BUS D057.64Z: Human Resource Management

DE ANZA COLLEG EBUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION (CRN 45909) Spring 2025 –5 units

INSTRUCTOR INFORMATION

Instructor	Email	Office Location & Hours
Kimberlee Andrews-Bingham, MSW, MBA, EdD	You can connect through Canvas Inbox (preferred) and Andrewskim@fhda.edu	Monday 10am – 11am via the zoom link provided on the course home page.

Website for class materials: Canvas (all registered students will have access) https://deanza.instructure.com, use your CWID and Password.

Mobile Apps: App store: Instructure Canvas

IMPORTANT – Being Dropped for No Show or Lack of Participation

- Students who fail to complete the syllabus quiz by the due date of the first class week will be *dropped within 48 hours* as a *No Show* student. No exceptions.
- Students who fail to complete *all* remaining assignments due the first week of class or at least 75% of assignments for any two sequential weeks during the quarter will be dropped unless they have been in communication with the instructor around why an extension is needed.

Academic Integrity

Students are expected to adhere to the tenets of the Foothill/De Anza Community College District Student Code of Conduct. Cheating/Academic Dishonesty will not be tolerated; this includes copying the work of another student's assignment or classwork and representing information as your own work when it is not (for example, using research from the internet but not citing that source). The instructor uses various online platforms to check for plagiarism, so it is not difficult to discover when a student has copied internet content without citing it. Instances of cheating/academic dishonesty will be dealt with in accordance with De Anza College's policy and may result in an "F" grade for the course.

GENERAL INFORMATION

Course Dates and Meeting Schedule

This course officially opens in Canvas April 7 (although access *may* be available a few days before) and closes June 27. These are the official first and last days of the class. There is no scheduled student login time, so students can work around their schedule.

Course Description

This is an introductory course designed to teach fundamental components of the Human Resource (HR) function. The main focus is on understanding and applying theoretical concepts relevant to human resource management (HRM) and applying these to the real-world issues facing organizations and their employees.

Topics include the selection process, legal issues, labor relations, assessment and performance development, compensation, benefits and maintaining effective work

environments. Students will gain insights on best practices and also be actively engaged through the use of cases and decision-making scenarios. This teaching methodology will enable students to take what they have learned in the course and apply it to solving HRM problems they will encounter on the job. This class is delivered solely online via Canvas and will include virtual class discussions, weekly quizzes and journal reflections, and a mid-term and final assignments. The idea is to create a learning environment where everyone will have the opportunity to learn individually and collaboratively. Students will explore not only fundamental issues but also critically examine trends in HR function.

Student Learning Outcomes

On successful completion of this course, students will be able to:

1. Examine human resource practices and how they affect employee performance, motivation, and the firm.

2. Appraise the impact of human resources as a strategic partner with corporate executive leadership to achieve competitive advantage in the marketplace.

3. Compare human resource functions to formulate critical written and oral analysis of current global HR challenges.

Requisites

Advisory: EWRT 211 and READ 211 (or LART 211), or ESL 272 and 273.

Course Requirements

To be successful, read the textbook and lecture slides/notes for the assigned chapters each week. You may want to print out the lecture slides and use them as the study guide for the chapters.

Completion of weekly quizzes, discussion posts and responses, and a student journal entry will be required each week. Specific details related to each assignment will be provided within the course modules. All assignments must be submitted by the established due date and time to receive full credit. Scoring matrices for each assignment type are included with each assignment. There will also be an online mid-term and final exam.

Assignments

All assignment due dates and times are Pacific Mountain Time.

First Week Syllabus Quiz: Due Sunday week one. To ensure students have read and understand the syllabus and to avoid being dropped as a No-Show student in this online class, a quiz related to its content is required.

Chapter Quizzes: Due Sunday. There will be weekly equally weighted quizzes based on course content. Quizzes may include, but are not limited to, multiple choice, matching, true/false, short and medium answer questions. Up to two attempts will be allowed for each quiz, with the final score earned being the average of both attempts. These quizzes are not timed, and students may use their textbook. Students are encouraged to take their time and use quizzes as an opportunity to study for the mid-term and final exams, as these exams will be based on the quizzes.

Discussion Posts and Substantive Replies / Responses: Due Sunday. To promote peer learning and engagement, students will submit a discussion post and reply each week on a pre-determined topic. Any data and factual information included must be cited from its

original source and not presented as the student's original thoughts. Appropriate sources include the text for this class, but outside sources such as those presented at the end of this syllabus should also be included as appropriate and relevant. Original posts are worth half of the assignment points, and a **substantive** reply to at least one classmate's post is worth the other half of total points. *Substantive reply* means you have analyzed the other student's post and are replying with additional information and insights that go well beyond merely agreeing with them or complimenting their post. *NOTE: When possible, please submit your original post for each week by Thursday to give classmates more time to read and reply.*

Student Journal: Due Sunday. For purposes of reflection and application of course content to real-life scenarios, students will submit a weekly journal entry. A list of topic options will be provided each week that students must clearly relate to examples from their world.

Mid-term and Final Exams: Students will take timed online mid-term and final exams covering the following chapters: Mid-term chapters 1 – 7, Final chapters 8 - 16.

Class Information

This is a five-unit course with all instruction and learning activities occurring virtually via Canvas. It is recommended students use a computer to participate in class and not a phone, especially when completing assignments.

All coursework will be posted on Canvas at https://deanza.instructure.com including assignments and quizzes, discussions, journals, and the final exam. (A link to Canvas is also available in MyPortal on your Student Tab) You will have to be registered to access coursework on Canvas. If you need help with how to use Canvas, please go to https://deanza.instructure.com/courses/1106.

Text and Materials

Required: * Fundamentals of Human Resource Management 8th edition by Noe, Raymond A., Hollenbeck, John R., Gerhart, Barry, Wright, Patrick M.

(* Students may choose to use an older edition of the text, but it is their responsibility to note any changes between editions. Please never use an edition earlier than the 5th.)

Course Schedule *(*IMPORTANT NOTE - If you are choosing to use an older version of the text, the topic covered may be found in a different chapter number than indicated below. These chapter numbers correspond with the 8th edition.)*

Note: all assignments are due the Sunday of the week in which they were assigned unless noted otherwise.

Week	Topic	Reading *	Assignments
Week 1	Introduction What is Human Resources (HR)	Ch 1	Discussion Post and Reply, Quiz, Journal Entry
Week 2	Trends in HR EEO & Safe Workplace	Ch 2, Ch 3	Discussion Post and Reply, Quiz, Journal Entry
Week 3	Analyzing work and designing jobs	CH 4	Discussion Post and Reply, Quiz, Journal Entry

Week 4	Planning for and recruiting HR	CH 5	Discussion Post and Reply, Quiz, Journal Entry
Week 5	Selecting employees & placing them in jobs Training Employees	Ch 6, Ch 7	Discussion Post and Reply, Quiz, Journal Entry
Week 6	Developing Employees for Future Success	Ch 8	Mid-term Exam
Week 7	Creating and Maintaining High-Performance Organizations Managing Employees' Performance	Ch 9, Ch 10	Discussion Post and Reply, Quiz, Journal Entry
Week 8	Separating and Retaining Employees	Ch 11	Discussion Post and Reply, Quiz, Journal
Week 9	Establishing a Pay Structure Recognizing Employee Contributions with Pay	Ch 12, Ch 13	Discussion Post and Reply, Quiz, Journal Entry
Week 10	Providing Employee Benefits Collective Bargaining and Labor Relations	Ch 14, CH 15	Discussion Post and Reply, Quiz, Journal Entry
Week 11	Managing HR Globally	Ch 16	Discussion Post and Reply, Quiz, Journal Entry
Week 12	Final Week		Final Exam - Due Wednesday, June 27

Assignments	Point Value (500 total points for course)
First week syllabus quiz - 1	10
Chapter Quizzes – 10	225
Discussion Posts and Responses – 10	100
Journal Submissions – 10	50
Mid-term exam - 1	55
Final exam - 1	60

Grading - *(excludes extra credit)*

Percent %	Grade	Percent %	Grade
100 – 98	A+	< 80 - 78	C+

Percent %	Grade	Percent %	Grade
< 98 - 93	A	< 78 - 70	C
< 93 - 90	A-	< 70 - 68	D+
< 90 - 88	B+	< 68 - 63	D
< 88 - 83	B	< 63 - 60	D-
< 83 - 80	B-	< 61	F

Late Assignments

Many assignments will be open in Canvas for one day past their due date. While a student can submit an assignment late while it is still open, submitting it past the due date will result in a 10%-point reduction. Assignments will generally not be accepted after they have closed, unless the student has contacted the instructor prior to the due date to request an extension for a valid reason. (For example, illness, unexpected emergency etc.) Students should plan to work ahead to submit assignments early in the event they will be out of town or have other commitments that will make meeting an upcoming deadline difficult.

Extra Credit

Extra Credit - Students who include and appropriately cite outside resources from reputable sources in preparing discussion posts and will earn an additional point on each of those assignments. A maximum of one extra point per discussion post (which encompasses original post and reply) is possible for a total of 10 points for the entire quarter. Please Note: students will be awarded ½ point for citing an outside resource and ½ point for using proper APA format. You should be citing the text throughout the course when drawing points from it, but extra credit will only be awarded when bringing in an additional outside resource. For more information on finding and citing reputable sources, students should familiarize themselves with the information found at https://owl.purdue.edu/owl/research_and_citation/using_research/documents/20191212CitationChart.pdf

ADDITIONAL INFORMATION AND RESOURCES

Getting Help

Weekly office hours are posted and available via Zoom. Students may also contact me through the course Canvas message system with questions or arrange a time to meet virtually or via phone. I check into the course almost daily but take at least one weekend day off. Allow up to 24 hours for a reply Monday – Friday, and possibly not until Monday if a request is submitted late Friday - Sunday. Note that as this is a large class, the earlier you contact me for help the more likely you are to be able to connect and get what you need before pertinent due dates. In other words, do not wait until the last minute in seeking guidance on assignments or to raise questions, as I will help students in the order on which they have sought help.

For questions about course content, please contact the instructor via Canvas message (not via email), so we can keep track of all communications.

You can also get help from your colleagues or contact the tutorial center. The tutorial center has Study Skills workshops. The schedule is posted under academic skills: http://www.deanza.edu/studentsuccess/. (These workshops are free!)

System Requirements

Canvas:

Canvas supports the current and first previous major releases of the following browsers:

• Internet Explorer 11 and Edge (*Windows only*—please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)

• Safari 8 and 9 *(Macintosh only)*

• Chrome 52 and 53

• Firefox 47 and 48 (Extended Releases are not supported)

• Flash 22 and 23 (used for recording or viewing audio/video and uploading files)

We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Run the readiness test by clicking on this link so that you can test your browser and see what plug-ins you might need.

Course Home Page:

Log into Canvas with your De Anza ID. You can access your Canvas course home page at the start of the quarter.

Once you log in to Canvas, you will see a list of courses you have registered that has a Canvas component. Click on our course home page.

Click on the appropriate week button for each week's assignment module.

Click on "Grades" to keep track of your own progress.

Within each week's module follow the links for chapter readings, lecture slides, assignments, and any additional videos or weblinks. You can also download the textbook and study offline.

All assignments are due at 11:59 pm on the due date. Complete each assignment by clicking on each one in the course.

Attendance / Participation

Regular participation is expected, and Canvas notes when students are logged in and for how long. This is an online only class, and students are expected to accept the level of personal responsibility required for success. This means being comfortable with a high-level of self-direction, but always seeking help from the instructor when questions or concerns arise. Students who fail to complete all assignments for two weeks during the quarter may be dropped. Legitimate absences (an unavoidable situation) with documentary evidence will not be counted as failing to meet the participation requirement.

To avoid being dropped from this course for inadequate attendance and participation, students must:

1. Submit all first week assignments on time

2. Miss no more than 2 weeks of assignments (must submit at least 75% of each week's assignments to meet this criteria).

Instructor reserves the right to drop all students who do not meet the above criteria.

Please check the lesson plan and plan your work accordingly – do not wait till the due date. Since the assignments and readings are available 7x24 online (accessible anytime anywhere) the only valid reasons for late submissions or requesting an Incomplete for the course are major medical emergency/hospitalization (yourself or child/significant other), National Guard, or jury duty/court appearance, all with official proofs. Travel, work schedule, family matters, vacation, forgetting, work conflicts, or being busy with another class, are not typically valid reasons for not submitting assignments on time.

Important note: If you have a busy school week ahead, or have frequent, persistent, or high likelihood of family issues or work conflicts, please complete the assignments early rather than waiting until the due dates. However, if you need any additional support, please let the instructor know so that accommodation can be made to fit your needs.

Timely completion of assignments is essential as learning in this class is built on top of the previous chapters. As such, for those students who add the class with an add code, the record of assignment submissions and participation maintained by the instructor begins with the day the students are given the add code by the instructor.

Based on the De Anza Student Handbook, to request an incomplete on the transcript, a student must have completed at least 75% of the course assignments. If a student wants or needs to drop the class, the student is solely responsible for dropping the course. See De Anza's policies and deadlines for attendance and drop/add/withdraw calendar on My Portal by clicking on your course, then "menu" and "essentials" you should see the dates for the summer quarter.

Important Dates

Withdrawing from the class is the student's responsibility. See De Anza's policies and deadline for attendance and drop/add/withdraw at http://www.deanza.edu/policies/attendance.html and http://www.deanza.edu/calendar/

Last day for drops w/refund: April 20

Last day for drops with no W: April 20 *(If you withdraw with a "W," that may count toward the maximum of three times that you are generally allowed to enroll in a particular course.)*

Last day for drops: May 30

Classroom Etiquette / Netiquette

Participation is more than just logging into the class and submitting assignments. Students are expected to engage in critical self-reflection through weekly journal assignments. They are also expected to contribute to and advance the level of conversation with their classmates by raising new points and adding new information through online discussion posts and responses. Although delivered virtually, this is a classroom like any other in that the goal is to reflect, share, engage, and support one another in a respectful and confidential environment so that all students can learn and grow through this experience. Students should be punctual with all discussion and assignment submissions and participate in a way that is respectful of the learning of others.

Disability Support Services

For information or questions about eligibility, support services or accommodations to disability (physical or learning disability), please contact:

Disability Support Service (DSS): Student Services Building (408) 864-8753; Educational Diagnostic Center (EDC): Learning CenterWest 110 (408) 864-8839; Special Education Division: (408) 864-8407; http://www.deanza.edu/dsps/dss/

Outside Sources

In preparing weekly discussion posts and replies students should review and include information from outside sources such as:

- The Society for Human Resource Management - https://www.shrm.org/ (some free resources)

- Research presented in newspapers, magazines, academic journal, etc. related to HR practices

- Note: Wikipedia is _**NOT**_ considered a reputable source, but possible sources may be found in the notes and links sections at the bottom of those pages.

NOTE: Be sure to appropriately cite any research or source used. See "Extra Credit" above for more information.

Final Remarks

A key factor in achieving a successful outcome in this course is the willingness and commitment of students to read widely on the topics covered from academic and professional sources and to participate actively in class discussions. Such students will not only enjoy the course but are more likely to achieve the learning outcomes of the course. I am looking forward to a great quarter!!