

**UPPER IOWA UNIVERSITY**  
**External Degree Program**

**BA 361-03 Human Resources Management**

**COURSE DESCRIPTION:**

An overview of the policies and procedures in personnel administration in American business, including uses, sources, motivation and maintenance of employees, with emphasis on the dynamics of social organization.

**COURSE GOALS/LEARNING OBJECTIVES:**

1. Identify how firms gain sustainable competitive advantage through their employees.
2. Explain the reasons behind passage of EEO legislation and describe the major laws affecting equal employment opportunity.
3. Using job analysis methods, develop job requirements, contracts and performance expectations.
4. Recognize a legally defensible, effective job interview and selection process.
5. Explain how compensation and benefits help organizations achieve their strategic goals.
6. Define the legal requirements of a safe and healthy work environment.
7. Interpret the collective bargaining process and the bargaining goals and strategies of a union and an employer.

**REQUIRED COURSE MATERIALS:**

*Managing Human Resources*, George Bohlander and Scott Snell, Thomson/South-Western, 13th edition, 2004.

You may purchase your textbook through MBS Direct by calling their toll free number – 800-325-3252 or through the UIU homepage – [www.uiu.edu](http://www.uiu.edu). Click on the link called Resources for Center, External Degree and Online Program learners. Follow the link and select External Degree for your location.

**COURSE OVERVIEW:**

This introductory undergraduate management course is designed to help you identify, explain and apply the important concepts in the study of human resources. The selected text is well written, easy to understand, and mostly self-explanatory. The course consists of six study units,

a proctored midterm exam covering the first three units, and a final exam covering only the remaining three units. Each of the units will include a reading assignment, multiple-choice questions, five questions requiring short written answers, and two case studies. The midterm and final exams will include multiple choice and short answer questions only.

<b>Unit</b>	<b>Unit Description</b>	<b>Chapters</b>
1	Human Resources Management in Perspective Case study: “Misplaced Affections”, p. 85.	1-2
2	Meeting Human Resources Requirements Case study: “Nike: Hiring Gets Off on the Right Foot”, p. 221.	3-5
3	Developing Effectiveness in Human Resources Case study: “360-Degree Appraisal”, p. 377.	6-8
<b>Midterm Exam Chapters 1-8</b>		
4	Implementing Compensation and Security Case study: “Safety Training at Pro’s Choice”, p. 539	9-12
5	Enhancing Employee-Management Relations Case study: “Union Drive at Apollo”, p. 631.	13-14
6	Expanding Human Resources Management Horizons Case study: “HPWS at Xerox”, p.718.	15-16

**Final Exam Chapters 9-16**

The best approach to this course is to read the assignment in the text, answer the multiple-choice questions and then address the “short answer” questions. Responses to the “short answer” questions should be typewritten unless you have no access to a word processor. Emphasis should be placed on the quality of the answers and not on the length. Be concise, yet complete in your response. Generally, one or two paragraphs will be sufficient.

The case studies will allow you to apply the theories and principles of human resources management you have learned to actual situations which have taken place in a variety of organizational settings. All the questions which are posed at the end of the case should be addressed in your narrative but you need to provide much more than just an answer. The case studies require thought and analysis and the instructor will be looking for your ideas and the benefit of your experiences. One to two typewritten pages will generally allow you to cover the required material.

In all your written work, it is important to remember that you will be evaluated on the extent to which the answers adhere to the accepted principles of proper English expression (i.e. grammar, word usage, spelling and punctuation) as well as the clear organization of ideas.

## **EXAMINATION INFORMATION:**

You should begin studying for the examinations as you complete each unit. Upon completion of the first three units, you should request that the midterm exam be mailed to your proctor. The midterm exam will contain multiple choice and “short answer” questions similar to those you have completed in your lessons. There will be no case studies in the exam. You can use your corrected lessons to prepare for the exam, but remember the exam questions will **not** necessarily be identical to the questions you have already seen.

After completing the rest of the course you will request that the final exam be mailed to the proctor. It will be similar to the midterm but will cover only the second half of the course. **No notes, books, or other materials are allowed when taking the proctored exams.** The exams are not easy but if you have properly prepared the previous assignments and have studied the material in a timely and efficient manner, you should not suffer undue stress or hardship.

**NOTE: Students will need to pass at least one of the two proctored exams to pass this course.**

## **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University’s website. For InfoTrac access information, please contact the library at library@uiu.edu.

## **COMPOSITION OF GRADE:**

Each open book unit exam consists of:

5 short answer questions @ 5 points each	25 points
50 multiple choice questions @ 1 point each	50
1 case study @ 25 points	<u>25</u>
TOTAL POINTS PER UNIT	100 points

Each of two proctored exams consist of:

5 short answer questions @ 20 points each	100 points
50 multiple choice questions @ 2 points each	<u>100</u>
TOTAL POINTS PER EXAM	200 points

The percentage of points received out of a possible 1000 will determine the final grade:

Unit 1 Chapters 1-2	100 points
Unit 2 Chapters 3-5	100
Unit 3 Chapters 6-8	100
Midterm exam Chapters 1-8	200

Unit 4 Chapters 9-12	100
Unit 5 Chapters 13-14	100
Unit 6 Chapters 15-16	100
Final exam Chapters 9-16	<u>200</u>
TOTAL POINTS FOR COURSE	1000 points

The letter grade can be determined by adding your total points and applying the result to the following table:

900-1000	A	90-100%
800-899	B	80-89%
700-799	C	70-79%
600-699	D	60-69%
Below 600	F	59% or less

**Upper Iowa University uses a standard grading system:**

A=All work is excellent, shows exceptional understanding of material, participates in class in a way that benefits all learners, logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B=Understanding material is good to very good, class participation demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C=Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D=Quality and quantity written and oral work is below average and barely acceptable.

F=Quality and quantity written and oral work is unacceptable.

**CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students’ work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person’s work without permission,
- providing false or incomplete information on an academic document,

- changing student records without approval.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service. Extended University Catalog 2004/05 page 85.

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**