
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, spring 2020

Course: <i>Human Resource Management, ORMN 440, Section M1</i>

Instructor Information:	
Instructor Name	Dr. Roy Scheive
Office Number:	511
Phone Number:	Office: 219-473-4228 Cell: 219-671-1065 when you text me Please include your name in the text.
Email:	rscheive@ccsj.edu Best way to contact me.
Office Hours:	Monday through Thursday, Noon to 4, Appointment strongly recommended.

Instructor Background: My name is Dr. Roy Scheive and I am the Chair of the Business Management Department and the Director of the Organization Management Program. In addition, I am also the Director of the Master of Science in Business Management Program. I earned my undergraduate degree from Indiana University in Organization Management. I earned my first Master's Degree in Education from Purdue University, and a second Master's Degree in Leadership from Indiana Wesleyan University. I completed my Ph.D. in Leadership from Indiana Wesleyan University. My dissertation studied the *Impact of Academic Administrators Transformational Leadership Styles on Faculty's Perceptions and Participation in Shared Governance*.

I enjoy traveling and learning about new cultures. I have attended CCSJ's mission project in Guatemala twice and have helped raise money for the mission since 2006. I have taught Global Management courses in the MBA Program at Escela de Organizacion Industrial University in Madrid, Spain. In addition, I have taken courses at the University of Maastricht in the Netherlands. In 2017, I completed my certification in Cultural Intelligence (level 1 & 2) from the highly respected *Cultural Intelligence Center*. I have taught the courses listed below in both the traditional and accelerated programs at Calumet College of St. Joseph. Courses taught include:

- Applied Management
- Business Ethics
- Business Mathematics
- Global Management
- Human Resources for Managers
- Integrated Mathematics Concepts
- Organizational Leadership (on-line)
- Organizational Behavior
- Integrated Project

Course Information:	
Course Time:	March 9, 16, 23, 30, April 6, 13, 20 Class meets from 5:45 P.M. to 7:45 P.M.
Classroom:	Whiting, Room 306
Prerequisites:	Be admitted to the Organization Management Program.
Required Books and Materials:	Cascio, Wayne, <i>Human Resource Management: Productivity, Quality of Work life, Profits</i> . 10 th edition, (2016)
Learning Outcomes/ Competencies: Students in this course will:	
<ul style="list-style-type: none"> • To be able to list the major functions of human resource management and how they are interrelated • To be able to identify and discuss human resource trends • To be able to discuss, apply and evaluate legal aspects of human resource management • To be able to create and perform a job analysis • To be able to conduct a job interview • To be able to discuss training and career planning • To be able to evaluate the benefits and pitfalls of different compensation policies • To be able to create a performance appraisal, and describe the benefits of such • To be able to discuss and evaluate workplace safety and health issues and policies 	
This course meets the following learning objectives for the Organization Management Program:	

<ol style="list-style-type: none"> 1. Demonstrate knowledge of the historical and philosophical foundations of various management and leadership models and be able to apply such models in an organizational setting. 2. Be able to apply research skills and appropriate quantitative methods in order to evaluate and address real world problems in organizations. 3. Be able to critically and reflectively evaluate and engage in ethical issues in Organization Management, particularly questions of social responsibility and professional decision-making. 4. Be able to create a logical argument and communicate ideas at a professional level both orally and in written form.
<p>Course Description:</p> <p>An examination of the basic functions and processes of management, their relationship to the various functions performed in managing human resources, and the need to perform them in accordance with organizational objectives. Economic, social, and legal constraints on the performance of these functions will be explored.</p>
<p>Learning Strategies: Lectures, Quizzes, Papers, Group Learning Activities (in-class), role play, case studies, On-line discussion boards and Videos.</p> <ul style="list-style-type: none"> •
<p>Experiential Learning Opportunities: None</p>

<p>Class Schedule.</p> <p><i>All Assignments Due by Midnight and must be Submitted to Blackboard (Except for Presentations)</i></p> <p><i>Please see Weekly On-line Discussion Criteria on Next Page.</i></p>		
<p>Week One March 9</p>	<p>Complete On-line Quiz 1 Due March 8 by Midnight.</p> <p>On-line Discussion: Original Discussion due March 5 Response to two fellow students' post due March 8</p> <p>Assign Individual or Group Topic Presentation Due dates and topics will be assigned night one. Review list of topics under assignment Button</p>	<p>Read Chapters 1 & 2</p>

Week Two March 16	Complete On-line Quiz 2 Due March 15 On-line Discussion: Original Discussion due March 12 Response to two fellow students' post due March 15	Read Chapters 3 & 4
Week Three March 23	Complete On-line Quiz 3 Due March 22 Presentations Due -see assigned date On-line Discussion: Original Discussion due March 19 Response to two fellow students' post due March 22 Job Analysis Due March 22 nd by Midnight.	Read Chapters 5, 6, 7
Week Four March 30	Complete On-line Quiz 4 Due March 29 Presentations Due -see assigned date On-line Discussion: Original Discussion due March 26 Response to two fellow students' post due March 29 Job Interview Questions Due March 29 by Midnight	Read Chapters 8, 9
Week Five April 6	Complete On-line Quiz 5 Due April 5 Presentations Due -see assigned date On-line Discussion: Original Discussion due April 2 Response to two fellow students' post due April 5	Read Chapters 10, 11, 12
Week Six April 13	Complete On-line Quiz 6 Due April 12 Presentations Due -see assigned date On-line Discussion: Original Discussion due April 9 Response to two fellow students' post due April 12	Read Chapters 14, 15
Week Seven April 20	Complete On-line Quiz 7 Due April 19 Presentations Due -see assigned date On-line Discussion: Original Discussion due April 16 Response to two fellow students' post due April 19	Read Chapters 16

I reserve the right to change this schedule to meet the needs of the class.

Assessment	Points Per Week	Total Points
Participation	2	14
Weekly Quizzes	10	70
Weekly On-line Discussion	10	70
Interview Questions and in class Activity	20	20
Class Presentation	40	40
Job Analysis	20	20
Total Points		234

Take Total Points Earned and Divide by 234 Points to determine Percentage Grade.

Grading Scale:

100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below: F		

WEEKLY ON-LINE DISCUSSIONS (via Blackboard)

Students are expected to participate in weekly on-line discussions via Blackboard. The faculty member will post a question or list of questions that students must respond to. Each week's question(s) will be posted on Blackboard on Monday, the week before the start of the next class session. Students will need to provide their response by **Thursday before Midnight**. Then students must provide a response that demonstrates thoughtful consideration to at least two fellow students' original post by **Sunday before Midnight**. Students' original post must be at least 100 words in length. Response to other students' post must be a minimum of 40 words in length.

Points will be deducted for late post to blackboard. Points may not be given if post are more than one day late.

Monday by Noon: Faculty member will post on-line discussion question(s) to blackboard.

Thursday by Midnight: Student's original post are due (100 word minimum).

Sunday by Midnight: Student's response post to fellow students due (40 word minimum).

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. Students will earn a grade of "FW" if they miss more than one class session or a total of 2 hours of class time.</p> <p>Students must contact the instructor if they will miss a class session ASAP.</p>
Turning in Your Work	<p>You cannot succeed in this class if you do not turn in all your work when due. Student may only submit one assignment late. The late assignment's final grade will be lowered by 10 % for lateness. All assignments must be submitted through Blackboard unless otherwise noted.</p>
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions • Final course grade may be lowed if student is late to more than one class session
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Participating in Class	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked</p>

	absent. If student miss more than one class session, or miss more than 4 hours of class time they will earn a grade of “FW” for the course.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You’ll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p> <p>Please see the Degree Completion Program’s Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor’s office.</p>

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.

Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .