

7 January, 2019

# HUMAN RESOURCE DEVELOPMENT

## SCW1

OKLAHOMA CITY UNIVERSITY

MEINDERS SCHOOL OF BUSINESS

11 March – April 7, 2019

*A SYLLABUS: Merriam-Webster Dictionary defines “Syllabus” as “a summary outline of a discourse, treatise, or course of study or of examination requirements.” This Syllabus is a dynamic document subject to change. This Syllabus is not a contract, and this Syllabus is not legal advice.*

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Professor:	<b>Dr. Guzak</b> , Ph.D., M.M., M.B.A.
Classroom:	Online
Office:	Meinders Room 311C
Telephone:	405-208-5740
Email:	jrguzak@okcu.edu
Office Hours:	M & W 12:30pm – 2:00pm

**Contacting the Professor:** The best method of consistent contact is email, and my commitment is to answer all email within 24 hours. If needed, a phone or office appointment can be arranged after initial electronic contact.

**Course Description:** Applied Human Resource issues and practices for managers. Topics include, onboarding new employees, coaching strategies, employee feedback and annual reviews, employee rights and discipline, employee hiring and interviews, performance development planning, managing generational differences and managing the diverse workforce.

7 January, 2019

**Course Organization:** The course will feature video lecture from the instructor, selected readings, supplemental videos that explore specific topics, AND DELIVERABLES which include participation in discussion threads, Quizzes and a Final Exam.

**Specific Learning Objectives**

A. Learning to apply course material to improve managerial capabilities and employee engagement with an aim toward improving employee performance and commitment.

B. Developing specific skills, competencies and points of view needed by managers to maintain high levels of employee performance and commitment.

C. Gaining factual knowledge of human resource compliance.

**Expected Communications:** Students are expected to check and read their OCU student email folder daily and respond, if requested to do so, within 4 hours to any email communications from the instructor. Students are required to check their Desire to Learn (D2L) portal daily for assignments, updates and new information.

## **COURSE SPECIFICS**

**Course Expectations:** Watching assigned lecture videos, special topic videos, reading as assigned, discussion threads, completion of Quizzes and a Final Exam.

**Grade Breakdown:**

Quizzes-- 40%

Discussion Thread Responses—30%

Final Exam— 30%

**Grading Scale:**

**This course is pass/fail. A grade of at least 65% is needed to pass.**

### **Discussion Thread Participation**

Participation in weekly class online discussions is required and prior knowledge of the topic, based on the student's viewing lecture videos and assigned readings, is necessary for you to participate meaningfully. **Discussion thread responses must be made** by the posted deadline. Grades for class

7 January, 2019

participation, based on discussion thread activity, will be subjectively assigned for each section (**WEEKLY**) according to the following general guidelines....

100% Active/Quality Participation: Posting at least one original compelling response to each core question and responding to at least two other posts with well thought out comments.

85% Active/Acceptable Participation: Posting at least one original worthy response to the core question and responding with at least two relevant comments to other posts.

70% Expected/Acceptable Participation: Posting one original worthy response to the core question, and responding with at least one relevant comment to other posts.

60% Expected/Unacceptable Participation: Posting one original worthy response to the core question.

60%-0% Poor/Unacceptable Participation: Limited or poor-quality discussion activity with few or no contributions.

### **Quizzes:**

Quizzes (Online in D2L): For each Section you will be assigned to complete a Quiz covering lecture, videos and readings. Quizzes appear in our D2L class portal under "Assignments" then click "Quizzes".

### **Final Exam:**

There will be a Final Exam at the end of the semester that will cover all material presented in the class (comprehensive). **ALL STUDENTS ARE EXPECTED TO TAKE THE FINAL EXAM AT THE SAME TIME.** The Final Exam will be open book, you may refer to any and all course materials.

Missed Exams (Tests): Make up exams must be arranged at least two weeks in advance and granted as the sole discretion of the instructor. If a student misses an exam without prior arrangement with the instructor they must have a documented excused absence to be able to take a make-up exam. **All unexcused missed exams will be graded as a 0%.** The time and place of any make up exam is at the discretion of the instructor.

7 January, 2019

## Course Calendar

(Subject to change as the class progresses)

Date	Week	Sections	Note
March 11-17	1	1	New Employee Onboarding & Coaching
March 18-24	2	2	Employee Feedback/Annual Reviews & Employee Rights and Discipline
March 25-31	3	3	Employee Hiring & Performance Development Planning
April 1-7	4	4	Managing Generational Differences & Diversity
April 7 (8-9:30 pm)			FINAL EXAM

**The content and dates on this calendar may be changed depending upon class size, class interest in topics and other circumstances.**

**Incomplete Courses:** (From the Undergraduate Catalog) When a course is not completed by the end of the semester or summer session, a professor may assign an incomplete (I) at his or her discretion. The student must be performing at a passing level and have a legitimate reason to receive an "I." Students cannot be assigned an "I" because they have excessive unexcused absences or because they are failing the course. Academic units and faculty members may establish their own policies in determination of legitimate reasons to assign the "I" grade.

At the time that the incomplete is issued, the instructor will submit information which specifies what work must be done to remove the "I" and the grade to be assigned if the work is not completed. This information is made available through the on-line system. The student is responsible for submitting the work by the deadline assigned by the instructor, not to exceed one year. If the "I" is not completed by the specified deadline, the grade will convert to the grade assigned by the professor.

In the event that a faculty member is no longer available, appropriate faculty shall be assigned by the dean or department chair to determine the grade.

**Dropping the Class:** Please contact me ahead of time if you are thinking about dropping so we can assess your personal situation before you make your final decision.

7 January, 2019

### **Americans with Disabilities Act Section 504**

If you believe that you need reasonable accommodations for a documented physical, psychiatric, and/or learning disability or attention disorder, please make sure to register with Campus Disability Services by filling out the New Student Application at the following link: <https://andes.accessiblelearning.com/OKCU/>.

The Senior Coordinator for Access and Academic Support is responsible for coordinating student disability-related accommodations and, if approved, will issue students a Letter of Accommodation. Reasonable accommodations may require early planning and are not provided retroactively, so please start this process as soon as possible. If you have general questions about reasonable accommodations, you may contact the Senior Coordinator for Access and Academic Support, Jenny Minsberg, at [jlmnsberg@okcu.edu](mailto:jlmnsberg@okcu.edu) and in DBL 106C. Students with approved reasonable accommodations are expected to meet with me during the first two weeks of class so that we can discuss how we can work together to meet your needs in this course.

### **Preventing Sexual Harassment**

Sexual harassment issues might occur online, particularly in the context of, but not limited to, "hostile environment". Under Title IX, you have the right to an education free of sex or gender-based discrimination, harassment, and violence. Issues addressed by Title IX include acts of discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and sex or gender-based hate crimes. Title IX also addresses acts of discrimination and/or harassment that are based on gender identity, gender expressions, sexual orientation, and pregnancy and/or parenting status. Title IX applies to students, faculty, staff, guests, and anyone accessing OCU programs and services.

As OCU employees, all faculty members are required to report any form of discrimination, harassment, or violence addressed by Title IX to the Title IX Coordinator within 24 hours. After the university receives a report, you will be contacted by one of OCU's Title IX administrators to discuss the report, the support the university can provide, and your options for pursuing a resolution to the issue through the university's established process.

If you would like to make a report or learn more, please contact OCU's Title IX Coordinator by calling (405) 208-5075 or visit <http://www.okcu.edu/admin/hr/titleix>.

That website also contains links to other local resources, OCU's non-discrimination policies and procedures, and contact information for the University's Title IX administrators.

7 January, 2019

For emergencies, you can contact OCU's police department at (405) 208-5911. For free and confidential support on campus, you can contact University Counseling by calling (405) 208-7901. For medical issues, you can contact the Campus Health Center at (405) 208-5090. They are confidential as well.

### **Complaint Appeals**

Any collegiate-level course is difficult, but it is also manageable and reasonable people can resolve issues in a reasonable manner. Resolve complaints first with your professor, and here at Meinders you can also escalate your complaint to Lynette Martin in Student Services, Senior Associate Dean Williams or Dean Agee. Help is available, and we can usually find solutions.

If normal complaint resolution at Meinders results in an unsatisfactory outcome, students are encouraged to utilize Oklahoma City University's internal complaint policies through the Office of the Provost/Vice President for Academic Affairs prior to filing a complaint with any external entity. Students may submit an official Academic Complaint at <http://www.okcu.edu/academics/complaints>. Academic complaints submitted will be received by the Office of the Provost/Vice President for Academic Affairs, and will be investigated by that office for action or further resolution. Submitting an academic complaint via this form does not initiate a formal appeal process under the student handbook or University catalogue.

For information on submitting a complaint related to the accreditor of your program, please visit <http://www.okcu.edu/admin/academic-affairs/accreditation>.

### **Academic Honesty**

(From the Undergraduate Catalog) Academic honesty is required in all aspects of a student's relationship with the university. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student's academic progress, status, or ability, including, but not limited to, false or altered transcripts, letters of recommendation, registration or advising forms, or other documents related to the student's academic career at Oklahoma City University or other colleges or universities.

Students are personally responsible for the correctness and accuracy of information supplied to the university. Any student who knowingly gives incorrect information to the university is subject to disciplinary action which may lead to suspension.

Students are advised that cheating and plagiarism are not tolerated. The university expects all students to maintain a high standard of ethics in their

7 January, 2019

academic activities. In this context, forms of academic dishonesty include, but are not limited to, cheating on tests, examinations or other class/laboratory work; involvement in plagiarism (the appropriation of another's work and/or the unacknowledged incorporation of that work in one's own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information.

**Course Based Remedies** for academic dishonesty: Your professor will consider the context of your academic dishonesty, including the severity and maliciousness of the event and whether the student has engaged in academic dishonesty in the past. Consequences may include reduction of assignment grade, reduction of course grade or outright failure grade in this class if your professor believes these outcomes are warranted. All instances of academic dishonesty are reported on the OCU "Early Warning" system and are reported to Student Services for processing. See page 31 of the graduate catalog for further information and appeal procedures.

## ***Honor Code***

### **Meinders School of Business**

Oklahoma City University expects students to demonstrate the highest levels of ethical behavior with respect to all aspects of their academic activities. At the Meinders School of Business, we, too, believe that students must constantly be held to the highest standards of academic honesty and integrity. The values students demonstrate here will extend to their professional lives and also reflect upon the image of the university and the school.

Academic standards are established to facilitate a culture of learning. Academic misconduct is intolerable and has no place in the learning environment of a university. Examples of academic misconduct include, but are not limited to:

- Cheating on tests, examinations, or other class/laboratory work
  - Copying another's answer(s)
  - Using electronic devices such as translators, cell phones, pagers, and/or cameras in an unauthorized fashion
  - Using notes/textbooks or talking when not allowed
- Plagiarism (the appropriation of another's work and/or the unacknowledged incorporation of such work into one's own)
  - Not citing the sources of quotations, others' ideas, and/or paraphrases
  - Not putting summaries and paraphrases into one's own words
  - Submitting another's paper or other work as one's own
- Collusion (collaborating on assignments when it is not permitted)

7 January, 2019

- Facilitating misconduct by other students
- Misrepresenting the actions of oneself and/or others
- Falsifying information

Examples of university-wide consequences for academic misconduct include, but are not limited to:

- Recording an F (Failure) or score of zero (0) for any test, examination, or other work which involves dishonesty
- Recording an F (Failure) as the final course grade
- Reporting the occurrence of academic misconduct to the Office of the Provost for inclusion in a student's permanent file
- Revoking university- and school-based scholarship funds
- Dismissal from the school and university