

**Doane University – Spring 2017**  
**BUS 212/602 – Human Resource Management**

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This course will incorporate a review of the organization of human resources in business organizations. Topics will focus on the SHRM Competency Model that consists of nine competencies:

1. Human Resource Expertise (HR Knowledge)
2. Ethical Practice
3. Leadership and Navigation
4. Business Acumen
5. Consultation
6. Critical Evaluation
7. Communication
8. Global and Cultural Effectiveness
9. Relationship Management

Students will increase their working knowledge of:

1. Human resource laws and regulations
2. General HR practices, strategy and technology
3. Setting a vision for HR initiatives
4. Utilizing creative problem solving to address business needs and issues
5. Creative problem solving using a consultative approach and coaching skills
6. Analyzing data and utilizing critical thinking to formulate strategies
7. Utilizing active listening, constructive feedback, and effective communication to create a high performance culture
8. Working effectively with diverse cultures and populations
9. Relationship building behaviors to engage and collaborate with key stakeholders

Course Text: **No textbook required.**

SHRM student learning resources will be made available at no cost via Blackboard by the first week of the term.

Required Course Materials\*: aPHR Practice Exam by HRCI, \$50.00

**\* Do not purchase until details are shared in the first class meeting.**

**Course Format:**

Learning activities will include: aPHR Practice Exam, subject matter expert speakers, case studies, published article review, SHRM readings/resources, class discussion, student presentations, and final group project. The overarching goal of the course is to give each of you knowledge and skills that can be applied in an HR or people management role in any organization. This course is a cross-listed undergraduate/graduate course. Graduate students will have additional assignments/responsibilities to successfully achieve 600 level course requirements.

**Course Work:**

<b>Activity</b>	<b>Points Value</b>
Class Participation	150
aPHR Practice Exam	
• Completion First Week of Course	100
• Retest at End of Course	100
Individual Presentation/Class Activity	150
Final Group Project*	
• Undergraduates	150
• Graduates	250

**\*Graduate Students:**

Your role in the Final Group Project will be to lead the project team, collect individual contributions, and write up final project paper in collaboration with your team. This additional responsibility is worth an additional 100 points.

**Grading Scale:**

	<u>Undergrad Points</u>	<u>Graduate Points</u>
A = 90 to 100%	650-585	750-675
B = 80 to 89%	584-520	674-600
C = 70 to 79%	519-455	599-525
D= 60 to 69%	454-390	524-450
F= Anything below 60%	389 or below	449 or below

To be eligible for full points values, all assignments must be turned in on time. Each course activity will have an accompanying set of outlined expectations to fulfill in order to demonstrate your learning and application of concepts. Points values will be assigned for each course activity comparing work turned in to the outlined assignment expectations. Course Work Activity details will be provided Week 1.

**Attendance and Participation:**

The course is designed to give you ample opportunities to learn through guest presentations, student presentations, discussions, case studies and other activities, some of which may be provided through Blackboard. Class attendance is imperative to gaining the outlined knowledge of the HR field through participative classroom activities. That being said, we also recognize you are adults with full lives, which at

times, may create conflicts. In order to receive full class participation points, students are expected to attend a minimum of 7 nights in the classroom and be fully prepared to actively participate and contribute to the learning. The best way to be ready to fully contribute in class is to have your readings and assignments completed prior to class.

**Academic Integrity Policy:**

The Doane University Academic Integrity Policy will be adhered to for this course. All individual student assignments will represent the student's own work. Any use of others' ideas or words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or Dean of Professional Studies.