UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 5260 – Employment, Placement, and Personnel Planning
Section 001/026/080/086 – 100% online course
FALL 2018 COURSE SYLLABUS
October 22 – December 14, 2018

Professor: Dr. Jae Webb – Department of Management
Office: BLB - 399a
Email: Jae.Webb@unt.edu

To communicate, you MUST email me directly at the UNT email above or through Canvas. If you do not use your UNT assigned student e-mail address your e-mail may not make it to my inbox. I will contact you via your my UNT address, which you are expected to have access to and monitor as a UNT student.
See http://it.unt.edu/eagleconnect for questions.

** Please include MGMT 5260 in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me more than 24 hours to respond (e.g. on weekends). If you do not receive an email reply from after 24 hours on Mon-Fri, please re-send your email. I'll let you know if I'm unavailable due to travel, illness, etc.

OFFICE HOURS: My office hours are Tuesdays & Thursday 8:30 a.m. - 11:30 a.m., or by appointment. To ensure my presence and availability during this time it is best to e-mail me at least 12-15 hours in advance.

Course Description for MGMT 5260

Students in the course will review of the basic elements of employee performance, with analysis of the factors involved in employment, placement, and personnel planning. This course blends theory and practice so the student may better understand the policies and procedures required for recruitment selection and personnel planning. Course is delivered in an accelerated, online format. This course is about making employment-related decisions about people. Largely, the course covers the use of metrics and analytical tools to make the best decisions about hiring, reassignment, evaluation and retention of people. It also covers the use of data tools to make decisions about the processes involved in staffing organizations. There is emphasis upon the laws and regulations that govern these practices as well as on diversification of the workforce.

Course Objectives for MGMT 5260

- The learner will describe and synthesize the types of metrics used to make employment-related decisions.
- The learner will describe and synthesize the types of metrics used to make decisions about the staffing processes.
- The learner will be able to explain and apply an understanding of the laws and regulations that affect employment-related decisions and actions.
- The learner will explain the role of diversity in the workplace, identify the factors that affect diversity in the workplace and summarize how to legally and ethically comply with both diversity goals and regulations.

**Canvas & Technology**

- You can access the course at https://unt.instructure.com
- Login using your EUID and Password
- Click “MGMT 5260” from the list of courses

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection. Students are advised to use the Business Leadership Building computer labs for taking exams as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). Be sure to use a hard wired broadband connection or a very dependable wireless connection, and make sure your device is plugged-in or charged. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Also, DO NOT TAKE ASSESSMENTS USING A MOBILE DEVICE! Your enrollment in this class signifies that you possess basic computer skills necessary to use information systems like Canvas. The student assumes ALL responsibility for participating, taking exams, and uploading assignments within Canvas Learning System.

**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 make a determination on how to resolve the technical issue based on their advice, University policy, applicable law, and my experience. If you are trying to submit a file through Canvas at the last minute and experience technical difficulties; e-mail me the file so that I have an accurate timestamp of your submission. Late assignments are not accepted.

**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.

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**Class Structure**

This course is taught exclusively online, through Canvas, and it is the student's responsibility to be able to access, and appropriately use, online materials and complete course requirements as assigned in the course schedule provided in the syllabus.

Students are expected to read all the assigned materials on time, per the course calendar in the syllabus. Lecture notes and other materials posted online 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.

Discussion posts and exams are made available on a scheduled basis throughout the semester. For the discussion forums to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it.

Exams will only be open for small periods of time, which will not change, and are published in the course at the beginning of the semester so students may plan ahead.
**Assignments and Grading for the Course**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards (5 @ 50 points each)</td>
<td>250</td>
</tr>
<tr>
<td>Exam 1</td>
<td>250</td>
</tr>
<tr>
<td>Exam 2</td>
<td>250</td>
</tr>
<tr>
<td>Case Study Paper</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total Points Available for the Course</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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

- **A.** = 920 – 1000 points
- **B.** = 840– 919 points
- **C.** = 760– 839 points
- **D.** = 680 – 759 points
- **F.** = Below 680 points

**Discussion Boards (5 @ 50 points)**

Students will be tasked to respond to a prompt from the material. Posts to the discussion board are considered submissions to an academic forum and should be of appropriate caliber, displaying critical thought, attention to detail, spelling, and composition. When appropriate you should include a citation or reference and provide the information in such a way that others can access the information.

Students are expected to respond to at least two other posts made by students. Staffing organizations resides in the domain of human reason and we grow best in our critical thinking by engaging with others who bring different and diverse perspectives to bear on these issues we encounter in organizational life.

**Exams (2 @ 250 points)**

Exams will be conducted on-line and are titled as follows: EXAM 1 & Exam 2. A 48-hour window has been given for each exam. This generous time window is intended to provide as much accommodation as possible with your individual commitments. Please do not abuse the good will. The exams consist of 50 questions worth 5 points each. You have 60 minutes for each exam from the time you start. Exams must be taken in one sitting. Exams will save and submit automatically when the 60 minute time limit is reached. You are advised not to wait until the last hour. If you run into technical difficulties at the last moment you will likely miss the availability window and there will not be any accommodation in such instances. Dates for the exams are posted on the course schedule.

Modify pop-up blocker software and clear cache for the exam, you’re advised to use Chrome or Firefox. Do not wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue. I will determine how to resolve the technical issue based on the help desk report, University policy, and my experience.

Quizzes are not open book or open note; no outside assistance is allowed. Students are expected to study beforehand and use this knowledge to take the quizzes. No make-ups or alternative assignments will be granted for missing an exam.

You will not be able to view your missed questions until I have completed a post-exam analysis. If you would like to review the exam questions and your submitted answers, please contact me to arrange an office visit within a week of receiving your grade for the exam.

*The instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.*
Case Study Analysis (1 @ 250 points)

Students will be expected to work through a case study relating to the material covered in the text. Students will be given instructions on the sections of the case study throughout the semester. You will build on the project throughout the semester. By writing these reports, you will demonstrate your ability to successfully apply the material from the course while at the same time demonstrating written communication skills (so, spell check, etc.).

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. Talking to other students, soliciting or giving help is not allowed. 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.

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 Monday, November 26, 2018 is the last day for a student to drop a course with consent of the instructor. To drop the course, please contact the Department of Management Staff at 940.565.3140. Be prepared to provide them with the course number, your full name and student ID number. Since you are an online student, they can assist you over the phone OR if you are on campus, you may go by the Department of Management in the Business Leadership Building – room 207.

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.

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. You will be notified on Canvas and via your UNT email once the evaluations open.

ATTENDANCE AND ASSIGNMENTS POLICY:

Students are required to log into course through Canvas multiple times a week to check class announcements, check grades, and complete assignments. For due dates and exam times, please see the Course Schedule towards the end of the syllabus. University policy states the conditions and remedies for University and personal related absences. These
include, but are not limited to University sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and we will discuss on a case by case basis.

**DISABILITY ACCOMMODATION:**

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](http://disability.unt.edu).

**ACCEPTABLE 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](https://conduct.unt.edu).

**Due Dates & Deadlines**

The course schedule of exam dates and assignment due dates is posted at the beginning of the course. I do not allow make up assignments OR alternative assignment due dates as there is adequate time to complete the assignments. Plan accordingly and make sure you complete the assignments before the deadlines. **No late assignments accepted.** You are expected to plan ahead! I do not anticipate scheduling issues, but if you have a conflict, you must contact me prior to the exam, and the request must comply with University policy. In addition, the request needs to be submitted as early as possible, but no later than 72 hours before the exam. Forward the information to me at Jae.Webb@unt.edu with the words “MGMT 5260 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for request. You have one week (from the date the grade is released) to inquire about your grade on an exam, quiz or any other assignment. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades every week and do not wait! No make-ups will be granted for missed or late quizzes, assignments, or exams. If you are trying to submit a file through Canvas at the last minute and experience technical difficulties; e-mail me the file so that I have an accurate timestamp of your submission. Again, no late assignments are accepted.
### Course Calendar:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Reading Schedule</th>
<th>Assignments &amp; Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2018</td>
<td>Chapters 1 &amp; 2</td>
<td>Discussion Board Posting – due by 11:59 p.m. on 10/28</td>
</tr>
<tr>
<td>10/29/2018</td>
<td>Chapters 3 &amp; 4</td>
<td>Discussion Board Posting – due by 11:59 p.m. on 11/4</td>
</tr>
<tr>
<td>11/05/2018</td>
<td>Chapters 5 &amp; 6</td>
<td>Discussion Board Posting – due by 11:59 p.m. on 11/11</td>
</tr>
<tr>
<td>11/12/2018</td>
<td>Chapter 7</td>
<td>Exam #1 – available all day 11/14 &amp; 11/15</td>
</tr>
<tr>
<td>11/19/2018</td>
<td>Chapters 8 &amp; 9</td>
<td>Discussion Board Posting – due by 11:59 p.m. on 11/25</td>
</tr>
<tr>
<td>11/26/2018</td>
<td>Chapters 10 &amp; 11</td>
<td>Discussion Board Posting – due by 11:59 p.m. on 12/2</td>
</tr>
<tr>
<td>12/03/2018</td>
<td>Chapters 12 &amp; 13</td>
<td>Case Analysis Paper – due by 11:59 p.m. on 12/9</td>
</tr>
<tr>
<td>12/10/2018</td>
<td>Chapter 14</td>
<td>Exam #2 – available all day 12/12 &amp; 12/13</td>
</tr>
</tbody>
</table>

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