Basic Information

Term: Fall Term
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:

• Understand many present and emerging human resource challenges.
• 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.
• 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

Assignments

1) Participation and Attendance

Your participation in class is necessary for each of us to learn as much from one another as possible. There will be several opportunities for you to participate in our virtual classroom. Please be an active participant. If you are not, you will not earn full credit for the week. Each week you can earn 10 points for meeting the participation requirements.

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 and 2.

Grading

1) Participation – Weekly Chapter Discussion 80 Points
2) Case Studies – Answers and Discussion 80 Points
3) Class Project 80 Points

Total 240 Points

Grading Scale

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<tr>
<th>Score</th>
<th>Grade</th>
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<tr>
<td>100–95</td>
<td>A</td>
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<td>94-90</td>
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<td>89-87</td>
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<tr>
<td>79-0</td>
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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

Given the fact that this class is on-line, I expect to have a lot of participation in the blackboard assignments. Please plan on logging in at least 2 to 3 times a week to check and respond to your classmates comments.

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.