

MGMT 5210

Administrative Strategy

Fall 2021

Course Syllabus



Instructor

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Contact Info

Office: BLB 385B – 940.565.3155
Office hours: By Appointment

Section 003: Is an online, asynchronous course running from **August 23, 2021 through October 15, 2021.**

Course Description:

This class covers fundamentals of human resource management functions and practices in public and private organizations. Topics include employment laws and regulations; workforce planning and recruitment; employee selection and training; performance management; compensation and benefits; and employee and labor relations. The course is designed for non-business graduate students and business graduate students with limited or no background in human resource management.

Course Structure:

This course takes place 100% online, asynchronous. This is an 8-week. You will complete 7 modules in CANVAS. All module assignments and quizzes must be completed by the closing date and time for the module.

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.

Required Course Material:

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

Announcements / Communication:

The Canvas course website provides official bulletins and announcements by the instructor. You are responsible for knowing the information there. As always, the instructor accepts and replies to regular e-mail (nolan.gaffney@unt.edu) on any course-related matter.

Emails to the class will be sent through the Canvas LMS. The default email address in the system is your UNT account. Please change your email address to ensure that you receive all class communications.

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/videos with discussion questions.
- Students complete three major exams.
- 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.

Course Activities & Assessments (400 points total):

Activities

- Module Discussion Postings (12 @ 5 each, 60 points total)

Assessments

- Contemporary Issues Project (CIP) (90 points)
- CIP Discussion Postings (10 points)
- Exams (3 x 80 = 240 points)

Grading:

- A: 90-100% of total points
- B: 80-89% of total points
- C: 70-79% of total points
- D: 60-69% of total points
- F: 59% and below of total points

Grade-related Policies:

Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.

Turnaround Time

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Grade Appeals

Students can appeal an assignment 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.

Course Policies and Technology Requirements

Major Exams

The course includes three major exams. Exams will be administered online. Students will 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 a student has accessed the exam, the student will only have a limited time to complete the exam. Exams consist of multiple choice, true-false, content, and application type questions. Respondus LockDown browser and webcam are required.

Academic Integrity

Students are expected to uphold University rules and standards of scholastic honesty and integrity. Cheating or other academic misconduct will not be tolerated. Violations will be subject to disciplinary action. Cheating includes collaboration on any assignments that will be graded on an individual basis. It also includes plagiarism, unauthorized preparation of notes for use on exams, looking at another student's examination answers, or requesting or passing information during an examination. Students who become aware of suspicious activities are asked to promptly notify the professor so that immediate corrective action can be taken. Please refer to the University's policy on academic integrity. (Links to an external site.)

Students With Disabilities

The Ryan College of Business complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with a disability. If you have an established disability as defined by the Americans with Disabilities Act and would like to request an accommodation, please contact me as soon as possible. My office hours, office number, and contact information are noted on the syllabus. University policy requires that within the first week of class students notify their instructor that accommodations will be needed.

Notice to F1 Visa Holders

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 [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

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:

- Submit a written request to the instructor for an on-campus experiential component within one week of the start of the

- 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 ISSS has a form available that you may use for this purpose. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

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.

Course Assistance and Technology Requirements

At times, access to the course may be down due to server problems. The UNT CLEAR office will make students aware of such “downtime” whether expected or unexpected. Please see the UNT e-campus main access page (ecampus.unt.edu) for announcements.

Canvas functionality issues: If you have difficulty accessing the course, please contact the Student Support Staff at helpdesk@unt.edu (Links to an external site.), phone: (940) 565-2324, in person: 130 Sage Hall. Here is a current schedule of Student Help Desk hours.

For additional support, visit this [Canvas Technical Help web page](#).

Schedule of Topics and Assignments

<u>Topics Covered</u>	<u>Assignments Due</u>
Week 1 / Module 1	
Chapters 1, 2, and 16	Module 1 Discussions due by Monday at 11:59pm
Week 2 / Module 2	
Chapters 3 and 14	Module 2 Discussions due by Monday at 11:59pm
Week 3 / Module 3	
Exam 1 (Chapters 1-3, 14, and 16) Chapters 4 and 5	Exam 1 due by Thursday at 9:00pm Module 3 Discussions due by Monday at 11:59pm
Week 4 / Module 4	
Chapters 6 and 7	Module 4 Discussions due by Monday at 11:59pm
Week 5 / Module 5	
Exam 2 (Chapters 4-7) Chapters 8 and 10	Exam 2 due by Thursday at 9:00pm Module 5 Discussions due by Monday at 11:59pm
Week 6 / Module 6	
Chapters 11 and 12	Module 6 Discussions due by Monday at 11:59pm
Week 7 / Module 7	
Chapters 13 Contemporary Issues Project	CIP Project due by Monday at 11:59pm Module 7 Discussions due by Monday at 11:59pm
Week 8	
Contemporary Issues Project Exam 3 (Chapters 8 and 10-13)	CIP Discussion due by Thursday at 11:59pm Exam 3 due by Thursday at 9:00pm

Dates and topics are subject to change: While I do not plan to deviate from the above schedule, unforeseen events may require adjustments.