John Massey School of Business

Management Department

MNGT-3533.1: Human Resource Management—Tentative Course Syllabus

Semester Credit Hours: 3
Instructor: C. W. Von Bergen (Dr. Von)
Office Location: Russell 211
Office Hours: M: 2-4; T: 11-3; W: 8-10; Th: 3-5; other times by appointment
E-mail Address: cvonbergen@se.edu
Instructor Web Site: http://homepages.se.edu/cvonbergen/

Semester: Fall, 2013
Class Meeting Day: TT, 9:30-10:45, R223
Office Phone Number: 580-745-2430
Office Fax Number: 580-745-7485

The MISSION of Southeastern Oklahoma State University
Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

University Educational Targets
Students will acquire and continue to use systematic skills for encountering knowledge. They will articulate a problem, structure an investigation, gather suitable resources, organize and manipulate qualitative or quantitative data and think critically to reach appropriate conclusions.

In fulfilling its mission, Southeastern fosters the region’s cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well-being.

The MISSION of the John Massey School of Business
The mission of the John Massey School of Business is to be a premier business program. We prepare our business and aviation students to meet the global challenges in a competitive and ever-changing environment by providing an excellent and continuously improving learning atmosphere that emphasizes both academic and applied knowledge. We are a responsible partner in the economic development and quality of life of the region by providing effective application of knowledge to our stakeholders.

The MISSION of the Department of Management and Marketing
The primary mission of the Department of Management and Marketing is to provide Baccalaureate programs in Management, Marketing and General Business designed to provide an environment of academic excellence in undergraduate business education, and experiences both academic and applied that prepare students to operate in a diverse and global environment. Through these programs, students will develop an interest in lifelong learning.

Program Targets and Intended Student Learning Outcomes

Skill in Scholarship:
Graduates will be able to use scholarly resources and related material appropriate for the discipline to understand new and useful information in the field of business and management.

Critical Thinking:
Graduates will be able to recognize problems and through investigation and critical thinking achieve an appropriate response.

I. Course Description
To acquaint the student with EEO regulations and with modern methods of selection, appraising, training, and solving various personnel problems. (Prerequisite: MNGT 3113 OR POSC 3563 for Public Administration minors)

II. Course Objectives
- Enable student to identify and discuss key functions of HRM including employment, development, compensation, and labor-management relations.
- Demonstrate practical applications to enhance key HRM management skills.
- Provide student with technology exercises—Knowledge of word processing is necessary for certain assignments. Additionally, there may be an assignment requiring Excel. Furthermore, students will also need to gain familiarity with accessing the Internet for research related to their term paper.
- Provide student with ethical perspectives—Students will be responsible for keeping abreast of the financial news since corporate ethical issues, as related to human resource management, will be discussed.
- Provide student with global perspectives—Foreign and domestic issues related to human resource management issues will be presented/discussed as well as other global issues as they arise.
- Provide student with information about diversity issues—Diversity in the workplace and affirmative action in the workplace will be discussed.
- Provide student with various political, social, legal, regulatory, and environmental perspectives—many human resource issues such as selection, benefits, compensation, and training are increasingly being asked to comply with numerous laws and regulations. These will be discussed in detail in the course.

III. Evidence of Student Learning
- Written examinations.
- Written/Blackboard quizzes.
- Written term paper.

IV. Required Materials/Activities

- **Access Code for above Textbook:** Students must have a Web Tutor Access Code to take some quizzes and to access selected materials. Be careful that you do not throw away your Access Code with your new textbook packaging. If you purchase a used copy of the 16th edition or purchase an earlier edition of the textbook then realize that you will need to purchase an Access Code. Our bookstore has a large number of Access Codes available and I think the price is about $20.00. The bookstore also has a substantial number of both new and used textbooks so you should be able to obtain a textbook quickly. Questions concerning Access Codes should be directed to Sherry Smith, the sales consultant for this text at Cengage Publishing, at 800-225-4904 ext 5377, or email her at sherry.smith@cengage.com. She is quite helpful.

- **Computer Access:** Students must have computer access to take selected quizzes and view course support materials including the course syllabus, PowerPoint slides, Instructor Web Site, etc. Please do not use a smartphone to take quizzes.
• **MS Word Access:** There will a term paper and it must be typed in MS Word. Please do not use Word Pad or Apple programs for this assignment.

• **BlackBoard (BB).** Your instructor will be using BB for various components in this course and you will be required to enroll in this program. The BB website is [http://blackboard.se.edu](http://blackboard.se.edu). You will have some chapter quizzes delivered thru BB. Additionally, your gradebook will be displayed in BB so that you can always know your grades in this class. Furthermore, a number of Announcements will be made using BB that will help you to complete projects. Please access BB several times each week for this course for the most updated information.

There are a number of technical requirements if students wish to use a computer other than those on campus. Students should thoroughly review the BB information on BB Login page: [http://homepages.se.edu/blackboard/student-support/faqs-students/](http://homepages.se.edu/blackboard/student-support/faqs-students/). It is particularly important that students comply with the system requirements for BB. These are available at [http://homepages.se.edu/blackboard/student-support/browser-recommendations/](http://homepages.se.edu/blackboard/student-support/browser-recommendations/). Your Instructor is not an expert in the technical aspects of BB so please contact BB technical support with technical questions (email listed on BB Login page).

• **Syllabus Understanding.** After reading the syllabus, please indicate that you understand its contents by submitting the form below through the appropriate Assignments Link in BB. Please do so by 8/31 in order to continue taking quizzes and exams AND in order to not incur a 75 point deduction. Please contact Dr. Von Bergen immediately if you have questions.

  **Syllabus Understanding—Human Resources Management (MNGT-3533)**

Please read the following statement and sign and date where indicated. Please do so by 8/31 in order to continue taking quizzes and exams. Please see Dr. Von Bergen immediately for questions.

I ___________________________________________ have read the syllabus for Human Resources Management (MNGT-3533) and fully understand the requirements for the class as indicated in the syllabus.

_________________________                ________________
Your Signature                                                               Date

• **Exams.** Exams (there are two: Mid-Term and Final) will be predominately multiple choice and true-false and possibly some short answer, essay, and/or case study items. Each exam will focus on a basic understanding of the concepts covered prior to the exam. Exams will cover presentations, lectures, text material, readings, films, videos, discussion questions, exercises and other assignments as may arise. The number of items per exam will be determined at a later date. The Final Exam is not comprehensive.

• **Weekly Quizzes.** There will be weekly quizzes that can be taken beginning at 12:01 a.m. on Sunday at the beginning of the week and which must be completed before 11:30 p.m. on the Saturday of that week (as a practicality, do not start a quiz after 11:00 p.m. on a Saturday). Thus, students have all week to take a quiz and need not wait till Saturday to take a quiz. Each weekly quiz is to be taken using BB and will consist of 25 multiple choice items over the assigned chapter in the textbook. Students will have 20 minutes to complete the quiz. Initially the student will be only shown their score but after the time period for the scheduled quiz/ zes has expired students will be given more detailed feedback on their quiz performance. Consequently, students are encouraged to use fast computers to take quizzes. There are different dates to take different quizzes and quizzes not completed by the scheduled time will earn the student a zero. The weekly quiz schedule is listed in Tentative Assignments provided later in this syllabus.

• **Weekly Excel/Word Chart of Quiz Performance.** Each week students should email the Instructor a graph of their weekly quiz scores as an email attachment. This should be a line or bar graph that shows the student’s score for each quiz and should show all the quiz grades throughout the semester. The file should be emailed to the Instructor during the week of the quiz was taken. Even if the quiz is not taken the chart should be sent indicating a zero. There are 16 quizzes and so there should be emails with the last email having 16 data points or bar charts. Students may wish to visit the following web site that may assist them with their chart ([http://www.youtube.com/watch?v=iLW1A7j7r3Y](http://www.youtube.com/watch?v=iLW1A7j7r3Y)).
• **Attendance/Participation Policy.** There is an attendance requirement. Students have up to three class absences for a good reason, bad reason, or no reason at all. On the fourth and subsequent absences, 75 points will be deducted from a student’s Total Course Points for each absence. Half absences for those students late 10 minutes or more to class will be assigned.

• **SafeAssignment Term Paper.** This is a professional term paper that should be 2400 words and will address the topic of “The Top Ten Current Things Supervisors Need to Know about Human Resource-Related Topics.” The operative word here is current. Of course you should provide an excellent rationale why you selected such and such. Your Instructor does not want to read a discussion of the 1964 Civil Rights Act, for example, without referencing some current changes, modifications, or court interpretations. The word count includes the cover page, abstract, and reference list. The term paper is due 11/07. To assist you please refer to the Term Paper Checklist (click on http://homepages.se.edu/cvonbergen/files/2013/01/Term-Paper-Checklist1.doc; it is also available in BB > Course Information. This subject, your Instructor believes, is of interest to managers and supervisors and while it is a practitioner-oriented paper your Instructor is interested in a professional, library-oriented, well-documented, academic treatise. Your paper should have a minimum of 10 journal references. These references should be peer-reviewed journals (see this link for more information on peer-reviewed journals): http://library.nsuok.edu/tutorials/BSOL/bsol_peerreviewjournals.html. Each of the references used in the paper must have at least three references/footnotes/endnotes in its bibliography/reference list/footnotes. Each reference the student uses should be attached and should be submitted using BB > Assignments > Term Paper References. The entire journal article must be attached in case your Instructor wants to read the complete journal article. Often this file is a .pdf document. Please do not use books (including your text for this course) as references.

This paper should be written in American Psychological Association (APA) format. Refer to the following site on APA style: http://owl.english.purdue.edu/handouts/research/r_apa.html.

Briefly, manuscripts must be double-spaced and typed left justified on regular 8.5” x 11” paper with margins of 1” (top, bottom, left, and right) in Times Roman 12-point font in Word. The manuscript should have a title page, an abstract page, a list of references used in the paper, and page numbers in the upper right hand corner of each page (begin page numbering on the cover page).

**Students should retain a disk copy of their paper in the event it is misplaced or lost.**
The manuscript/s is a professional paper and colloquialisms (e.g., “a lot of” vs. “many”; “bugged” vs. “upset”; “doesn’t have a clue” vs. “does not understand”; “all the time in the world” vs. “much time”) and contractions (e.g., they’ve, aren’t, don’t) should be avoided. Such colloquialisms may be fine for a conversation or an informal written communication, but not for a formal paper. Also, avoid lengthy quotations. Your Instructor does not want to read a paper full of quotes since part of your job is to read and interpret the references. Also, please write in 3rd person and do not use “I” or “You” in the paper. Additionally, students should back up what they say with references. Do not say things like: “Males have worse attendance records than females” without a reference to back it up. I am from Missouri (the Show Me state) when it comes to papers—so Show Me! Say instead, “Von Bergen (1999) reported that males have worse attendance than females.” Be sure that you cite the references in the body of the paper and then list the references in alphabetical order on the References page of your paper. To assist students in formatting their references list they may wish to review the following website:
http://www.citationmachine.net (check APA box) Personal interviews and personal accounts are not considered a reference and should not be included. Please limit the use rhetorical questions in your paper as excessive use indicates to your Instructor an immature writing style (e.g., “What is self-esteem?” and then the writer goes ahead and answers his or her question). Significant grade reductions will occur for poor punctuation, grammar, or spelling, or for insufficient references, or for incoherent, awkward or run-on sentences. Papers less than the required words will be penalized at least 25% of the possible points for the paper. Significant grade increases will be given for particularly creative and well written papers.

Please make your paper readable. The average college student should be able to read and understand your paper. A good test is to find a student who writes well but does not have an extensive background in business and have them read it. Do not ask the Instructor to read your paper before you turn it in. Certainly feel free to have personnel at the Learning Resources Center (580-745-2990; email: bcastle@se.edu) on campus review your paper before submitting your paper. You must give personnel at the Learning Resources Center a lead time to review your paper and return it back to you so plan your schedule accordingly and contact them for more details. Your Instructor has examples of both good and poor term papers. This should give all students a better idea of what he is looking for. To review these four term papers go to Dr. Von’s homepage (http://homepages.se.edu/cvonbergen/), click on Class Resources, and then click on Human Resource Management, and then scroll down the alphabetical listing and locate Example of a Good Term Paper (two papers) and Example of a Poor Term Paper (two papers).

A hard copy of the term paper must be submitted at class on 11/07. This includes the paper and the list of references (bibliography) at the end of the paper. To electronically submit your SafeAssignment Term Paper go to BB and for this course click on Assignments > SafeAssignment Term Paper > View/Complete. Then scroll down to Attach File > Browse My Computer > Submit and locate your term paper on your computer that you previously saved. Upload your term paper. Essentially, SafeAssignment checks for plagiarism and matching scores above 30% (excluding reference list) indicate to the Instructor that significant plagiarism has occurred and penalties may apply up to and including a zero on the assignment, an F in the class, or expulsion from university. Don’t plagiarize or use too many quotes in the term paper. As you write your SafeAssignment Term Paper, it will be important for you to document where you obtained the information cited in your report. Your term paper should have a minimum of 10 journal articles (professional peer reviewed articles with a minimum of three references in the article’s list of references). These journal articles will be cited in the paper and in the reference list at the end of your paper (also known as a bibliography or works cited).

- **Term Paper References.** As part of your term paper assignment, you will be asked to submit to BB an entire copy of each reference you used in your paper. For example, if a student uses 10 references in her paper then the Instructor expects to find 10 separate files with each file containing a copy of one ENTIRE ARTICLE. (If you have questions here then please see or email the Instructor.) Your Instructor is emphasizing this because some students have difficulty believing that he wants to see the entire article!

Each of these journal articles (the entire article) should be saved to your desktop and an electronic copy of each article (the entire article) should be uploaded into BB in case the Instructor wants to read the whole article. To do this go to BB and go to our course and then click on Assignments > Term Paper References and then locate and upload the articles that you saved to your desktop (or other location). Please upload each article as a separate file and name them so that the Instructor can easily distinguish one article from another. The name of the article should correspond to the listing in your list of References in your paper. When you are finished, click Submit.
Please submit an electronic copy of your paper and each of your references before class on 11/07 to avoid any penalties for lateness. When your Instructor reviews your references in BB he should then find at least 10 files with each file having one journal article—the entire article. As a reminder, please do not use Wikipedia, books, or websites as references. There are no points associated with this activity but points will be deducted in the event of insufficient professional references or inappropriate references which will be included in the grade for the SafeAssignment Term Paper. Generally, 50 points are deducted for each reference less than 10.

- **Library and Information Resources.** Information regarding the library and references as well as other online resources is available through the Southeastern Online Learning website or http://www.se.edu/online-learning/student-services/. Also, available at the library are electronic databases: http://homepages.se.edu/library/electronic-resources/. The information below provides some information on the references desired in various written assignments (including Discussion Boards). Certainly, our competent library staff will be able to assist students with their searches.

  **Use of Wikipedia.** Wikipedia should NOT be used as a reference nor information used from this cite since it contains many errors as admitted by the developers of this site because information placed here is not screened or reviewed for accuracy, nor is it peer-reviewed. While many Wikipedia entries have good bibliographies, most students are not in a position to judge the validity of these sources. Penalties and significant point deductions for the course, up to and including receiving an “F” in this course, may apply.

  **Using the SE Library’s Electronic Resources.** Some student written assignments (e.g., the term paper) require students to list and attach references. The Instructor is particularly interested in students listing and attaching an entire article from journals. These articles should have at least three references at the back of the paper in the references list, sometimes called the bibliography section of the paper. (An exception is the Harvard Business Review which has no references but is still a quality journal and can be used.) The following link takes students to an example of an article that has references at the end of the article and is acceptable: Family Responsibilities Discrimination: What Employment Counselors Need to Know. Also, acceptable could be articles that have footnotes (footnotes are particularly popular in legal articles). The following link takes students to an example of an article that has footnotes and is likewise satisfactory: Burlington Northern and Santa Fe Railway Co. v. White: Has the Supreme Court Opened the Floodgates for Employee Retaliation Lawsuits? Your Instructor refers to these kinds of references as “references with references” and he will mention this throughout the course and so this should explain what he is talking about.

  The Instructor is not interested in students using web sites or books as references. The following link provides an example of an article that was taken from the Internet and is NOT ACCEPTABLE: http://humanresources.about.com/od/glossarys/a/sexualharassdef.htm. The following posting (as an example) is also NOT ACCEPTABLE as a reference because it was taken from Wikipedia: http://en.wikipedia.org/wiki/Sexual_harassment. Students will also be asked to attach a copy of the entire article to certain papers (not just provide a link) so that he might be able to quickly review the article if desired.

  To help students find pertinent professional articles (references with references) students should use the electronic resources from SE's library. To do so, go to the following link: http://homepages.se.edu/library/electronic-resources/. There are two key databases that the Instructor has found particularly useful for student term papers (although others may be helpful): 1) ABI-INFORM ON PROQUEST, and 2) EBSCOHOST. To access these databases students must have their SE user name and password which they received. All electronic resources are available on and off campus, 24/7, to SE staff and students.

  Once a student is in ABI-INFORM ON PROQUEST they should check (✓) the box for both “Full text documents only” and “Scholarly journals, including peer-reviewed”. The student should then enter desired search terms in the “Basic Search” box (e.g., behavioral management) and then click “Search”. Students should use only references that have a bibliography or references or footnotes. References of interest should be saved to the student’s computer.

  Once a student is in EBSCOHOST he or she should check (✓) check at least the boxes for Academic Search Premier, Business Search Complete, PsycARTICLES, and PsycINFO. Then click “Continue.”
located at the top (or bottom) of the page. On the next page go to the “Limit your results” section of the page and check (√) the boxes for “Full Text,” “Scholarly (Peer Reviewed) Journals,” and “References Available.” Then in the search box at the top of the page the student should enter their search terms (e.g., extinction) in the box and then press “Search”.

A basic search is a quick and easy way to get results. It uses free text searching which finds any mention of a student search term in the database records. However, this also means that a student’s subject may not be the main focus of the articles, so be prepared to retrieve some articles of only marginal interest.

Students must be clear about the subject of their search which will often involve more than one topic. Identify the single words or short phrases which describe the key elements and then think of any synonyms, related words, acronyms or common abbreviations which are associated with them. Creativity is especially important here. Searching for all these possibilities will increase the number of hits. Consider the following:

- E.g., treatments for teenagers with eating disorders.
- bulimia, anorexia, diet, nutrition, body image
- teenagers
- adolescents, young people
- treatments
- therapies, interventions
- flattery
- ingratiation, kissing up

When beginning a search, students should also consider the following:
- Spelling – Databases are international in scope so students will need to include both the UK and US spelling forms; e.g., ageing and aging, behaviour and behavior;
- Truncation – Truncation replaces the end of a search term with a symbol, usually an asterisk (*), or a dollar sign ($). This allows students to retrieve not just the root word but all of its possible endings; e.g., therap$ will return therapy, therapies, therapeutic etc.;
- Wildcard – a wildcard symbol, usually a question mark(?), replaces non or more letters in the middle of a search term so that variations in the spelling can be retrieved; e.g., behavi?r will find behaviour or behavior;
- These symbols vary between databases so select the online help for a specific database.
- Search terms can be used in combination to broaden or narrow the scope of a student’s search; This is commonly achieved using the Boolean operators AND, OR and NOT which work as follows:
  - And narrows a search by finding documents which contain all the terms; e.g., eating disorders AND teenagers will find documents which contain both terms;
  - Or broadens a search by finding documents which contain at least one of the terms; e.g., teenagers or adolescents will find results that contain either term;
  - Not excludes terms so that each search result does not contain any of the terms that follow it; e.g., treatment NOT therapy will find results containing the term treatment but not the term therapy. Note well—NOT needs to be used carefully as it can exclude useful documents where treatment and therapy both occur.

**Listing of Acceptable Journals.** Many of these journals (but not all) are available through SE library electronic databases. There are other journals that may be acceptable but here are some sources:

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<tbody>
<tr>
<td>Business and Society</td>
<td>Personnel Psychology</td>
<td>Human Relations</td>
</tr>
<tr>
<td>Business Ethics Quarterly</td>
<td>Training and Development</td>
<td>Ethics and Behavior</td>
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<tr>
<td>Ethics and the Environment</td>
<td>Occupational Psychology</td>
<td>Issues in Business Ethics</td>
</tr>
<tr>
<td>Journal of Applied Psychology</td>
<td>Journal of Human Resources</td>
<td>Organizational Dynamics</td>
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Other resources and location. A number of supporting materials for this course are listed in Course Content in BB. Here students will find for each chapter a brief overview, PowerPoints, an abbreviated eLecture, flashcards, and a video. Additionally, students are encouraged to visit the Instructor’s web page, particularly, Class Resources, for publications and articles that may have applicability to this course. This is available at http://homepages.se.edu/cvonbergen/. Students should then click on Class Resources and then select Human Resource Management. Students may also find it helpful to visit the Instructor’s vita at http://homepages.se.edu/cvonbergen/vitaresume/.

V. Class Management

Tentative Weekly Assignments. Please note that the dates in the “Week Of” column below are the Sundays (the beginning day) of each week. This is probably the key part of the syllabus. Post this on your refrigerator or some other place where you will be able to refer to it frequently.

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Assignment/s</th>
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<tbody>
<tr>
<td>08/18</td>
<td>Classes Begin: 08/19; Course Overview</td>
<td>Review course syllabus; Enroll in BB.</td>
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<tr>
<td></td>
<td>Chapter 1. The Challenge of Human Resources Management</td>
<td>Read and take quiz over Chapter 1 in BB (before Saturday [8/24], 11:30 p.m., of this week)</td>
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<td></td>
<td>• Last Day to Enroll In or Add Classes (16-Week/Full Semester Class): 8/23</td>
<td>Please see “SE Business Office Announcement—Fall 2013” elsewhere in this syllabus for refund information.</td>
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<td></td>
<td>• Last Day to Drop a Class with No Grade Record (16-Week/Full Semester Class): 8/23</td>
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<tr>
<td></td>
<td>• Last Day to Drop a Class with No Charges (16-Week/Full Semester Class): 8/23</td>
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<td></td>
<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>08/25</td>
<td>Chapter 2. Strategy and Human Resources Planning; Appendix: Calculating Turnover and Absenteeism</td>
<td>Read and take quiz over Chapter 2 and Appendix (before Saturday [8/31], 11:30 p.m., of this week)</td>
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<td>Submit Syllabus Understanding to Instructor</td>
<td>Please submit Syllabus Understanding on or before 8/31 using Assignments Link in BB</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>Date</td>
<td>Chapter Title</td>
<td>Assignment</td>
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<tr>
<td>09/01</td>
<td>Chapter 3. Equal Employment Opportunity and Human Resource Management</td>
<td>Read and take quiz over Chapter 3 (before Saturday [9/07], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>09/08</td>
<td>Chapter 4. Job Analysis and Job Design</td>
<td>Read and take quiz over Chapter 4 (before Saturday [9/14], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<td>09/15</td>
<td>Chapter 5. Expanding the Talent Pool: Recruitment and Careers</td>
<td>Read and take quiz over Chapter 5 (before Saturday [9/21], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<td>09/22</td>
<td>Chapter 6. Employee Selection</td>
<td>Read and take quiz over Chapter 6 (before Saturday [9/28], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>09/29</td>
<td>Chapter 7. Training and Development</td>
<td>Read and take quiz over Chapter 7 (before Saturday [10/05], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>10/06</td>
<td>Chapter 8. Performance Management and the Employee Appraisal Process</td>
<td>Read and take quiz over Chapter 8 (before Saturday [10/12], 11:30p.m., of this week)</td>
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<td>Mid-term Exam: 10/10</td>
<td>Take Mid-Term Exam 1 on Thursday, 10/10, in class. The Exam covers Chapters 1 - 8 of text, videos, readings, PowerPoint Slides, and assignments since beginning of the semester and has True-False, Multiple Choice, and Essay Questions. Please bring Scantron and pencil to the Mid-term Exam.</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>10/13</td>
<td>Chapter 9. Managing Compensation</td>
<td>Read and take quiz over Chapter 9 (before Saturday [10/19], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<td>10/20</td>
<td>Chapter 10. Pay-for-Performance: Incentive Rewards</td>
<td>Read and take quiz over Chapter 10 (before Saturday [10/26], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<tr>
<td>10/27</td>
<td>Chapter 11. Employee Benefits</td>
<td>Read and take quiz over Chapter 11 (before Saturday [11/02], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
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<td>11/03</td>
<td>Chapter 12. Promoting Safety and Health</td>
<td>Read and take quiz over Chapter 12 (before Saturday [11/09], 11:30p.m., of this week)</td>
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<td>Email Instructor updated chart of quiz performance</td>
</tr>
<tr>
<td>11/10</td>
<td>Chapter 13. Employee Rights and Discipline</td>
<td>Read and take quiz over Chapter 13 (before Saturday [11/16], 11:30p.m., of this week)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Instructor updated chart of quiz performance</td>
</tr>
<tr>
<td>11/15</td>
<td>Final Day to Drop a Class</td>
<td>Please check with Registrar</td>
</tr>
<tr>
<td>11/17</td>
<td>Chapter 14. The Dynamics of Labor</td>
<td>Read and take quiz over Chapter 14 (before Saturday</td>
</tr>
</tbody>
</table>

**Hard copy of term paper due at class and electronic copy to submitted to Safe Assignment in BB before 11/07 class**

Two things here for term paper:
1) submit **hard copy** of term paper with list of references to Instructor at class; late penalties apply if submitted after class (100 points deducted for each 15 minutes or fraction thereof late); do not place papers under Instructor’s office door on in his mailbox;
2) submit **electronic copy** of term paper with reference list to SafeAssign in BB AND submit **electronic copy** of entire reference for each reference used in term paper in BB before class on 11/07 (100 points deducted for each 15 minutes or fraction thereof late)
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/24</td>
<td>Chapter 15. International Human Resources Management</td>
<td>Read and take quiz over Chapter 15 (before Saturday [11/30], 11:30p.m., of this week) Email Instructor updated chart of quiz performance</td>
</tr>
<tr>
<td>12/01</td>
<td>Chapter 16. Creating High-Performance Work Systems</td>
<td>Read and take quiz over Chapter 16 (before Saturday [12/07], 11:30p.m., of this week) Email Instructor updated chart of quiz performance</td>
</tr>
<tr>
<td></td>
<td>Make-up Exam For Those Students Who Missed Mid-Term (students are responsible for scheduling make-up exam with instructor this week)</td>
<td>Make-up exam may be of a format different from the original exam and are only for those individuals who missed earlier mid-term. Generally, there are no make-ups for quizzes.</td>
</tr>
<tr>
<td>12/08</td>
<td>Finals Week; Final Exam</td>
<td>The Final Exam will be taken in class on 12/12 between 8:00a.m.—10:00a.m. The Final covers Chapters 9-16 of text, videos, readings, PowerPoint Slides, and assignments since Exam 2. True-False, Multiple Choice, and Essay Questions. Please bring Scantron and pencil.</td>
</tr>
</tbody>
</table>

### Grading, Grading Distribution, and Important Dates to Remember

- **Anticipated Grading Structure:**

<table>
<thead>
<tr>
<th>Required Tasks</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Syllabus Understanding</strong> (please submit on or before 8/31 thru Assignments in Bb [Late penalties apply])</td>
<td>0 points</td>
</tr>
<tr>
<td><strong>Weekly Chapter Quizzes</strong> (16 @ 50 points each; complete in BB before 11:30p.m. each Saturday night for appropriate chapter)</td>
<td>800 points</td>
</tr>
<tr>
<td><strong>Weekly Excel/Word Chart of Quiz Performance</strong> (16 @ 20 points each; email file to Instructor each week before midnight each Saturday)</td>
<td>320 points</td>
</tr>
<tr>
<td><strong>Mid-Term Exam</strong> (Chapters 1-8, +; take in class on 10/10 @ 9:30a.m.)</td>
<td>600 points</td>
</tr>
<tr>
<td><strong>Final Exam</strong> (Chapters 9-16, +; take in class on 12/12 @ 8:00a.m.)</td>
<td>750 points</td>
</tr>
<tr>
<td><strong>SafeAssignment Term Paper</strong> (1-submit hard copy of paper and reference list at class on 11/07; 2-submit electronic copy of term paper before class on 11/07 thru Assignments in BB)</td>
<td>850 points</td>
</tr>
<tr>
<td><strong>Term Paper References</strong> (Your term paper should have a minimum of ten journal articles as references. Each of these journal articles [the entire article] should be saved to your desktop and an electronic copy of each article should be uploaded into BB in case the Instructor wants to read the article. To do this go to BB and go to our course and then click on Assignments &gt; Term Paper References and then locate and upload the articles that you saved to your desktop [or other location]. When you are finished, click Submit. Please submit by 11/07 thru Assignments in BB to avoid any penalties for lateness.)</td>
<td>0 points</td>
</tr>
<tr>
<td><strong>Total Course Points (TCP)</strong></td>
<td>3320 Points</td>
</tr>
</tbody>
</table>
Anticipated Grade Distribution:

<table>
<thead>
<tr>
<th>Percentage of the TCP</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Important Dates to Remember. There are a number of important dates for this semester. Review these by clicking on the following link and then scrolling down: [http://www.se.edu/registrar/calendar/#fall-2013](http://www.se.edu/registrar/calendar/#fall-2013).

Key University/School Policies/Procedures

- **Privacy.** Available through the Southeastern Online Learning website or [http://www.se.edu/academics/general-information/students-rights/](http://www.se.edu/academics/general-information/students-rights/).


- **SE Business Office Announcement—Fall 2013**
  
  NOTICE: Southeastern Oklahoma State University does NOT automatically cancel a student's enrollment for nonpayment of tuition/fees or for non-attendance of classes.

  - **RESPONSIBILITY FOR TUITION/FEES**
    
    Once you have selected classes and have enrolled/pre-enrolled, you are considered to be “officially enrolled” and are responsible for all tuition/fees incurred. If you choose to not attend the University, you must OFFICIALLY WITHDRAW from classes with the Registrar’s Office. Complete withdrawal from the institution is the sole responsibility of each student and must be completed in person or in writing. If you fail to officially withdraw or drop by the refund deadline, you will receive F’s for that semester and will still owe all tuition and fees—this can impact your credit rating! Written withdrawal or drop requests may be made in person (A100), by mail (1405 N 4th, PMB 4139, Durant, 74701-0609), or by fax (580-745-7472) with the Registrar’s Office. Please contact the Registrar’s Office at 580-745-2165 for more information.

  - **Refund Periods for Fall 2013 Refund Amount**
    
    - Prior to the Beginning of Semester* ........................................ 100% Refund
    - Prior to the Start Date of the Course* ..................................... 100% Refund
    - August 19-23, 2013* .......................................................... 100% Refund
    - After August 23, 2013* ....................................................... NO REFUND
    - “Block/Short Term/Interim (between semester) classes will have a shorter refund and drop period.

  - **FINANCIAL ASSISTANCE DISTRIBUTION**
    
    Be sure to read the E-mail from Higher One Debit MasterCard with details about the SE Debit Card, or visit 3 to choose your refund method. The SE Debit Card will be mailed to your address on file in the Registrar’s Office. Addresses and information may be verified on CampusConnect [http://www.se.edu/campusconnect](http://www.se.edu/campusconnect). You may check on CampusConnect under “Student Info” and “View/Pay Account” [http://www.se.edu/campusconnect](http://www.se.edu/campusconnect) to see if your financial assistance has been processed.

  - **Financial Assistance Disbursements Date**
    
    Initial Disbursement (SE Debit Card from Higher One) .......... September 6, 2013
    After Initial Disbursement Date ........................................ Each Wednesday

- **TUITION REFUNDS**
Any refunds due to students as a result of class changes or drop completed on or before August 23, 2013 will be able to pick up their check at the Business Office (Hallie McKinney) on August 28, 2013 after 2 p.m.

**PAYMENT OF TUITION AND FEES**

Tuition and Fees are due in full on or before **September 26, 2013**. You may go to CampusConnect [http://www.se.edu/campusconnect](http://www.se.edu/campusconnect) to view Financial Aid, view/pay Account Balance or to Pay in Full. Payments by mail may be sent to: SE Business Office, 1405 N. 4th, PMB 4216, Durant, OK 74701-0609. Partial payments with a Debit/Credit Card may be made by calling 580-745-2350. Collection costs (late fees) of $25.00 + 1.5% will be applied on unpaid balances on **September 30, 2013**. If you have any questions concerning payment of tuition and fees, please contact the SE Business Office (located in Hallie McKinney) at 580-745-2350.

**HOUSING AND MEALS**

Please be aware that withdrawing from classes does not automatically cancel your Residence Hall & Food Service (RH&FS) Agreement. If you have submitted a RH&FS Agreement, you must cancel it in writing, using the RH&FS Agreement Cancellation form, which can be found on the Residence Life webpage at [http://www.se.edu/residence-life](http://www.se.edu/residence-life). Please refer to the RH&FS Agreement Terms & Conditions for applicable charges. Please contact the Residence Life Office at 580-745-2948 if you have any questions.

Housing and Meal Charges are due August 8, 2013.

Move In date will be August 17 for Freshman Students and August 18 for Returning Students.

- **Special Accommodations**: Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 328 or call (580) 745-2392 (TDD 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator.

- **Counseling Center**: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at 580-745-2988 to schedule an appointment during normal working hours Monday – Friday, 8:00 a.m. to 5:00 p.m. For afterhours mental health emergencies, please call SE Campus Police at 580-745-2911 or the Mental Health Crisis Hotline at 1-800-522-1090.

- **Undergraduate and Graduate Catalogs**: Please see [http://www.se.edu/academics/catalogs](http://www.se.edu/academics/catalogs).

- **Honesty and Plagiarism**: This course seeks to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student should derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals and will be treated according to the policy stated in the Student Handbook.

  The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to SafeAssign. Assignments submitted to SafeAssign will be included as source documents in SafeAssign’s restricted access database solely for the purpose of detecting plagiarism in such documents.

  Individuals in this course are expected to conduct themselves in a manner which is both conducive to learning and is ethical. Obviously, cheating is neither conducive to learning nor ethical and will not be tolerated.

  Academic honesty is expected at all times. All work submitted in each course must be the Learner's own. This includes all assignments, exams, term papers, and other projects required by the Instructor. The submission of another person's work represented as that of the Learner's without properly citing the source of the work will be considered plagiarism and will result in an unsatisfactory grade for the work submitted or for the entire course, and may result in academic
dismissal. To avoid plagiarism, do not “copy and paste” into any assignments without using quotations marks and citing in APA format the source of the material. Please review the following:

**Statement of Principles.** Academic honesty and ethical behavior are essential to existence and growth of an academic community. These principles are central concepts in the educational experience of the student taking courses in the School of Business. A School’s intellectual reputation rests on the development and adherence to the highest standards of intellectual ethics and honesty. A commitment to these standards by a student attending any course in the School of Business is an expectation and requirement for a passing grade. Any breach of the expectations of academic honesty and academic ethics will be considered unacceptable and will merit censure.

The breaches of academic honesty and ethical behavior includes cheating, plagiarism, and the unauthorized possession of exams, papers, computer applications or other class materials that have not been formally released by the Instructor. Academic dishonesty can be simply stated as misrepresenting another's ideas and efforts as one's own. These efforts may take the form of examinations, written assignments, computer applications, research or any other work product required of the student.

- **Definitions of Violations.**
  
  A. **Cheating**—Cheating may be defined as using unauthorized materials or giving or receiving unauthorized assistance during an examination or other academic exercise. Examples may include:
  - copying the work of another student during an examination OR other academic exercise (including computer exercises), or permitting another student to copy one's work;
  - taking an examination for another student, or allowing another student to take one’s examination;
  - possessing unauthorized notes, study sheets or other materials during an examination or other academic exercise;
  - falsifying or tampering with examination results; and
  - completing, copying, or using the results of any other student’s computer assignments.
  
  B. **Plagiarism**—Plagiarism may be defined as the use of another’s ideas or words without acknowledgement. Examples of plagiarism may include:
  - failing to use quotation marks when quoting from a source;
  - failing to document distinctive ideas from a source; and
  - fabrication or inventing sources.

  Since plagiarism has been a significant problem more information may be helpful. Plagiarism is the failure—intentional or unintentional—to give someone else credit for his/her words, ideas, or creative work. It can range from improperly documenting a source in a paper to downloading an entire paper from the Web and turning it in as your own work. Find out more from the SE Library:
  - [http://library.nsuok.edu/tutorials/BSOL/bsol_citationplagiarism.html](http://library.nsuok.edu/tutorials/BSOL/bsol_citationplagiarism.html) (turn on computer speakers for this tutorial)

  C. **Unauthorized Possession of Disposition of Academic Materials**—Unauthorized possession or disposition of academic materials may include:
  - selling or purchasing examinations or other academic work;
  - taking another student’s academic work without permission;
  - possessing examinations or other assignments not formally released by an Instructor; and
  - submitting the same paper for two different classes without specific authorization.

  D. **Sanctions**—Breaches of academic honesty or academic ethics will result in disciplinary measures that may include:
  - a failing grade for a particular assignment or examination;
  - a failing grade for a particular course;
  - suspension from the School of Business program at any level; and
-application from the School of Business to the Vice President for Student Affairs of the University for the offending student’s suspension for various lengths of time or permanent expulsion from the university.

- Frequently Asked Questions (FAQs)
  1. Do you give make-up exams? Yes, as a general rule. Make-up exams may be of a different format than the regularly scheduled exam (e.g., a make-up essay exam may be given as opposed to a multiple-choice regularly scheduled exam) and will be scheduled and taken during the last week of regularly scheduled classes. Make-up exams are only for those who were unable to take an exam earlier; it is not an opportunity to try to improve a score on an earlier exam. Generally, there are no make-ups for quizzes.

  2. When exactly are assignments late? Assignments are due on the day and time indicated in the syllabus. Assignments submitted at a later time or date will receive no credit unless otherwise indicated in the syllabus.

  3. Can I turn in handwritten assignments? Unless otherwise indicated, all assignments are expected to be typed and, in the case of term papers, a hard copy as well as an electronic copy of student’s work will be required. Generally, handwritten assignments, without the prior consent of the instructor, will result in a grade of zero for that assignment.

  4. Do you give extra credit work? No. However, extra credit assignments are typically given in class and a student with good attendance will have the opportunity to earn extra credit. In some cases, students NOT doing an activity for extra credit will receive negative points for not completing the project. This is done as a means of encouraging completion of an assignment consistent with “prospect theory” research demonstrating that individuals are more motivated to avoid a loss than to achieve a gain; that is, there is loss aversion which refers to people’s tendency to strongly prefer avoiding losses to acquiring gains (see, Kahneman, D., & Tversky, A. [1979]. Prospect Theory: An Analysis of Decision under Risk. *Econometrica, 47*, 263-291). As a quick example, the thought of losing $10.00 is more impactful (motivating) than the thought of gaining $10.00.

  5. Are there excused absences? Certainly. University-sponsored activities, medically related absences, and other family emergencies supported by appropriate written documentation are generally approved. Each situation will be personally reviewed by the instructor. However, excused absences will not entitle the student to obtain extra credit participation points nor extra credit for other projects or quizzes given on the day of absence.

  6. How about computer problems? As a general rule, not turning in assignments on time, not taking quizzes within the time allocated, or other computer-related issues, will not be accepted as excuses and the student will receive lesser points or no points.

Contact: C. W. Von Bergen
Revised Date: August 16, 2013