

**UNIVERSITY OF SOUTH CAROLINA**  
**HRTM 344.1**  
**Personnel Organization and Supervision**  
**Winter Session 12/28/2020 to 1/17/2021**  
**100% Web Asynchronous**

**INSTRUCTOR:**

William Knapp; MIHTM, CEC, FMP, CHE  
(803) 777-2480  
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**VIRTUAL OFFICE HOURS:**

Monday - Thursday 10:00 AM – 12:00 PM  
I am also available if you need to arrange an appointment

**COURSE DESCRIPTION:**

Introduction into recruitment, selection, utilization, and development of human resources; the role of supervisors in management; and personnel administration.

**PREREQUISITES:**

There are no prerequisites for this course

**COURSE MATERIALS:**

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2019). *Fundamentals of human resource management* (8<sup>th</sup> Edition). McGraw-Hill. ISBN 978-1260565768

All course materials comply with copyright/fair use policies.

**FORMAT:**

This is a fully online course. Online classes are not easier than face-to-face lecture classes. To succeed in an online class, you must be extremely motivated and well organized. You will need to purchase the required textbook listed above by the first day of the course. Other course materials are available via Blackboard (“Bb”). Regular Internet access is essential for successful completion of the course.

The typical class structure will consist of learning modules, which include:

- Short Video/PowerPoint Lectures
- Readings
- Online Discussions
- Exams
- Field Exercises
- Written Exercises

This is an entirely Web-based course. We have no face-to-face class meetings, and you will complete your work asynchronously - which simply means that you will be working on it at different times than your colleagues. You can log into the class to do your work at whatever time is convenient for you as long as you are meeting class deadlines.

It is important to understand that this is not a self-paced class or an independent study. You will have assigned deadlines, and work must be submitted on time and will not be accepted late. You may not save up your assignments to complete in the last weeks or days of the semester. One critical part of this class is regular interaction with other students and with me, your instructor. Each assignment sequence must be completed on schedule – you can't work ahead or get behind and be successful.

### **GOALS AND LEARNING OUTCOMES:**

The measurable learning outcomes used to determine the degree to which these goals are being met follow.

By the completion of this course, students should be able to:

- Describe trends in the labor market and how they affect human resource management in specific regards to employee benefits.
- Analyze employment laws and how they relate to the employee/employer relationship as well as the necessity of a diverse workforce.
- Assess the elements of job analysis as pertain to recruitment and selection process.
- Identify the methods organizations use for employee development and effective training program.
- Describe how organizations design pay structure based on employee performance evaluation and labor market data.
- Define unions and their role in organizations regarding collective bargaining agreements  
During this pandemic, as a class, we must do everything we can to keep one another safe.

All learning outcomes in this course are equivalent to the face-to-face (F2F) version of this course.

### **COURSE POLICIES:**

**Professional Courtesy:** It is the expectation that all individuals will treat every other individual with respect and dignity. This includes discussion boards and any other communication between students and the instructor.

**Written Work:** All students are expected to write in complete sentences utilizing proper grammatical, punctuation, and spelling rules. Written work should reflect a high level of college writing. Therefore, all work must be proofread carefully and free from errors; spelling and grammar tools must be utilized, but careful proofreading must also be performed; appropriate headings must be used to separate text; and texting language may not be used as it is not

appropriate in a professional setting. All written work should be in Times New Roman size 12 font and double spaced. If a paper needs references, they should be in APA format.

If you need writing assistance, the USC Writing Center is provided to assist you free of charge. You may learn more about the Writing Center by visiting [https://www.sc.edu/study/colleges\\_schools/artsandsciences/english\\_language\\_and\\_literature/beyond\\_classroom/writing\\_center/index.php](https://www.sc.edu/study/colleges_schools/artsandsciences/english_language_and_literature/beyond_classroom/writing_center/index.php)

**Late Assignments:** All assignments will be turned in via Blackboard. Assignments need to be submitted by 11:59 PM of their due date

**Blackboard:** All grades, general communication, course documents, readings, and most assignments will be managed through Blackboard. All students are responsible for this information and should check Blackboard and email daily.

**Cell Phone Use:** Respect will be provided in the classroom as it pertains to cell phone use. Calling or texting is not allowed during all lessons or labs. Furthermore, phones should be placed on silent during all lectures.

**USC Honor Code:** It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline.

**Academic Integrity:** Mature and professional behavior is expected at all times. There is zero tolerance for academic integrity violations.

- All work for this class must be your original work, prepared for this class.
- Cheating and plagiarism will not be tolerated.
- If you choose to cheat or plagiarize in this class, you will fail this class.
  - Plagiarism is using someone else's work as your own, regardless of length (even just a sentence). This includes work from any source including web sites, journals (online or print), magazines, etc. if you are ever in doubt, cite your source!

**Forms of cheating:**

- Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work;
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work;
- Access to the contents of any test or examination or the purchase, sale, or theft, of any test or examination prior to its administration;
- Unauthorized use of another person's work without proper acknowledgement of source;
- Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any work);

- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program; and
- Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

**Grading Concerns:** Questions about graded assignments must be brought to my attention within 3 days of grade and feedback being posted on Blackboard.

**Make-ups:** Make-ups tests will be given only if discussed prior to the actual test date.

**Extra Credit:** Extra credit may be given at the discretion of the instructor and should not be expected by students. Extra credit will be made available for all students. Individual extra credit to bring up a grade will not be considered.

### **TECHNOLOGY:**

The PowerPoint lecture presentations, links to articles, assignments, quizzes, and rubrics are located on the Blackboard site for the course. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided);
- Reliable Internet access and a USC email account;
- A current Internet browser that is compatible with Blackboard (Google Chrome is the recommended browser for Blackboard);
- Microsoft Word as your word processing program; and
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage.

Minimal technical skills are needed in this course. All work in this course must be completed and submitted online through Blackboard. Therefore, you must have consistent and reliable access to a computer and the Internet. The minimal technical skills you have include the ability to:

- Organize and save electronic files;
- Use USC email and attached files;
- Check email and Blackboard daily;
- Download and upload documents;
- Locate information with a browser; and
- Use Blackboard.

**CALENDAR:**

<b>Module/Due Date</b>	<b>Highlighted Topics</b>	<b>Textbook Readings</b>	<b>Approximate Learning Minutes</b>
Module One 12/28/2020	Syllabus Review Introduction to Human Resources Trends in Human Resources	Chapters 1 - 3	600
Module Two 12/29/2020	Job Design and Analysis Recruiting Employees Diversity Case Study	Chapters 4 - 5	550
Module Three 12/30/2020	Employee Selection Employee Placement Exam Review	Chapter 6	550
Module Four 12/31/2020	Resume Creation and Writing Exam One		600
Module Five 1/4/2021	Training Employees Developing Employees	Chapters 7 - 8	600
Module Six 1/5/2021	High Performance Organizations Performance Management Promotion Case Study	Chapters 9 - 10	600
Module Seven 1/7/2021	Employee Separation Evaluation Case Study Rehiring Case Study	Chapter 11	550
Module Eight 1/8/2021	Pay Structures Exam Review Myers Briggs Exam Two	Chapter 12	600
Module Nine 1/11/2021	Employee Contributions Employee Benefits Pregnancy Case Study	Chapters 13 – 14	600
Module Ten 1/13/2021	Collective Bargaining Global Human Resources Cultural Case Study	Chapters 15 - 16	600
Module Eleven 1/15/2021	Select Case Studies Final Exam Review Final Exam		450
			Total Minutes 6300

## GRADING BREAKDOWN:

Resume	125 Points
Myers Briggs Assignment	50 Points
Exam 1	100 Points
Exam 2	100 Points
Final Exam	100 Points
Case Studies (25 points each)	175 Points
Discussion Board (5 points each)	50 Points

**Total: 700 Points**

### 1. Exam 1

This exam will contain multiple choice and true/false questions on material covered in the book and especially in the lectures. A study guide will be provided.

### 2. Exam 2

This exam will contain multiple choice and true/false questions on material covered in the book and especially in the lectures and class periods since the previous exam. A study guide will be provided.

### 3. Final Exam

This exam will contain multiple choice and true/false questions on material covered in the book and especially in the lectures. A study guide will be provided.

### 4. Case Studies

Case studies are worth 25 points each. The case studies are posted in Blackboard for you to read. Grading will be based on demonstrating thorough knowledge on the subject matter and a complete explanation to your viewpoint in answering the questions. This will be uploaded through Blackboard. Answers should be typed in 12 pt font, Times New Roman, 1.5 spacing.

### 5. Myers Briggs Assignment

You will complete a Myers Briggs test online and write a one page reflection on those results.

### 6. Resume

You will submit a personal resume using the best practices as discussed in class. The resume is a reflection of your personal experiences. A rubric will be provided.

### 7. Discussions

Each module will contain a section for discussion topics or reflects to share with other students. You are expected to read your classmate's postings and respond with thoughts and reactions

**GRADE DISTRIBUTION (%):**

A= 90 or above

B+= 87, 88, 89

B= 80, 81, 82, 83, 84, 85, 86

C+ = 77, 78, 79

C= 70, 71, 72, 73, 74, 75, 76

D+ = 67, 68, 69

D = 60, 61, 62, 63, 64, 65, 66

F = Below 60

If you have problems logging into Blackboard, you should call Computer Services at (803) 777-1800. To contact this number from on campus dial 7-1800.

**DISABILITIES:**

Students with any condition requiring extra support should contact the appropriate office on campus for assistance. Reasonable accommodations will be made upon request to the instructor. However, it is the student's responsibility to first register with the Student Disability Services at the University of South Carolina. The Student Disability Services web address is:

<http://www.sa.sc.edu/sds>

**Evaluation**

At the end of the semester you will have the opportunity to formally evaluate the course and the instructor. This process is very important and we take your comments very seriously. The course evaluation will be online and open the last two and half weeks of the semester. You will receive daily e-mail reminders to complete a course's evaluation. Once you complete a course evaluation, e-mail reminders for the course will stop. There will be extra credit points equivalent to 1% of your overall grade for completing the course evaluation (7 points). All evaluations are anonymous. Results will be shared with the instructor after final grades are posted. We also encourage you to provide feedback during the semester on your classes.