Human Resource Management

Instructor: Damian J. Lonsdale, Ph.D.
Location/Dates: 100% Online Course begins May 15 and ends August 4 (12-weeks)
Office Hours: Mondays from 12:30 p.m. to 1:30 p.m. Central Time
Phone: 712.202.3981
Email: Damian.Lonsdale@usd.edu (the best way to contact me is through direct email)

Recommended Text

The exams focus on what is presented in the PowerPoints and the audio lectures (MP3’s). If there is something in the textbook that is not mentioned in the slides (e.g., equity theory), then you are not responsible for that material. Some people are more visual than auditory in their learning patterns, so the book helps provide another source for those who are more visual learners. Please bear in mind that course lectures override any potential conflict with material presented in the book.

Course Description
This course provides an overview of the current revolution in Human Resource Management (HRM). HRM is a dynamic field that is central to organizations’ strategic mission and long-term competitive advantage. How do we find and recruit the best employees? How do we inspire them and keep them on the cutting edge of their expertise? How do we keep our stars from jumping ship and joining the competition? This is the essence of Talent Management. Every company deals with these issues, and in this class, you get the answers.

Course Objectives
Students should be able to:
1. Demonstrate the strategic importance of HRM.
2. Understand how both employment laws and related court cases inform HRM.
3. Demonstrate the ability to apply best-practices related to recruitment, selection, training, and talent management in the workplace.
4. Critically evaluate the full cost of turnover in various business contexts.
5. Understand managers’ roles in HR functions such as job analysis and performance appraisal.

Email Policy
I strive for an e-mail response time of 24 hours (or less) during the week and 48 hours (or less) during the weekend.

Waiver Program for BADM 460 Only
If you are a USD business student who has not been accepted to your major, you must have permission to take 300/400 level business courses. To request such permission, you must complete a waiver form and submit it to the Beacom School of Business Student Services Center by Thursday, May 18. Go to USD’s portal, click on the Academics Tab, then the School of Business channel, and finally the Undergraduate Forms link to find the Waiver form.

If there are problems relating to your enrollment in the course, you will be notified by Monday, May 22. If you have not submitted the required waiver form by Thursday, May 18, your situation will be reviewed and you may be administratively dropped from the course.
**Drop/Withdrawal Deadlines**

The last day to drop a course without paying in full and without the course being recorded on your transcript is the close of business on **Monday, May 22**. Courses dropped after this date will receive a grade of W.

Students are strongly encouraged to consult their academic advisor and the Financial Aid Office prior to withdrawing from classes in the current term or retroactively. The last day to withdraw from a course with a W grade is the close of business on **Wednesday, July 12**.

**Freedom in Learning Policy**

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact Dean Venky to initiate a review of the evaluation.

**Beacom School of Business Mission Statement**

*Our primary mission is excellence in undergraduate and graduate education that develops successful future business leaders. We deliver high value to our students, employers, and community through distinctive teaching and learning supported by significant intellectual and professional contributions and meaningful service.*

**Disability Accommodations**

Any student who feels he or she may need either academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:
Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605) 677-6389
http://www.usd.edu/student-life/disability-services
disabilityservices@usd.edu

**Other Assistance**

Kris Brady, Learning Specialist (Kris.Brady@usd.edu or 677-5381), can provide individual consultation if you are wanting to improve your academic performance or be more successful, or if you feel that your study efforts are not reflected in your academic performance. Also, the Student Counseling Center is FREE and confidential: www.usd.edu/scc/ or 677-5777.

**Discrimination/Sexual Harassment Policy**

It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment, admissions, or in its programs or activities at the University of South Dakota because of race, color, religion, gender, age, sexual orientation, citizenship, national or ethnic origin, disability, or status as a veteran. In addition, the University of South Dakota prohibits sexual harassment of any form in all aspects of employment, admissions, and in its programs and activities. If you encounter any such treatment, or if you have questions, contact Bobbe Hakl, Director of USD’s Office of Equal Opportunity in Slagle Hall, Room 205, or at 677-5651.
Academic Dishonesty Policy

Plagiarism is defined as using the words and/or ideas of another representing them to be your own, without proper credit to the author or source. Academic dishonesty also includes looking at stolen/reproduced exams. No credit can be given for an academically dishonest quiz or exam. At the instructor’s discretion, a student caught engaging or participating in any form of academic dishonesty may be:

a. given a zero for that assignment, quiz, or exam.
b. allowed to rewrite and resubmit the assignment for credit.
c. assigned a reduced grade for the course.
d. dropped from the course.
e. failed in the course.

Exams

Exams will focus on what is discussed in lecture (the MP3’s), which includes material not found in the textbook. Therefore, it’s in your best interest to take good notes when listening to lectures.

There will be three exams worth 180 points each. These exams will consist of 60 multiple choice questions. There is also a Final Exam worth 210 points that will consist of 70 multiple choice questions. The Final Exam will be comprehensive. All Exams are to be taken through D2L.

All Exams, including the Final Exam, are expected to be closed book/closed notes. The time allotted for completion of the first three Exams is 60 minutes apiece. The Final Exam will have 75 minutes allotted for completion.

The exams are automatically graded and you will see your score immediately. Collective feedback will be given for each exam regarding the average, score ranges, and most missed topic areas. If you would like individual feedback on your performance on exams, this may be scheduled with your instructor. See “Course Schedule” for the days each Exam is available to take on D2L.

Quizzes

Quizzes worth 20 points apiece will cover individual chapters. Quizzes will be taken through D2L and consist of 5 short-answer response questions. Each question is worth 4 points, and partial credit is possible. Quizzes will not be given over the last chapter covered before each exam. For example, Chapter 3B is the last chapter covered before Exam I, so there will be no quiz over Chapter 3B.

Quizzes are open book/open notes, but only 15 minutes are allotted for each quiz. The best advice I can give is for you to prepare a condensed sheet of notes for each Quiz of the material that you feel you would not be able to accurately recall on your own. Have those handy while you are taking each quiz. Quizzes are manually graded, and this may take up to a week to complete.

Altogether, 9 quizzes will be given, so 9 quizzes x 20 points = 180 total points for quizzes.

See “Course Schedule” for the days each Quiz is available to take on D2L.

Extra Credit

The maximum extra credit that may be applied is 20 total points.

Independent reports on topical journal articles may be written for extra credit. These reports may be worth up to 5 points each, and must be approved in advance. These are to be submitted under the D2L Dropboxes labeled Bonus Summary 1, 2, 3, and 4. More information on this option may be found in the Extra Credit Guidelines document.

Extra credit is an excellent option for those ending the semester on the cusp of a higher grade!
Grading

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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>180</td>
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<tr>
<td>Test 2</td>
<td>180</td>
</tr>
<tr>
<td>Test 3</td>
<td>180</td>
</tr>
<tr>
<td>Final Exam</td>
<td>210</td>
</tr>
<tr>
<td>Quizzes</td>
<td>180</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>930</strong></td>
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Grades will be assigned in the traditional manner of 90% and above is an A, 80-89% is a B, and 70-79% is a C. You must earn at least 60% to pass with a grade of D.

Tips for Success

Read the chapter and PowerPoint slides before listening to the corresponding audio lectures (MP3’s).

Budget enough time to attentively listen to the MP3’s. This is essential for doing well in this course, and there are no shortcuts.

After listening to MP3’s
- clarify your notes.
- think of your own examples.
- write your own questions.

Don’t pull all-nighters before taking Exams.

In addition to studying individual terms and concepts, approach the material as if you were a Chief HR Officer. Consider the various concepts as they relate to each other and how they collectively inform smart decision-making for your organization. Exam and Quiz questions often reflect this higher level of integration.

General Information on Taking Courses Online at USD

CDE Online Student Orientation (i.e., Online Student Handbook) may be found under the USD Getting Started widget.

BADM 560 Only

Requirement of (at minimum) a 12-page, double-spaced research paper on an HR topic of your choosing with at least 5 academic journal references from 2010 or newer. On USD’s Library webpage (https://apps.usd.edu/campus/library/research/), two databases will be your best bets for journal references: (A) Business Source Premier, and (B) PsycINFO.

Websites like EEOC.gov are good sources, but do not count as an academic journal reference.

This research paper is due Wednesday, July 12 at 11:59 p.m. Central Time in APA style format. One-on-one consultation will be provided regarding topic selection, etc. This paper is worth 100 points, so your total possible points is 1030.

Additional Learning Objectives for BADM 560:
1. Students will develop a basic understanding of some of the methodologies used in contemporary Human Resource research.
2. Students will delve deeper into a chosen topic (e.g., recruitment, EEO laws, job analysis, training, structured interviews, employee rights, etc.) to gain a more sophisticated level of understanding of the most recent research in a particular area of Human Resource Management.
Office Hours
Office hours will be conducted through Collaborate sessions and will be recorded for later viewing. These sessions offer an opportunity to ask questions about course material and will also be a forum for supplemental material. Supplemental topics will include things like “how to land your dream job” and “how to conduct an effective interview,” along with various current events that relate to HR. You will not be responsible for supplemental material on Quizzes or Exams.

Office hours will be Mondays from 12:30 p.m. to 1:30 p.m. Central Time. I will provide notice on D2L about any supplemental topics in advance of their discussion.

Important Technological Guidance
Along with your textbook, course material is presented in two formats, both found on D2L. First, PowerPoint slides provide a summary of the material covered for each section, and help reduce the amount of note-taking required. Second, MP3 files provide the audio lectures for the course. Therefore, you will need appropriate software to view PowerPoint slides and to listen to MP3 files. (The VLC Media Player is one option for listening to MP3 files: http://www.videolan.org/vlc/index.html)

The MP3 files follow along with the PowerPoint slides, and are meant to be listened to while clicking through the corresponding slides. It may be advantageous to download all of the PowerPoints and MP3s to your own computing device to allow for convenient access.

When taking Quizzes and Exams on D2L, it is critical that you have (A) a reliable internet connection, and (B) sufficient time to work without interruptions or distractions. These assessments are time-bound, so only begin when you are confident on both points.
Summer Semester Summary

These are the dates when Quizzes and Exams will be available to take on D2L. These windows of availability often cross over weekends. However, this is only to provide the maximum amount of time available to complete these requirements. There are always at least two weekdays available in these windows, as well.

You may take each Quiz or Exam any time during its window from 12:00 a.m. Central Time on the first day to 11:59 p.m. Central Time on the last day. If taking a Quiz or Exam at the last minute, be sure to budget enough time before the window closes at 11:59 p.m. Finally, some windows are a bit longer to accommodate holidays (i.e., Memorial Day and Independence Day). Once each window closes, the ability to take the respective Quiz or Exam ends, so please take careful note of the schedule and plan accordingly.

May 15 through May 18  Chapter 1 Quiz (15 min given)
May 19 through May 22  Chapter 2 Quiz (15 min given)
May 23 through May 26  Chapter 3A Quiz (15 min given)
May 27 through June 2  Review Chapter 3B (no quiz) and prepare for first exam
June 3 through June 7  Exam I (over Chapters 1, 2, 3A, and 3B) (60 min given)
June 8 through June 12  Chapter 4 Quiz (15 min given)
June 13 through June 16  Chapter 5 Quiz (15 min given)
June 17 through June 20  Chapter 6 Quiz (15 min given)
June 21 through June 23  Review Chapter 7 (no quiz) and prepare for second exam
June 24 through June 28  Exam II (over Chapters 4, 5, 6, and 7) (60 min given)
June 29 through July 5  Chapter 8 Quiz (15 min given)
July 6 through July 9  Chapter 9 Quiz (15 min given)
July 10 through July 13  Chapter 10 Quiz (15 min given)
July 12  For BADM 560 students, your paper is due by 11:59 p.m.
July 14 through July 16  Review Chapter 14 (no quiz) and prepare for third exam
July 17 through July 23  Exam III (over Chapters 8, 9, 10, and 14) (60 min given)
July 24 through July 27  Review Chapter 15 (no quiz) and prepare for final exam
July 28 through August 4  Comprehensive Final Exam (75 min given)

Tip: Review your personal calendar today and plug in the actual dates you plan take each Quiz and Exam. Doing this from the start helps avoid potential conflicts later on such as discovering that the last day to take an Exam coincides with work travel.