accommodation, she or he should contact the instructor within the first week of class.

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**Academic Integrity Policy**

Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff of the university.

The term “plagiarism,” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other materials. (Source: Code of Conduct and Discipline at the University of North Texas)

For more information on academic dishonesty and academic integrity please see the following link: http://vpaa.unt.edu/academic-integrity.htm

If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, the case will be referred to the Office of the Provost and Vice President for Academic Affairs for appropriate disciplinary action. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

**Acceptable Student Behavior:**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

**SUCCEED AT UNT**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent.

To learn more about campus resources and information on how you can achieve success, go to succeed.unt.edu.

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# MGMT 3860.003 Spring 2015 Course Schedule

The following schedule provides guidelines for the topics to be covered in class. Depending on circumstances, we may deviate from the schedule occasionally. If such changes occur, they will be announced through Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 20</td>
<td>- Introduction &amp; Overview - Practice with Blackboard - CH 1: HR in a Globally Competitive Business Environment</td>
<td>- Print Syllabus from BB and Read Thoroughly - Acquire Textbook and Read Text: CH 1 - Review CH 1 Materials on Blackboard - Student Information Survey, Student Ethics Statement, CH 1 Quiz are now available (DUE Feb 1st)</td>
</tr>
<tr>
<td>2</td>
<td>Jan 26</td>
<td>- CH 3: The Legal Context of Employment Decisions</td>
<td>- Read Text: CH 3 - Review CH 3 Materials on Blackboard - Student Info Survey, Student Ethics Statement, CH 1 Quiz and CH 3 Quiz DUE at 11:00pm, Sunday, February 1</td>
</tr>
<tr>
<td>3</td>
<td>Feb 2</td>
<td>- CH 4: Diversity at Work - CH 5: Planning for People</td>
<td>- Read Text: CH 4 and CH 5 - Review CH 4 and 5 Materials on Blackboard - CH 4 and CH 5 Quizzes DUE at 11:00pm, Sunday, February 8</td>
</tr>
<tr>
<td>4</td>
<td>Feb 9</td>
<td>- CH 6: Recruiting - CH 7: Staffing -Assignment #1</td>
<td>- Read Text: CH 6 and CH 7 - Review CH 6 and 7 Materials on Blackboard - Assignment #1 DUE at 5:00pm, Friday, February 13 - CH 6 and 7 Quizzes DUE at 11:00pm, Sunday, February 15 - Prepare for Exam #1</td>
</tr>
<tr>
<td>5</td>
<td>Feb 16</td>
<td>- Exam #1 (CH 1, 3-7)</td>
<td>- Exam #1: Available from 3:00am, Monday, February 16 until 11:00pm, Tuesday, February 17. Once you access Exam #1, you will have 60 minutes to answer 50 questions.</td>
</tr>
<tr>
<td>6</td>
<td>Feb 23</td>
<td>- CH 8: Workplace Training - CH 9: Performance Management</td>
<td>- Read Text: CH 8 and CH 9 - Review CH 8 and CH 9 Materials on Blackboard - CH 8 and CH 9 Quizzes DUE at 11:00pm, Sunday, March 1</td>
</tr>
<tr>
<td>7</td>
<td>Mar 2</td>
<td>- CH 10: Managing Careers</td>
<td>- Read Text: CH 10 - Review CH 10 Materials on Blackboard - CH 10 Quiz DUE at 11:00pm, Sunday, March 8</td>
</tr>
<tr>
<td>8</td>
<td>Mar 9</td>
<td>- CH 11: Pay and Incentive Systems</td>
<td>- Read Text: CH 11 - Review CH 11 Materials on Blackboard - CH 11 Quiz DUE at 11:00pm, Sunday, March 15</td>
</tr>
<tr>
<td>9</td>
<td>Mar 16</td>
<td>SPRING BREAK!!!!!!!</td>
<td>- March 16-22, Spring Break – Classes do NOT Meet - March 16th – University CLOSED</td>
</tr>
</tbody>
</table>

**University Closed on Monday, Jan 19th in observance of MLK Day. Classes start Jan 20th.**

**Spring Break is March 16-22. Classes do NOT meet during this time. If you are leaving early for the break, please plan accordingly and complete the CH 11 Quiz before you leave. Have a safe and fun Spring Break! Thanks! – Professor Welch**

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<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Details</th>
</tr>
</thead>
</table>
| Mar 23     | - CH 12: Indirect Compensation: Employee Benefit Plans  
             - Assignment #2                                                                 |
| Mar 30     | - Exam #2 (CH 8-12)                                                                  |
| Apr 6      | - CH 13: Union Representation and Collective Bargaining                               |
| Apr 13     | - CH 14: Procedural Justice and Ethics in Employee Relations                          |
| Apr 20     | - CH 15: Safety, Health, and Employee Assistance Programs  
             - Assignment #3                                                                 |
| Apr 27     | - CH 16: International Dimension of HR Management                                     |
| May 4      | - Exam #3 (CH 13-16)                                                                 |
| May 11     | - Optional Final Exam (Cumulative), ONLY for Those Who Missed an Exam (I’ll post more info later in the semester)  
             - Optional Final Exam (Cumulative – ONLY for those who missed an exam) available from 3:00am, Monday, May 11 until 11:00pm, Tuesday, May 12. Please refer to the syllabus for more info
             - Finals Week – Good Luck on all your exams!! 😊  
             - I wish you the best of luck in your future endeavors both Academic and Professional! – Professor Welch |

No make-ups will be granted for missed or late surveys, assessments, quizzes, assignments (individual), or exams.

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SPRING 2015 IMPORTANT DATES PER THE UNT REGISTRAR - http://registrar.unt.edu/

- **January 19, Monday**: MLK Day (classes do not meet; university offices closed).
- **January 20, Tuesday**: Classes Begin
- **January 23, Friday**: Last day for change of schedule other than a drop (last day to add or swap a class).
- **February 3, Tuesday**: Beginning this date a student who wishes to drop must receive written consent from the instructor. A grade of W is assigned.
- **February 2015 – Date to be announced**: Last day to apply for May undergraduate application (check the Registrar’s website and check with your academic advisor).
- **March 2, Monday**: Last day to drop a course or withdraw from the semester with grade of “W” for courses that a student is not passing. After this date, a grade of “WF” may be recorded.
- **March 16-22, Monday through Sunday**: SPRING BREAK! Classes do not meet.
- **March 16, Monday**: Spring Break – University Offices Closed.
- **April 2015 – Date to be announced**: Registration for Summer and Fall 2015 begins by classification.
- **April 7, Tuesday**: Last day for a student to drop a course with consent of the instructor with W or WF.
- **May 9-15, Saturday through Friday**: Finals week.
  - Final Exam Schedule available at: http://registrar.unt.edu/exams/final-exam-schedule/spring
- **May 15-16, Friday through Saturday**: Spring 2015 Commencement (hours to be announced).

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