

# MGMT 5210.001 Human Resource Management Seminar

## Instructor Contact

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**Communication Expectations:** While I want to make myself as available as possible to each of you, I do have to place some limitations on when I can be contacted. I would prefer that most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions. If you have a private question, please contact me via email and I will respond within 24 hours on weekdays. Please do not expect a response over the weekend.

## Course Description

Study of the creation and implementation of human resource policies in public and private organizations. Topics include employment, placement and personnel planning; compensation and benefits; employee and labor relations; training and development; health, safety and security. Designed for non-business graduate students and business graduate students with limited or no background in personnel management.

## Course Structure

This is an 8-week course that meets the second eight weeks of the Fall semester - October 19 to December 11. The course is 100% online. You will complete 7 modules in CANVAS. A new module will be available every Monday. All module assignments and quizzes must be completed by the closing date and time for the module (Sunday 11:59pm).

## Course Prerequisites

There are no required prerequisites for this course. However, to be successful in this course you will need to:

- Be familiar with the course syllabus and deadlines
- Make the commitment to review and reflect on module and textbook content each week
- Complete the discussion assignments and quizzes prior to the deadline for each module
- Maintain civility and respect when responding to perspectives that differ from your own
- Check Course Announcements on a regular basis
- Avoid procrastination

## Course Objectives

Upon successful completion of this course, learners will be able to (numbered in order of presentation):

1. Discuss human resource management's role as a strategic partner.
2. Describe what firms should and should not do with respect to employment practices, employee safety, and labor relations.
3. Explain the process of formulating and implementing plans to meet the human resource needs of the firm.
4. Identify and assess the basic tools and methods for selecting and training employees.
5. Summarize the basic concepts in appraising and managing employee performance and retention.
6. Identify and discuss the steps for developing compensation structures and incentive plans.
7. List and define the basic benefits most firms should provide to employees.

## Materials

Noe, R., Hollenbeck, J., Gerhart, B., and Wright, P. (2020) Human Resource Management: Gaining a Competitive Advantage. 12th Edition. McGraw-Hill.

## Course Technology & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Using PowerPoint

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight

- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)  
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

## Overview of Course Requirements

Each of seven learning modules present the course content for a particular week. All modules include required textbook readings and accompanying Profnotes. Profnotes serve to outline content emphasized by the course instructor. In addition, every module includes supplementary readings with discussion questions. A brief 5-item quiz assesses student knowledge of each module.

Students complete two major exams. Exam 1 covers content presented in module 1, module 2, and module 3. Exam 2 covers content from all remaining modules.

Students create a presentation on a Contemporary Issue in HRM to share with other students through PowerPoint slides. Students also provide discussion comments on the Contemporary Issue Projects uploaded by other students in the class.

### Contemporary Issues Project (CIP)

The CIP is an online student presentation that will cover a contemporary issue in human resource management. A list of suggested topics can be found in the project information folder. These are just suggested topics. Please feel free to choose another topic. You may email the instructor to confirm that your topic is appropriate. It is okay if more than one student examines the same topic.

Presentations should be composed in PowerPoint, with slides that highlight the main points of your topic. The notes section below each slide should elaborate on the content of the slide.

Specifically, the notes section should reflect what would be said in a live presentation to the class. Presentations should consist of about 11-13 slides. After your presentation slides, please include a slide listing your references.

Presentations are due by midnight on November 29. Projects will be graded on the use of original information from outside the course, analytical thinking about the issue and the clarity and creativity in how the ideas are presented. Projects might examine: what the issue is, why the issue is important, how the issue relates to concepts/theories from class, how the issue affects employees, whether there are any new developments to the issue beyond what was discussed in the course (i.e. new laws, new court cases, recent events), management implications for dealing with the issue, etc.

<b><i>Grading Weights</i></b>	<b><i>Points Possible</i></b>	<b><i>Percentage of Final Grade</i></b>
<b><i>Exam 1</i></b>	<b><i>100 points</i></b>	<b><i>25%</i></b>
<b><i>Exam 2</i></b>	<b><i>100 points</i></b>	<b><i>25%</i></b>
<b><i>Module Discussion Postings</i></b>	<b><i>65 points</i></b>	<b><i>16%</i></b>
<b><i>Module Quizzes</i></b>	<b><i>35 points</i></b>	<b><i>9%</i></b>
<b><i>Contemporary Issues Project</i></b>	<b><i>90 points</i></b>	<b><i>22.5%</i></b>
<b><i>Project Discussion Postings</i></b>	<b><i>10 points</i></b>	<b><i>2.5%</i></b>
<b><i>Total Points Possible</i></b>	<b><i>400 points</i></b>	<b><i>100%</i></b>

## Grading

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

A = 360-400

B = 320-359

C = 280-319

D = 240-279

F = <240

## Course Policies

### Examination Policy

The course includes two exams that are administered online. Students have a 26-hour window to access exams starting at 7pm on the day (WEDNESDAY) they are assigned and ending at 9pm the next day (THURSDAY). Once an exam has been accessed, there is a limited time to complete the exam. Exams consist of multiple choice and true false questions. Questions will be both content and application oriented.

Makeup exams will only be offered for absences in accordance with university policy AND when the instructor is notified prior to the scheduled exam. Failure to take an exam without prior

notice of an excused absence will result in a grade of zero for the exam. It is the student's responsibility to coordinate a date and time with the instructor for any make-up exam.

Students are responsible for taking exams in a location with a reliable computer and internet connection. If a reliable computer and internet connection is not available at home, students are encouraged to find one in a local library or on the UNT campus.

### Assignment Policy

The due dates for all quizzes, discussion posts, and the CIP are listed under the **Course Summary** located in the Syllabus section of the course menu.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Feedback

Normally, I will return feedback on all written assignments within 1 week of the due date. Feedback on the course project will take longer. In general, if I see that I will be unable to provide feedback in a timely fashion, I will post an Announcement to let everyone know when it can be expected.

### Late Work

Late work will not be accepted. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence (<https://policy.unt.edu/policy/06-039>) and provides documentation with 48 hours of the missed deadline.

### Grade Appeals

Students can appeal an assignment, quiz, or exam grade by emailing the instructor. Please indicate the nature of the appeal (e.g., incorrectly scored answer) and justification (e.g., course content supporting your answer). If the student does not initiate the appeal within seven days of receiving the grade, the right to appeal is forfeited.

### Research Participation

Students may have opportunities during the semester to serve as a research subject and earn extra credit toward the course grade. Students may choose not to participate and an alternative means of earning extra credit will be made available. The availability of extra credit is not guaranteed.

### Syllabus Change Policy

In the unlikely event that circumstances warrant a modification of due dates or other parts of the syllabus, the instructor reserves the right to do so.

### Attendance Policy

Since the course is 100% online, there are no attendance requirements for the course. However, students must meet all assignment deadlines and take exams according to the scheduled date/time assessment window.

## COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to complete an assignment because you are ill, or unable to work due to a related issue regarding COVID-19. It is important that you communicate with me prior to the assignment due date so I may make a decision about accommodating your request.

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](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, 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.

### 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 as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

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.

### 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.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto: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/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

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. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. 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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.



## 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/) (<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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.



See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## Academic Support & Student Services

### Student Support Services

#### *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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)