



TECH 4101 – HUMAN RESOURCES FOR ADMINISTRATIVE AND TECHNOLOGY  
MANAGERS

Course Syllabus – Fall 2009

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Individuals with disabilities who need to request accommodations should contact  
the Disability Services Coordinator, Student Center 255, 678-466-5445,  
[disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu).

**Instructor Information:**

Name: Dr. Christie Burton

Office: T- 109B (Downstairs in Clayton Hall)

Office Hours: Mondays: 3:00 p.m. to 6:00 p.m.

Tuesdays: 12:30 p.m. to 3:30 p.m.

E-mail: **Please use the Georgia View (Formerly WebCT) Email Feature for ALL emails.** It is the virtual classroom for this course so please use it for communications related to the course. If you are unable to access GeorgiaView, use [christieburton@clayton.edu](mailto:christieburton@clayton.edu).

Responses: **IMPORTANT:** I will respond to all emails by the end of the following business day. For example, if you email me on Tuesday at noon, I will respond by the end of the day on Wednesday or if you email me anytime on Friday, I will respond no later than the end of the day the following Monday.

Phone: 678 466-4636 (*I can only be reached at this number during office hours, so Georgia View email is the best means of contacting me.*)

**Credit Hours:** 3.0 semester credit hours (3-0-3)

**Catalog Description:** This is a study of basic principles and practices of human resources management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA.

**Course Prerequisites and Co-requisites:** TECH 3101

**Class Meetings:** This is a hybrid online class. Students are required to meet on campus 9 times. Consult the calendar for meeting dates. **Students are also expected to meet with their learning groups outside of the posted class meeting dates either in person or virtually.** The alternate dates that our class does not meet provide an excellent meeting time, being that it is already established, and I strongly recommend that groups use that for their meetings. It is important to keep in mind that even though this type of course offers schedule flexibility, the total time and commitment and academic expectation is the same as it is for a traditional on-campus/seated class.

**Textbook Information:**

*Human Resource Management* by Gary Dessler, 2008, 11<sup>th</sup> Edition, Prentice Hall, ISBN 0-13-174617-0. **(required)**

*The Debater's Guide* by Jon Ericson, James Jerome, and Raymond F. Zeuschner, 1987, Carbondale Southern Illinois University Press. eBook ISBN: 0585107335 (**not required**)

\*\*You are not required to buy this book. I will present information from this book that will be useful for your debate project. If you want more information than I provide, you may access an electronic copy of it through the CSU library by going to GIL@CSU and typing in the title where requested. New and used copies are also available for purchase at various online bookstores.

**Computer Requirement:** Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook. Computers will be required to access course materials and to communicate with your instructor. **Additionally, students will be required to bring their laptops to class periodically.**

#### **Computer Skill Prerequisites:**

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to use a Web browser
- You must have access to the Internet, either through the local area network on campus, or through an Internet Service Provider (ISP) of your choice (the costs for the ISP are your responsibility). No excuses will be accepted for inability to access the Internet.
- You must activate your CSU Student E-mail account. For directions on activation, go to <http://thehub.clayton.edu/email.shtml>.
- Students are responsible for regularly checking their GeorgiaView & CSU student email.

#### **Program Learning Outcomes:**

- **communication skills**
- **ethical decision making**
- **professional business acumen**
- **critical thinking and research**

#### **Course Learning Outcomes:**

- Understand what human resource management is and how it relates to the management process, including strategic management within organizations.
- Understand and apply concepts of the employee selection process, including employment planning, recruiting and interviewing.
- Understand and apply concepts of employee training and development, performance management, incentives and benefits administration, employee safety and health, job analysis and career management.
- Understand HR's role concerning ethical issues in the workplace.
- Understand personnel issues and processes, including staffing, training, appraisals and complaints.
- Understand a leader's role concerning legal, ethical and quality issues.
- Integrate computer usage into human resource management functions (using Internet searches and GeorgiaView).
- Improve critical analysis skills and the ability to communicate understanding of complex issues in writing and orally.

- Develop capacity for self-directed learning through the use of collaborative learning techniques and individual study.

**Evaluation:**

Four Exams (60 pts. each for nos. 1, 2 & 3; 45 pts. for #4)	225
Group Debate Project	100
Chapter Quizzes (ch. 2-12, 14-17 each worth 5 pts.)	75
Class Participation	50
Group Legal Briefing	50
<b>TOTAL</b>	<b>500</b>

**Grades:**

<b>A</b>	450 to 500 points
<b>B</b>	400 to 449 points
<b>C</b>	350 to 399 points
<b>D</b>	300 to 349 points
<b>F</b>	299 points or below

**No extra credit will be given.**

**Mid-term Progress Report:** The mid-term grade in this course, which will be issued between 9/22/09-10/6/09, reflects approximately 130 points or 26% of the entire course grade. Mid-term grade includes 50 points from exam one, and 50 from the legal briefing, and 30 points from six quizzes. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online at <http://adminsivices.clayton.edu/registrar/>, by mid-term, which occurs on **October 9, 2009**.

**TECH 4101 Schedule & Assignment Calendar  
Fall Semester 2009**

Room T116 6:30-9:15 p.m. Monday

**\*\*Special meeting time on 8/17 only.**

**Note: Class schedule is subject to change. Students must come to class for orientation and additional meeting dates as required. Students are responsible for all material covered in class and announced via WebCT Vista or e-mail.**

Week #	Monday Date	Class Activities	Assignments for the Week	On-Campus
Week 1  <b>Special Meeting Time: 6:30-7:45</b>	August 17	<b>Course Orientation (NO SHOW = drop from course)</b>  <b>Bring laptop</b>	Read <a href="#">Human Resource Management</a> Chapters 1 & 2  Quiz on chapter 2 due 8/23/09 via GV by 11:59 p.m.	<b>Yes</b>
Week 2	August 24	<b>Discussion: ch. 1-2</b> <b>Class exercise</b>	Read <a href="#">Human Resource Management</a> Chapter 3  Quiz on chapter 3 due 8/30/09 via GV by 11:59 p.m.	<b>Yes</b>
Week 3	August 31		Read <a href="#">Human Resource Management</a> Chapter 4  Quiz on chapter 4 due 9/6/09 via GV by 11:59 p.m.	<b>No</b>
Week 4	September 7		Read <a href="#">Human Resource Management</a> Chapter 5  Quiz on chapter 5 due 9/13/09 via GV by 11:59 p.m.  Study and prepare for exam. Complete any learning guides that have not been finished.	<b>No</b>
Week 5	September 14	<b>Discussion: ch. 3-5</b>  <b>Legal Briefings</b>  <b>Exam 1 (ch. 1-5) open in GV 9/15/09-9/16/09</b>	Read <a href="#">Human Resource Management</a> Chapter 6 & 7  Quiz on chapters 6 & 7 due 9/20/09 via GV by 11:59 p.m.	<b>Yes</b>
Week 6	September 21		Read <a href="#">Human Resource Management</a> Chapter 8 <b>Watch podcast on Interview Questions</b> Quiz on chapter 8 due 9/27/09 via GV by 11:59 p.m.	<b>No</b>
Week 7	September 28	<b>Discussion: ch. 6-8</b> <b>*Class exercise</b>	Read <a href="#">Human Resource Management</a> Chapter 9  Quiz on chapter 9 due 10/4/09 via GV by 11:59 p.m.	<b>Yes</b>
Week 8	October 5		Read <a href="#">Human Resource Management</a> Chapters 10 & 17	<b>No</b>

			<p>Quiz on chapter 10 &amp; 17 due 10/11/09 via GV by 11:59 p.m.</p> <p>Study and prepare for exam. Complete any learning guides that have not been finished.</p>	
Week 9	October 12	<p><b>Discussion: ch. 9,10,17</b> *Class exercise</p>	<p>Read <a href="#">Human Resource Management Chapter 11</a></p> <p>Quiz on chapter 11 due 10/18/09 via GV by 11:59 p.m</p>	Yes
Week 10	October 19	<p><b>Exam 2 (ch. 6-10, 17)</b> <b>Open in GV 10/20/09-10/21/09</b></p>	<p>Read <a href="#">Human Resource Management Chapter 12</a></p> <p>Quiz on chapter 12 due 10/25/09 via GV by 11:59 p.m.</p>	No
Week 11	October 26	<p><b>Debate: Resolution 1</b> *Discussion: ch. 11-12</p> <p><b>Bring laptops to class</b></p>	<p>Read <a href="#">Human Resource Management Chapters 15</a> <a href="#">Listen to unions podcast</a></p> <p>Quiz on chapter 15 due 11/1/09 via GV by 11:59 p.m.</p>	Yes
Week 12	November 2	<p><b>Debate: Resolution 2</b> *Discussion: ch. 14-15</p> <p>Watch union case study</p>	<p>Read <a href="#">Human Resource Management Chapter 14</a></p> <p>Quiz on chapter 14 due 11/8/09 via GV by 11:59 p.m.</p>	Yes
Week 13	November 9		<p>Read <a href="#">Human Resource Management Chapter 16 &amp; 13</a></p> <p>Quiz on chapter 16 due 11/15/09 via GV by 11:59 p.m.</p>	No
Week 14	November 16	<p><b>Debate: Resolution 3</b> *Discussion: ch. 13, 16</p>	<p>Study and prepare for exam. Complete any learning guides that have not been finished.</p>	Yes
Week 15	November 23	<p><b>Exam 3 (ch. 11- 16) open in GV 11/23/09-11/24/09 (early)</b></p>	<p>Review debate resolutions. Study and prepare for final exam.</p>	No
Week 16	November 30		<p>Review debate resolutions. Study and prepare for final exam.</p>	No
Week 17	December 7	<p><b>Final Exam (debate resolutions)</b></p>		Yes

## **Course Policies:**

### **General Policy**

Students must abide by policies in the [Clayton State University Student Handbook](#) and the Basic Undergraduate Student Responsibilities.

### **University Attendance Policy**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

### **Course Attendance Policy**

Attendance is expected for all class periods.

### **Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at <http://adminserves.clayton.edu/judicial/>.

### **Disruption of the Learning Environment**

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

Audio and video recording of this course is not permitted except as an accommodation by Disability Services and with prior approval by the instructor. Students are not permitted to use cell phones or play computer games during class time.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at: <http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm>

### **Participation Credit and Preparation for Class**

Students must be present in class at the time of the activity and participate fully in the assigned exercise to receive class participation credit. It is expected that students will have completed the

reading assignments before class and come prepared to apply what they have read. Students are responsible for completing and submitting the activity or sign-in sheet for class exercises. Students that do not submit their activity sheet when collected will not receive participation credit.

### **Submission of Assignments**

All assignments must be submitted electronically no later than 11:59 pm on the due date via the assignment drop box in GeorgiaView, unless otherwise noted (see peer evaluations, legal briefing and debate project paper, which are submitted in hardcopy format). When submitting assignments, students should ensure their name, class title and semester are listed. Failure to do so may result in loss of credit for the assignment. **DO NOT SEND ASSIGNMENTS VIA E-MAIL.**

**Special Note about The Chapter Quizzes:** The chapter quizzes are accessed through the Dessler textbook companion website ([http://wps.prenhall.com/bp\\_dessler\\_hrm\\_11/](http://wps.prenhall.com/bp_dessler_hrm_11/)) rather than the GeorgiaView assessment function. Chapter quizzes are different from the GV assessments in that they can be taken as early as students desire on the external Internet site listed above. Quizzes must be completed with a **minimum grade of 75%** and submitted via the assignment drop box in GV by the due date in order to receive credit. Chapter quizzes may be submitted early however, they will not be accepted after the due date.

- a. You may take the quizzes as many times as you like, but the quiz you submit to me must have a score of at least 75%. Only the multiple choice section is required however, completing the essay questions will help you on exams.
- b. Completed quizzes should be saved as plain text and then sent as an attachment either as a text file or Microsoft Word document through the assignment drop box in WebCT. Points will be deducted for quizzes not submitted as attachments.
- c. See separate instructions for setting up your profile on the course GV site.

### **Communication**

All communication about assignments or other matters pertaining in to class will be sent to students using GerogiaView, either through the email function or as announcement on the course homepage. You should contact me through the GerogiaView email function regarding class matters. In the event that GeorgiaView is not working, I will use the CSU e-mail system. You are responsible for the contents in the emails sent by me to your CSU email account and GeorgiaView, as well as all information discussed in class. Make sure you check your email in GeorgiaView and CSU regularly for updates and announcements.

### **Makeup and Late Work**

#### ***Assignments***

Late work will not be accepted. The only exception to this (described below) is a provision for the Group Debate Project. For all oral presentation assignments, individual students must attend class with your group on presentation night in order to receive credit for the assignment regardless of whether you have a speaking part. Groups that do not present as scheduled earn a zero on the oral portion of the project.

For emergencies beyond the student's control (e.g., car accident on the way to class, sudden illness requiring an emergency room visit), which prevent participation in the oral presentation, individuals may be allowed to complete an alternative assignment in the form of a research paper with proper written documentation from a doctor or other competent authority. The paper must be submitted in hard copy format not more than 10 calendars after the original due date of the presentation date with a 25% reduction in grade.

### ***Exams***

During the period that an exam is open in GerogiaView, if a student is unable to complete an exam due to technical problems, power failures or other difficulties of this type, the student is required to contact the instructor within 2 calendar days in order to be eligible for the makeup exam. The make-up exam will be an alternate, essay-type pencil-and-paper test given on campus during the instructor's office hours on the following Monday. Students will have only one makeup opportunity per exam. Failure to contact the instructor in a timely manner in order to arrange an alternate test time or failure to attend the makeup appointment will result in loss of opportunity to take the exam and earning a grade of zero.

### **Other**

#### ***Classroom Performance System***

Students will be issued a Classroom Performance System (CPS) remote device to be used during classroom instruction. Each student is responsible for properly handling the device while in his/her possession, and for returning it to the instructor at the end of class. Failure to do so will result in the student being financially responsible for replacing the remote.

#### ***Group Work***

Given that this is a 4000-level course that uses active and collaborative learning strategies, students will engage in group work both inside and outside of class. Students are expected to meet with their group outside of class regularly. Thirty percent of your final course grade will come from group work (150 points from the legal briefing and group debate). Peer evaluations will be used in determining individual grades for group work. There is a 10-point penalty against individual grades for failure to submit the peer evaluation by the due date.

### **Important Dates:**

**Graduation Application Deadlines:**

Fall Semester - June 1

Spring Semester - September 15

Summer Semester - January 30

**Withdrawal Without Academic Accountability:**

Midterm Semester – **October 9<sup>th</sup>**