Basic Information

Term: January 12th to March 7th, 2015
Instructor: Shannon Hinrichs, shannon.hinrichs@doane.edu
Phone: Cell Phone (308) 238-4549

Course Description

A focus on the field of human resources planning at the organizational level. Topics include the analysis of present systems; familiarization with human resource models, ideas, theories, and instruments; forecasting future needs; procurement of an appropriate labor pool; knowledge of labor legislation; design and implementation of new systems; and an examination of current trends in the field.

Course Objectives

At the end of this course, students will be able to:

- Have an understanding of EEO law and the general legal environment in which human resource management is conducted.
- Have knowledge of the art and science of managing work flows and conducting job analysis.
- Be able to identify forces that contribute to the successful management of diversity within the organization and have knowledge of HR systems that assist in successfully managing diversity.
- Know processes for recruiting and selecting employees and understand the value of formal performance appraisal systems.
- Understand strategies for determining training needs and know the characteristics that make training programs successful.
- Have an understanding of employee rights and the role of HR in managing discipline and work-place safety and health.

Course Requirements and Policies

Required Text

Learning Strategies

1) This course will be a combination of in-class and on-line learning. The class will meet 4 times through the semester and those dates will be defined by the instructor during the first week of class.
2) Blackboard will be used throughout the semester. We will cover the use of Blackboard during our first class.
3) A combination of lecture, video, and on-line learning activities will be used.
4) Students will be given weekly assignments to demonstrate an understanding of the topics being covered.

Assignments

1) Participation and Attendance

Your participation in class is necessary for each of us to learn as much from one another as possible. If you are unable to attend class, please notify me as soon as possible. Each week will be worth 10 points for a total of 80 points for the quarter. Attendance will be taken for both in class meetings and participation on line.

2) Case Studies/Work the Web Activities

Evaluation of various real world applications will occur during the course of the quarter. We will do various exercises during the quarter involving research, case study evaluation, and web application exercises.

3) Class Project

Details will be given during Week 1. The project will be broken down into sections with points awarded for each section completed.

Grading

1) Participation 80 Points
2) Case Studies 80 Points
3) Class Project 100 Points

Total 260 Points

Grading Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 95</td>
<td>A</td>
</tr>
<tr>
<td>94-90</td>
<td>A-</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
</tr>
<tr>
<td>86-84</td>
<td>B</td>
</tr>
<tr>
<td>83-80</td>
<td>B-</td>
</tr>
<tr>
<td>79-0</td>
<td>No Credit</td>
</tr>
</tbody>
</table>
**Computer Access and Email Information**

This course will require that you have access to a computer, access to the internet, and that you have a valid email address. Your Email may be a source of communication, so please be sure to have an active Doane email address set up prior to class. Doane will have computers available if you do not have access to one.

**Participation**

Your attendance and participation is expected. If you need to miss a class, please let me know in advance so we can make arrangements for assignments.

**Late Work**

Late work is not accepted, unless pre-arranged with instructor.

**Academic Integrity**

In alignment with the Doane College Academic Policy, all projects should be representative of your own work. The use of others ideas and words without proper citation of the source is plagiarism. If you are in doubt about whether something constitutes plagiarism, please contact me. Failure to give proper credit to the source will result in an “F”. In addition, any other academic misconduct, including cheating will result in an “F” for the course.