University of North Texas
G. Brint Ryan College of Business
MGMT 4130 – Human Resource Information
Systems
Syllabus Section 001 – Fall 2021

Professor: Artemis Boulamatsi, Ph.D.
E-mail: artemis.boulamatsi@unt.edu
Office Location: BLB 331B Business Leadership Building, Denton campus
Office Phone: 940-369-7740
Class Setting: BLB – 270
Office Hours: Tuesdays: 1:00PM-3:00 PM (CST) are allocated for office hours (virtually or in-person). You can reach out to me directly to schedule an appointment during office hours as an individual or in a group. To schedule an appointment, please email me directly at the e-mail address listed above. ** Please include MGMT 4130 in the Subject Line**

Welcome to UNT!
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE OVERVIEW

The course is designed to expose students to the concepts and issues associated with the management of an HRIS(Human Resource Information System). The course will address the strategies for determining the need for, the implementation of, the effective operation and management of, and the assessment of an HRIS. The course will review issues associated with the centralized, digital management of personnel records, and expose students to concepts of data processing and basic technical components of operating an information system.

Required Textbook: Kavanagh, M. J., & Johnson, R. D. (Eds.). (2020). *Human resource information systems: Basics, applications, and future directions*, 5th Edition. Sage Publications.

Course Objectives for MGMT 4130
Through participation in this course students will:

1. Be able to discuss the historical development of HRIS, including its evolution in response to new and emerging technologies.
2. Identify and explain the different functions (e.g. payroll, recruiting, benefits, etc.) played by HRIS across a spectrum of businesses and organizations.
3. Be able to analyze the role of HRIS within a given organization to identify its scope, impact, and efficacy as an HR tool.
4. Demonstrate an understanding of project management concepts as they relate to the

acquisition andimplementation of an HRIS through the development a strategic plan.

5. Explore the issues surrounding the management of an HRIS as they relate to ethics and legal compliance

Canvas & Technology

- You can access the course at https://unt.instructure.com
- Login using your EUID and Password
- Click "MGMT 4130" from the list of courses

Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not a 100% reliable. <u>Students assume ALL responsibility for the operating condition ofpersonal computers and the functionality of individual Internet connections</u>. I will provide you with tipsand guidance for operating your equipment, and the helpdesk offers support, but you have to assume responsibility for everything on your end. Students are expected to be able to navigate the Canvas course site to access information and submit assignments.

Technical Issues with Canvas:

Please immediately report ALL Canvas problems to the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue. 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, Canvas, etc.). I will determine how to resolve the technicalissue based on their advice, University policy, applicable law, and my experience.

EUID access and passwords:

Enterprise User Identification Numbers (EUID's) and passwords are required by the University of NorthTexas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php.

Class structure

This is an in-person course. Students are expected to attend, participate, and read all the assigned materials on time, per the course calendar in the syllabus. Lecture notes and other materials posted online are supplementary and are not a substitute for thorough reading of the chapter. Additional material, which may include video segments or articles,may be assigned from time to time. Often, this material will reflect content that is newly identified as relevant to the course and is therefore not specified on the syllabus. Students will be informed in advance what supplemental materials will and will not be included as part of graded assessments.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

<div align="center">ASSIGNMENTS AND EVALUATION CRITERIA</div>

1. Attendance and Participation:

The course is very interactive, requiring students to be heavily involved in the learning process. Students participate in a variety of class exercises that are specifically developed to encourage critical thinking and foster a complementary understanding of course concepts. Your participation will not only enrich the learning experience for everyone, it will deepen your understanding of and enhance your ability to apply organizational behavior theory. Thus, your participation is vital!

Keys to success:

- ✓ **Get involved!** Class members are dependent upon each other for learning. Members who sit back and decline to participate, for whatever reason, are not doing themselves or their classmates any favors.
- ✓ **Trust your own experiences.** The course is designed to give you a theoretical framework for making sense of your everyday work experiences. Thus, your experiences should help anchor your learning. Draw on them to interpret material and illustrate your arguments. Equally important, be prepared to reinterpret your experiences in light of new insights gained from the course.
- ✓ **Be aware of your own values and biases.** "Where you stand depends on where you sit." Your values inevitably influence how you perceive and interpret situations. Rather than deny or hide them, make them explicit (at least to yourself.)
- ✓ **Value the contributions of others.** There is seldom a one-best-way to manage, and different people often come to different conclusions about how they would handle a problem. You can learn a lot from listening to your classmates. Further, it is the feeling that one's contributions are appreciated – even if the contents are debated – that facilitates the free flow of ideas essential to good discussion.
- ✓ **Show up.** Because there is considerable material to be covered, we will move at a rapid pace. Consequently, attendance is VERY important -- you are expected to attend each class and be thoroughly prepared. <u>Absenteeism or lack of preparation will adversely affect your grade</u>.
- ✓ **Stay engaged!** Engagement means being present physically, mentally, and emotionally. You will get the most out of this course when you bring your best to class.

a) <u>Attendance Policy</u>:

Any absence will result in an attendance grade of zero for that particular class, unless the absence is pre-approved. Your absence can only be approved by contacting me ***prior*** to your absence, preferably by e-mail. There is a limited range of acceptable explanations. If your absence is not approved, attendance points will be deducted for each absence. There are 24 lectures to attend and you can miss up to four (except for the presentation days). Each lecture attendance worth 5 points (100 points overall).

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu

for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

b) Participation assignment - Case Questions

Each chapter ends with a case followed by a set of questions. Students will read the case and respond to the **first 2 questions** by posting answer to a discussion forum. The cases represent an opportunity for students to apply material from the chapter to a real scenario from the professional environment. There are twelve cases assigned and the two lowest scores will be dropped. We will also spend some time in class – time permitted – to discuss the cases and discuss the rest of the questions. Your participation in-class will also be important!

2. Spreadsheet Problems

Students will be given various spreadsheets with partially completed data sets and tasked to complete calculations using spreadsheet formulas and then provide critical analysis of findings from the data. Four spreadsheets will be assigned, one for each week in the section on HRIS Administration.

3. Exams

There will be **three** exams scheduled during the semester according to the course calendar at the end of the syllabus. Each exam contains 50 multiple-choice or True/False questions worth 2 points each. These exams will be administered **on-line**. Students will have 60 minutes to complete the exam. Each exam will be available online from 9am to 10:30am (during class time) on the dates listed in the course schedule.

Exams are to be taken by everyone as scheduled. Students are expected to study beforehand and use this knowledge to take the exams. **There are no make-up exams**.

IMPORTANT: Allotted time periods for exams will be strictly enforced. **DO NOT** wait until the last minute. If you wait until the deadline, issues such as illness or problems with the University server or your wireless connection might make it impossible for you to take and complete the exams within the allotted time period. It is your responsibility to plan ahead. Although the class follows the contents of the book, the lectures themselves will not cover every element of each chapter. Lectures will focus on important concepts from the chapter. All material in each chapter of the book may be included in an examination, regardless of whether it was covered in class or not.

4. Team project:

The team project will be presented in both written and oral formats in two stages. First, your team will choose a company from the 500 Fortune list that applies HR analytics into its HR processes. Your role is to identify how the organization incorporates HR analytics in its processes and practices and evaluate how this benefits employees' performance and satisfaction. After identifying the appropriate organization, the team will need to "work backward" and ask what made/makes the HR department successful in implementing information systems into its HR processes and practices and how the use of HR analytics benefit employees and the organization. In addition, you will also need to critically assess what doesn't work well and what may be some potential challenges (e.g., legal) for the HR and the organization. In the end, you will need to make recommendations for improvement following current trends in HR analytics. For your evaluation please use material covered in this course as well as research and other external sources. You should support your

arguments with evidence and theory behind them using concepts and theory from the course. You must be able to learn enough about the organization and its employees to identify these processes.

a) Each team will turn in a written report on their topic (no more than 3 pages single-spaced – tables/ figures / references excluded), and will **b) develop a presentation** for the class. Teams will have approximately 10 minutes for their oral presentation on two of the last meetings of class. Note: **ALL CLASS MEMBERS MUST BE PRESENT FOR ALL OF THE TEAM PRESENTATIONS.** Your class participation and team presentation grade will be penalized for your absence. More details concerning the oral presentation and the specific grading criteria will be handed out in class. **The presentation must be uploaded to Canvas on Sunday before the presentation week and the team should print out a copy of the slides to turn in at the beginning of class.**

c) Team Contract:
Each team will be expected to complete a team contract **TOGETHER AS A TEAM**. Do not shirk this and complete it individually. This contract lays out expectations the team holds for team members, and will serve as a vital component to effective team process. There are several steps in this process. First, team members should individually identify their own expectations of themselves and other team members. Second, share these expectations with one another at your team meeting. Third, develop a team contract to which all team members can agree (all group members should sign off on it). I will grade this contract, based upon the thoroughness and effort put into the team contract, and timely completion (10 points total). The team will receive one grade.

d) Process Evaluation:
Because working in your team is an important aspect of the course, your goal should be to improve the efficiency and effectiveness of your group meetings over the course (see Appendix A for group process suggestions). To help ensure this occurs, you will also complete a team process evaluation around the mid-point of the course so I can gauge how your team is progressing (2.5 points). This feedback is viewable by all teammates.

e) Peer Evaluations:
In addition, each group member will be responsible for submitting evaluations of your peers' contributions to the team-based work throughout the semester. Peer evaluations (2.5 points) provide me with valuable information about the distribution of effort in your team. You have to submit a hard copy of your evaluations in class to the instructor. **The ratings you provide in your evaluations should be done alone and are completely confidential**. Late/incomplete peer evaluations are penalized 1 grade point per calendar day (up to 4) from the total points from your Team Project.
The purpose of the peer evaluation is to shed insight into your team dynamics and highlight specifically how each member uniquely contributed to your team's performance. It is not a forum to complain about others. High-performing teams address task and relational conflicts as they arise. They also identify each member's strengths and find creative opportunities to leverage them for the team's benefit. Poorly performing teams fail to address conflict throughout the course of the semester. Conflict has a strongly negative effect on the team's overall output. In the event all team

members identify an individual who failed to make a material contribution to the team's oral and written assignments, the student will be required to submit a written explanation as well as documentation to the professor detailing his/her contributions or risk forfeiting the points allotted for the team project entirely.

LATE WORK:
No late work will be accepted. Assignments will only be accepted on the day they are due.

GRADING

Assignment	Points
Attendance (20 out of 24 @ 5 points)	100
Participation – Case Questions (10 out of 12 @ 10 points)	100
Spreadsheet Problems (4 @ 60 points)	240
Exams (3 @ 100 points)	300
Team Project (260 points)	260
Written report (200 points)	
Presentation (45 points)	
Team contract, process & peer evaluations (15 points)	
Total Points	**1000**

Grades are based on the points earned during the course according to this scale:

A. = 900 – 1000 points

B. = 800 – 899 points

C. = 700 – 799 points

D. = 600 – 699 points

F. = Below 600 points

UNT Policies

ACADEMIC INTEGRITY
According to UNT Policy 06.003, Student Academic Integrity, (https://policy.unt.edu/policy/06-003) academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. All violations of the Student Academic Integrity policy will be reported. Usage of cell phones, iPhones, cameras, or any other electronic device is not allowed during a test; nor is talking to other students, soliciting or giving help. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates. The course will utilize TurnItIn as a plagiarism checker.

CHOSEN NAMES & PRONOUNS
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name, below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you or reference you in conversation. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

COLLEGE EMERGENCY EVACUATION PROCEDURES:
Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

COURSE EVALUATIONS:
This semester, UNT will administer course evaluations online (the "SPOT" – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I'm here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester.

Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

ADA Policy:
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided to me within the first week of the semester. Note that students must obtain a new letter of accommodation for every semester. For additional information see the ODA website at http://disability.unt.edu.

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 Friday, November 12, 2021 is the last day for a student to drop a course. With regards to dropping the course, you will need to go to the following link: https://registrar.unt.edu/ registration/dropping-class and click on Request to Drop Class form. If you have questions or need assistance you may go by the Department of Management in the Business Leadership Building
– room 207.

DUE DATES ON ASSIGNMENTS:
I have a longstanding policy of not accepting late work. Due dates are published well in advance and you are encouraged to submit early to avoid technical difficulties, which are your responsibility to resolve and not a justification for late work. If you have a legitimate reason under University policy you should
(a) contact your professor in advance to provide notification/verification or (b) work with the Dean of Students Office after the fact to provide your faculty with verification. Late submissions, which are not excused by University policy, will be subject to 25% reduction for the first twenty-fours, then 50% the next day, and a 75% reduction thereafter.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or ask SHWC@unt.edu) or your health care provider. Contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. Then let me know if it is impacting your assignment completion.

EMERGENCY ALERTS:

The University of North Texas has an emergency Notification System, Eagle Alert (https://www.unt.edu/eaglealert/), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency situation.

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

STUDENT BEHAVIOR:

Act professionally and respectful at all times. Student behavior that interferes with an instructor's ability to conduct a class, or other students' opportunity to learn, is unacceptable, disruptive, and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to review whether the student's conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at https://conduct.unt.edu. Any person who believes that a violation of University policy has been

committed by a student can go to https://report.unt.edu and report the allegation. Students who have read the syllabus up until this point have found the easter egg. To get extra credit for reading this far, email your professor by the end of the day on august thirty first with the subject line 'lucky day' and get ten points added to your final grade.

STUDENT SERVICES & ACADEMIC SUPPORT
Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Additional Student Support Services
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

Important Notice for F-1 Students taking Distance Education Courses
Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/).
The specific portion concerning distance education courses is located at Title 8 CFR 214.2

Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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 Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Week/Date	Module Subject Matter and Content	Assignment Due Dates
	Section 1 – Design and Implementation of HRIS	
Week 1 24 - Aug 26 - Aug	Welcome – Syllabus Understanding HRIS: History and Development	Read Chapter 1 Case Questions due by Sunday
Week 2 31- Aug 2 - Sep	Deciding on Designs for HRIS	Read Chapter 2 Case Questions due by Sunday **Team contract due by Sunday**
Week 3 7 - Sep 9 - Sep	The Systems Development Life Cycle Process	Read Chapter 3 Case Questions due by Sunday
Week 4 14 - Sep 16 - Sep	Managing Change and Implementation	Read Chapter 5 Case Questions due by Sunday
Week 5 21 - Sep 23 - Sep	Workshop Day **EXAM 1 – online**	
	Section 2 – Using HRIS to Support HR Functions	
Week 6 21 - Sep 23 - Sep	Being an HRIS Administrator	Read Chapter 7 Case Questions due by Sunday Spreadsheet Problems due Sunday
Week 7 28 - Sep 30 - Sep	HRIS and the Talent Management Process	Read Chapter 8 Case Questions due by Sunday Spreadsheet Problems due Sunday
Week 8 5 - Oct 7 - Oct	HRIS and the Internal Selection Process	Read Chapter 9 Case Questions due by Sunday Spreadsheet Problems due Sunday
Week 9 12 - Oct 14 - Oct	Training, Development, and the HRIS	Read Chapter 10 Case Questions due by Sunday Spreadsheet Problems due Sunday
Week 10 19 - Oct 21 - Oct	Workshop Day **EXAM 2 – online**	**Process evaluation due by Tuesday**

Section 3 – Managing Issues, Trends, and Concerns with HRIS		
Week 11 26 - Oct 28 - Oct	The HRIS in International Context	Read Chapter 13 Case Questions due by Sunday
Week 12 2 - Nov 4 - Nov	Privacy, Security, and Ethical Responsibility	Read Chapter 15 Case Questions due by Sunday
Week 13 9 - Nov 11 - Nov	Managing HRIS and Social Media	Read Chapter 16 Case Questions due by Sunday
Week 14 16 - Nov 18 - Nov	Future Directions for HRIS Project presentations	Read Chapter 17 Case Questions due by Sunday **Presentations due by Tuesday**
Week 15 23 - Nov 25 - Nov	Project presentations THANKSGIVING BREAK	**Peer evaluations due in class**
Week 16 30 - Nov 2 - Dec	Workshop Day NO CLASS	**Team project due by Tuesday**
Finals Week	**EXAM 3 – online**	Date & Time to be published by midsemester

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.

Appendix A
Suggestions for Group Process Effectiveness

Group work provides a large part of the learning experience in this course. Although there is no one right way to work in groups, here are some practices that help make groups more productive:

1.   Meet regularly (and if possible at the same time and place).

2.   Develop a "contract" of what it means to be a good group member (include expected behaviors, sanctions for violators, and preferred styles for making decisions).

3.   Spend the first five minutes of each meeting (especially the first meeting) warming up. You could share something personal about yourself with the group, e.g., "People usually tell me I am too...," "When I walked in here I was worried about..." Or talk about something that happened to you that day.

4.   Appoint group members to different roles for each meeting. There are typically four roles to be filled: observer, group leader/process facilitator, timekeeper, and scribe. Make sure you rotate the persons filling these roles for each meeting.

a.   An observer should be assigned for all or part of each meeting. Observers do not participate in the discussion during that time, but instead focus on the way in which the group works together (who introduces ideas, who builds on ideas, who directs conversation, who is silent, etc.) At the end of the meeting, the observer provides feedback to the group on what occurred during the meeting.

b.   Appoint a group leader or process facilitator for each meeting. The leader creates an agenda, keep the group on task, etc. The agenda should be provided to the group prior to meeting. While the leader has primary responsibility for ensuring that the group remains on task, all group members share that responsibility.

c.   The timekeeper makes sure that the agenda is being followed and that the group is not spending too much (or too little) time on any one aspect of the task.

d.   The scribe records the ideas generated so that the group will not lose information generated. The scribe should use a flip-chart or tablet/board that all group members can refer back to. An example technique is to tape completed pages on the wall so that everyone can refer back to previous notes. These notes should be posted or shared so they can be reviewed prior to subsequent meetings. (Note: In a small group, you might combine the roles of scribe and observer.)

5.   Use the last 5 minutes of each meeting to identify best practices, answering the questions, "What was good about the way we ran the meeting?" "What should we do differently to make the meeting more effective next time?"

6.   Don't spend too much time in meetings (evidence suggests that about 90 minutes is an optimal time for a problem solving and decision making group meeting).