Virtual Class via Zoom: Thursday 6:00 pm - 9:00 pm / For attendance you should have your **webcam on**.

E-MAIL: aferna33@Central.UH.EDU
PHONE: 281-808-1597
OFFICE HOURS: Available via Zoom by appointment (email for appointment)

REQUIRED TEXT
Jackson, S.E., Schuler, R.S., & Werner, S. 2018. *Managing Human Resources*, *12th Edition,* New York, NY: Oxford University Press. ISBN 978-0-19-085756-1.

COURSE OBJECTIVE
The main purpose of this course is to consider the effective management of employees in a working environment. We will examine the policies, practices, and systems that influence employees' behavior, attitudes and performance. These topics will include HR strategies, government regulations, Human Resource Planning, staffing, compensation, training, labor relations and performance evaluation.
This is a 13-week online course with modules that address improving your knowledge in the following areas of human resource management:

1. Understand the strategic importance of human resource management
2. Outline various HR policies and practices related to job analysis, recruiting, staffing selection, training, performance appraisal and compensation
3. Using selection and performance management to achieve strategic objectives
4. How to engage and motivate the employees

UNIVERSITY REQUIREMENTS
See below for University requirements after COURSE EVALUATION.

STUDENT EVALUATION

REQUIREMENTS	POSSIBLE POINTS
Weekly Evaluations	1300
Team Project Assignment	500
HR Activity Simulator	200
Total	**2000**
Total points divided by 20 will be used in the Grade Distribution table	

GRADE DISTRIBUTION

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	<59

COURSE SCHEDULE:

Week	Topic	Evaluation	POINTS
1 08/26	Framework for Managing Human Resources Effectively - Business Strategy	1) Post Introduction Video 30 possible points 2) Complete HR talent is crucial for performance 70 possible points	100
2 09/02	Framework for Managing Human Resources Effectively – HR Strategy	Complete Integrated framework for managing HR effectively	100
3 09/09	Fairness and legal compliance	1) Post 10 possible points 2) Team Homework 50 possible points 3) Homework 40 possible points	100
4 09/16	Job analysis and competency model	1) Post possible 10 points 2) Job Description 45 possible points 3) Week 4 Quiz 45 possible points	100
5 09/23	Workforce Planning, Recruitment & Retention	Case Study	100
6 09/30	Selecting employees to fit the job	Case Study	100
7 10/07	Training and Development	Case Study	100
8 10/14	Performance Management	Homework Performance Management	100
9 10/21	Compensation	1) Week 9 Quiz 50 possible points 2) Homework 50 possible points	100
10 10/28	Performance Base Pay	Case Study HR Simulator (200 points)	100
11 11/04	Managing Human Resources Globally with Safety, Health, and Quality	Homework Human Resources Globally Team Presentations (500 points)	100
12 11/11	Culture and Change Management	Essay Team Presentations (500 points)	100
13 11/18	Ethics in Human Resources Management	Case Study Team Presentations (500 points)	100

The above schedule is tentative. The instructor reserves the right to change the topics for each module, and the order of coverage. All assignments are due TUESDAY @ 11:59 PM CT

TEAM PROJECT ASSIGNMENT
Starting on **August 26** you will be assigned a group project based on the changing roles of the HR function. This is a semester long project that you will work with weekly progress updates during class time. During the last three classes of the semester, students will present their completed projects during class time.

ATTENDANCE
Attendance in this course is mandatory. For attendance, you should have your webcam on.
For each class missed you will be penalized **40 points.**

TECHNOLOGY REQUIREMENTS:
Windows or MAC computer not older than three years.
Fast Internet access.
Webcam and earbuds or headphones.

Students enrolled in online courses with the University of Houston should be aware of the following technology requirements to ensure a successful online learning experience. To enroll and participate in online classes, students must use a desktop computer or laptop (PC or Mac, **NOT Google Chromebook**) with internet access. Microphone and Webcam (for online virtual proctored exams and/or synchronous class meetings). Check the requirements below to ensure that your computer is appropriately equipped:
https://uh.edu/online/tech/requirements/
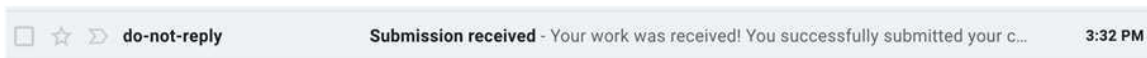
SUBMISSION OF ASSIGNMENTS:
All written assignments should be submitted through Blackboard. Avoid using Internet Explorer, Edge or Safari Browser.
Successful assignment submission: Blackboard displays a Green bar on top of your blackboard submission window, and you get an email confirmation receipt:
The green bar:

Success! Your submission appears on this page. The submission confirmation number is a17dd877-d5f3-4047-8525-7421c77e8587. Copy and save this number as proof of your submission.

Review Submission History: Anthropology

Assignment Instructions ⌄

The Email:

☐ ☆ ⅀ do-not-reply   **Submission received** - Your work was received! You successfully submitted your c...   **3:32 PM**

Common mistake is "Save as Draft" and not submitting:

TECHNOLOGY SUPPORT:
Contact University Information Technology (UIT) at 713-743-1411 for technology support services, including suggested specifications for purchasing new computers. Technology discounts for students are also available via Cougar Byte. Need financial assistance with a technology purchase? Students who need additional assistance for education-related expenses, especially with technology purchases, are encouraged to call a financial aid representative at 713-743-1010, option 5, to discuss additional assistance options.
For individual problems with your computer or if you need help learning how to use Blackboard Learn, contact Blackboard helpdesk http://www.uh.edu/blackboard/support/. You can also use the *Blackboard Basics* tab in Blackboard for useful information.
Students must be aware that computer downtime will occur on a scheduled basis (these times can be found on the Blackboard home page) as well as the possibility of unscheduled downtime. **Also, keep in mind that not all devices fully support the features of the tools we will use, so I strongly advise ensuring access to a laptop/computer (as opposed to a tablet or a smart phone). If any issues arise during completion of your assignments, make sure to take a screen shot of the error so that you can better communicate that issue**

with me and/or Blackboard staff. Do not wait until the last minute to submit your assignments, make sure to plan ahead!

COURSE COMMUNICATIONS:

All emails must be sent from your Official CougarNet email address to ensure FERPA Compliance. Do NOT use your Gmail, Yahoo! or other personal email accounts to send emails to your Professors. To use your CougarNet email, Go to UH InfoTech to learn about sending email from your UH Office 365 account:
https://uh.edu/infotech/services/office365/email/
Expect responses to your Cougar email within one day. For emails sent on Friday expect the response on the following Monday.

CODE OF CONDUCT:

Conduct in online classes is to be the SAME as in traditional face to face classes.
Your attire, language, and general disposition is to align with professional standards. Disruptive behavior and inappropriate conduct in Zoom or Teams or other web conferencing or online discussion sessions will result in disciplinary action as it *would in a face-to-face classroom. Offenders will be removed from class and UH IT will investigate any class disruption just as UH PD investigates class disruptions on campus.*

The following appears in the Prohibited Conduct Section of the University Of Houston Student Code Of Conduct:

> **3.6. Disruptive Classroom Conduct** – Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.
>
> Sanctions for students found in violation of the Prohibited Conduct Section of the Student Code of Conduct include suspension and expulsion.

In line with all course communications remaining within said course, you are NOT to share Zoom, Teams, other online conference session information in social groups such as GroupMe, Slack, or other applications. If you see others share such information or notice others exhibiting inappropriate behavior in a HyFlex or online classroom, report this to your Professor and to UH IT security@uh.edu.

We ask that you treat faculty, your peers, and guest speakers in the virtual classroom with the same level of professionalism and respect that you do in a face-to-face classroom.

ACADEMIC HONESTY:

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Undergraduate Student Catalogue, http://www.uh.edu/academics/catalog/policies/academ-reg/academic-honesty/index.php. Students are expected to be familiar with this policy.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, pertaining to the provision of reasonable academic accommodation for students identified as disabled under the law. In accordance with 504/ADA guidelines, UH strives to provide

reasonable academic accommodation to students who request and require them. If you believe you have a disability requiring an accommodation, please contact the Center for Students with DisABILITIES at 713-743-5400 or *http://www.uh.edu/csd/*.

COURSE EVALUATIONS:

The CBA has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other important decisions. We openly encourage students to provide feedback to instructors and the CBA through the evaluation process.

UNIVERSITY REQUIREMENTS

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston Undergraduate Excused Absence Policy and Graduate Excused Absence Policy for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Additional policies address absences related to military service, religious holy days, pregnancy and related conditions, and disability.

Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Center for Students with DisABILITIES. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Syllabus Changes

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through Blackboard Announcements and email.