Welcome to UNT!

Diversity is Valued

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 so will work as a class to collaborate in ways that encourage inclusivity. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE OVERVIEW

This course is designed to help equip students to excel in an increasingly data-driven HRM profession by providing them with foundational knowledge and skills in the appropriate and ethical use of data and HRIS (Human Resource Information System). The course will focus on concepts and issues associated with the management, analysis, and ethics around data. The course will also address the strategies for determining the need for, implementation of, and the assessment of an HRIS to support informed decision making in HR. The course integrates a conceptual foundation of key HR areas including planning, talent acquisition, training and development, performance management, and reward systems with relevant data analysis and dissemination approaches to support data-driven decision making in these areas.


Software for analysis: Microsoft Excel.
Course Objectives for MGMT 4130
Through participation in this course students will:
1. Identify and explain the different functions (e.g. payroll, recruiting, benefits, etc.) played by HRIS and people analytics across a spectrum of businesses and organizations.
2. Be able to analyze the role of HRIS within a given organization to identify its scope, impact, and efficacy as an HR tool.
3. Demonstrate an understanding of people analytics as they relate to the different functions of HR.
4. Explore the issues surrounding the management of an HRIS and data management as they relate to ethics and legal compliance
5. Be able to identify and propose data-driven decisions for different HR functions

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. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. I will provide you with tips and 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 technical issue 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 North Texas 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 a hybrid course. Students are expected to read the material posted online and the chapters in the textbook. Students are also expected to attend class, participate in-class and online discussion forums, and read all the assigned materials on time, per the course calendar in the syllabus.

ASSIGNMENTS AND EVALUATION CRITERIA

This course includes challenging material; however, the exams and assignments are designed so that any student who is willing to put in the time to attend class consistently, work extensively outside of class, use or develop good study strategies, and contact the instructor when they are struggling, can develop a thorough understanding of the course material and ultimately succeed in the course.

1. Pop-quizzes
Every chapter will have an online quiz that covers the reading material of the week. Students will have to read the chapter, go through the flashcards and then take the online quiz. Each quiz has 10 multiple-choice or True/False questions worth 3 points each. (9 quizzes x 30 points = 270 points overall).

2. HR decision-making exercise
There will be one HR decision-making exercises. Students will read the exercise and respond in detail to all the questions. Please refer to the textbook and external sources for concepts and theories as well as evidence to support your arguments. Answers must be uploaded on Canvas on a word document. These are detailed assignments (2-3 pages, double spaced, Times New Roman, 12-point font, with 1” margins, and APA style for citations) worth 200 points.

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 ONLINE. Students will have 60 minutes to complete the exam. Each exam will be available online from (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 log in last minute. If you log in late, I cannot give you extra time for the exam. 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. Practice Analysis:
This is an exercise to practice your statistical analysis. Each module provides datasets (in excel format) and PowerPoint slides on how to conduct a step-by-step analysis. You are expected to go through this material.

For this exercise utilize all the data you have available in this excel file “JobPerformance_practice analysis.xlsx”. Download the file and conduct the following analysis to improve future employee performance:
1. Descriptive statistics (e.g., means, standard deviations, frequencies of variables)
2. Correlation table among variables in "employee data" tab
3. Regression analysis to predict Job Performance
4. ANOVA to understand whether onboarding is significant predictor of Turnover Intentions and Performance Ratings

The deliverables of this assignment are:

a) Conduct the above analysis and present them in tables (I expect at least one table for each analysis). You will be graded on the presentation of the tables following APA style and the accuracy of the numbers. You will also need to write a short explanation of the findings from each table.

b) Write a paragraph of the factors that affect employee performance based on what you learned from the textbook. Think how companies can improve employee performance, when employees might not perform well, how managers motivate employees to perform well.

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pop-quizzes (9 @ 30 points)</td>
<td>270</td>
</tr>
<tr>
<td>HR decision making exercise</td>
<td>200</td>
</tr>
<tr>
<td>Exams (3 @ 100 points)</td>
<td>300</td>
</tr>
<tr>
<td>Practice Analysis</td>
<td>230</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Grades are based on the points earned during the course according to this scale:
A. = 900 – 1000 points          D. = 600 – 699 points
B. = 800 – 899 points           E. = Below 600 points
C. = 700 – 799 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, April 7, 2023 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-four, 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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic/Readings</th>
<th>Assignments Due*</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/13 - 5/19</td>
<td><strong>HRM in context</strong>&lt;br&gt;Chapter 2: Strategic HRM, Data-Driven Decision Making,&lt;br&gt;and HR Analytics&lt;br&gt;Chapter 3: Data Management and Human Resource Information Systems&lt;br&gt;Chapter 5: The Analysis and Design of Work</td>
<td>1. Read Syllabus and acquire textbook.&lt;br&gt;2. Read Chapters &amp; flashcards&lt;br&gt;3. Pop-Quiz (x3)&lt;br&gt;4. EXAM 1 (chapters 2,3,5)</td>
<td>Sunday 5/19</td>
</tr>
<tr>
<td>2</td>
<td>5/20-5/26</td>
<td><strong>Managing the talent life cycle</strong>&lt;br&gt;Chapter 6: Workforce Planning and Recruitment&lt;br&gt;Chapter 7: Selection Processes and Procedures&lt;br&gt;Chapter 8: Training, Development, and Careers</td>
<td>1. Read Chapters &amp; flashcards&lt;br&gt;2. Pop-Quiz (x3)&lt;br&gt;3. HR decision making&lt;br&gt;4. EXAM 2 (chapters 6,7,8)</td>
<td>Sunday 5/26</td>
</tr>
<tr>
<td>3</td>
<td>5/27-5/31</td>
<td><strong>Retention, Reward System, and International HRM</strong>&lt;br&gt;Chapter 11: Developing a Pay Structure&lt;br&gt;Chapter 12: Rewarding Performance&lt;br&gt;Chapter 16: Opportunities and Challenges in International HRM</td>
<td>1. Read Chapters &amp; flashcards&lt;br&gt;2. Pop-Quiz (x3)&lt;br&gt;3. Practice Analysis (due 5/29)&lt;br&gt;4. EXAM 3 (chapters 11,12,16)</td>
<td>Friday 5/31</td>
</tr>
</tbody>
</table>

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