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Calumet College

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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.*

### **COURSE SYLLABUS, Summer 2019**

**Course: Human Resource Management, ORMN 440**

#### **Instructor Information:**

<b>Instructor Name</b>	Dr. Roy Scheive
<b>Office Number:</b>	511
<b>Phone Number:</b>	Office: 219-473-4228      Cell: 219-671-1065
<b>Email:</b>	<a href="mailto:rscheive@ccsj.edu">rscheive@ccsj.edu</a>
<b>Office Hours:</b>	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 Escuela de Organizacion Industrial University in Madrid, Spain and have taken courses at the University of Maastricht in the Netherlands. Last year (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 Mathematics and Business Ethics
- Global Management
- Human Resources for Managers
- Integrated Project and Organizational Behavior

<b>Course Information:</b>	
<b>Course Time:</b>	April 23, 30 May 9, 14, 21 from 6 to 10 P.M. <i>Please Note, week three's class session will meet Thursday evening on May 9<sup>th</sup>.</i>
<b>Classroom:</b>	Geminus Center, lower level, Geminus Center.
<b>Prerequisites:</b>	Be admitted to the Organization Management Program.
<b>Required Books and Materials:</b>	Cascio, Wayne, <i>Human Resource Management: Productivity, Quality of Work life, Profits</i> . 10 <sup>th</sup> edition, (2016)
<p><b>Learning Outcomes/ Competencies:</b> Students in this course will:</p> <ul style="list-style-type: none"> <li>• To be able to list the five major functions of human resource management and how they are interrelated</li> <li>• To be able to identify and discuss human resource trends</li> <li>• To be able to discuss, apply and evaluate legal aspects of human resource management</li> <li>• To be able to create and perform a job analysis</li> <li>• To be able to conduct a job interview</li> <li>• To be able to discuss training and career planning</li> <li>• To be able to evaluate the benefits and pitfalls of different compensation policies</li> <li>• To be able to create a performance appraisal, and describe the benefits of such</li> <li>• To be able to discuss and evaluate workplace safety and health issues and policies</li> </ul> <p><b>This course meets the following learning objectives for the Organization Management Program:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Be able to apply research skills and appropriate quantitative methods in order to evaluate and address real world problems in organizations.</li> <li>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.</li> <li>4. Be able to create a logical argument and communicate ideas at a professional level both orally and in written form.</li> </ol>	

<p><b>Course Description:</b></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><b>Learning Strategies:</b> Lectures, Quizzes, Papers, Group Learning Activities (in-class), role play, case study.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Experiential Learning Opportunities:</b></p> <p>None</p>

<b>Assessments:</b>			
<b>Major Assignments:</b>	Week One	Read Chapters	One, Two, Three Quiz One over Chapters 1, 2, & 3
			Assign Summary Paper
	Week Two	Read Chapters	Four, Five and Six Quiz Two over 4, 5, 6,
			Assign Job Analysis Class Presentation
	Week Three	Read Chapters	Seven, Eight Quiz three, Chapter 7, 8, Job Analysis due Class Presentation
	Week Four	Read Chapter	Nine, Ten, Fourteen Quiz four, over 9, 10, 14 Presentation of Summary Paper
	Due		Interview Simulation Due
	Week Five	Read Chapter	11, 12, and 15 Quiz Five, 11, 12, and 15. Summary Paper Due Presentation of Summary Paper Due

	<b>Quizzes will be taken at the end of class. Students may use their own <b>personal notes</b> while taking the quizzes.</b>	
<b>Assessments:</b>	5 Quizzes, 50 points each Job Analysis Participation (10 points per class session) Applied Summary Paper Class Presentation Night 2 Class Presentation Night 3 Interview Simulation Activity Summary Paper Presentation	250 points 50 points 50 points 150 points 25 points 25 points 100 points <u>100 points</u> 750 points
<b>Class Participation:</b>	See above. If students miss or are late to class participation points will either not be given or lowered.	
<b>Total</b>	Points earned divided by 750 points.	
<b>Grading Scale:</b>		
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	

### Course Schedule:

See major assignments section

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

<b>Responsibilities</b>	
<b>Attending Class</b>	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 <b>more</b> responsibilities to keep up and meet the objectives of this course. <b>Students will be earn a grade of "FW" if they miss more than one class session or a total of 4 hours of class time.</b>  <b>Students must contact the instructor if they will miss a class session ASAP.</b>
<b>Turning In Your Work</b>	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. <b>All</b>

	assignments must be submitted through Blackboard.
<b>CCSJ Student Honor Code</b>	<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"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent
<b>Participating in Class</b>	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 absent. <b>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.</b>
<b>Doing Your Own Work</b>	<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 <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> 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!
<b>Withdrawing from Class</b>	<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>

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<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	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 <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>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.</b>
<b>Student Success Center:</b>	<p>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.</p> <p>The Student Success Center has on-line tutoring available for OMRN students. Please contact Carlye Frank at <a href="mailto:cfrank@ccsj.edu">cfrank@ccsj.edu</a> or at 219-473-4286 to make arrangements.</p>
<b>Disability Services:</b>	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.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , 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, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts:</b>	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: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

