

BUS 361 (Online Course)
CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT

Doane College/Lincoln
Summer Term, 2014 (3 credit hours)

Instructor:

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Course Description:

This course provides opportunities for students to conduct in-depth analyses involving topics such as employee recruitment and selection, performance evaluation and discipline, workplace discrimination, and recent issues raised by the Americans With Disabilities Act. Students successfully completing this course will be able to 1) list and explain the requirements of the primary employment laws, 2) identify specific discriminatory management practices related to employee recruitment, 3) selection, promotion, transfer, layoffs, and benefits, 4) discuss the requirements of the Americans With Disabilities Act, 5) discuss performance appraisal and the role that feedback plays in that process and 6) explain how to ensure fairness in the discipline process and the ramifications of a poorly designed program..

Course Learning Strategies To Achieve Objectives:

This class will be online. Do not attempt this class unless you are able to schedule your time and work independently on a regular basis, to read, complete on line research and on line exams, papers and exercises. Access to a computer is essential. All materials may be completed, in any order, and sent to the instructor by **July 26, 2014**. Materials normally will be completed and sent by email, but may also be mailed through the US Postal Service to the instructors home. Please call the instructor.

Course Outline (by week):

- 1) Read chapter 1.
- 2) Read chapter 2 & 3.
- 3) Read chapter 4.
- 4) Read chapter 5.
- 5) Read chapters 6 & 7.
- 6) Read chapter 8
- 7) Read chapter 9.
- 8) Read chapter 10.

Course Learning Objectives:

- 1) Develop a general understanding of current trends in human resource management.
- 2) Develop a general understanding of federal regulations related to HR management.
- 3) Develop a general understanding of key human resource management terms and concepts.

Text:

Human Resource Management: Essential Perspectives, 6th edition, by Robert L. Mathis and John H. Jackson, published by South-Western, Cengage Learning, 2012, ISBN# 978-0-538-48170-0.

Grading Scale:

A+ = 98-100%; A=greater than 92 & less than 98%; A-=90-92%; B+ =88 & less than 90%; B=greater than 82 and less than 88%; B-= 80-82%; C+ =78 & less than 80%; C= greater than 72 and less than 78; C- = 70-72%; D+ =68 & less than 70%; D =greater than 62 & less than 68%; D- = 60-62%; F=<60.

Grading:

Grades will be determined by the following, totaling 100% possible, per student:

- 1. Take Home Midterm Exam-----20%
- 2. Take Home Final Exam-----20%
- 3. Important Term Exercises (10 exercises)-----20%
- 4. Research Exercises (10 exercises)-----20%
- 5. Final Paper-----20%
 (A 5 page paper is due by the end of the term regarding the many types of rating scales available for performance appraisals. Please identify the positive and negative issues of each scaling method as noted in our text, see page 137 - 141, and identify what you feel is the best rating scale for your company, and why?)

Total.....100%

Academic Integrity:

The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests must represent your own work. Any use of others ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the Dean of Undergraduate Studies.

Attendance:

As this is an online class, there is only a brief, introductory class session when the midterm, final, important term and research exercises will be distributed by the instructor. A final 5 page paper is also due by the end of the term.

Students are expected to complete all materials and submit these by July 26, 2014 to your instructor. The only officially valid reason for not completing this deadline is an absence due to illness, or due to work sponsored trips or activities that are beyond your control.

It is important that you notify your instructor prior to any delay of materials as this could result in a lowered final grade for any delay beyond **July 26, 2014**.