Syllabus for Human Resource Management

Credits: 3

HRM 2000

Instructor Contact Information:

You can always send your instructor a private message through the Brightspace Messaging system, accessible via the envelope (Messages) icon in the top navigation bar. Once logged into your course, click your instructor's profile page to see all the ways you can communicate with them, including their email address.

Course Description

This course introduces students to the core functions and responsibilities of human resource management within contemporary organizations. Topics include strategic HR planning, recruitment and onboarding, employee training and development, performance management, compensation, and employee relations. Emphasis is placed on understanding how HR practices contribute to a positive work environment, ethical decision-making, and organizational effectiveness. Designed for early-stage business students, the course focuses on foundational concepts, workplace applications, and essential skills relevant to entry-level roles in HR or general management.

Learning Objectives

Program Learning Outcomes (PLOs)

PLO 1: Students will be able to explain a framework in applying appropriate business models in decision- making situations

PLO 2: Students will be able to identify and analyze business problems and opportunities and formulate recommendations for courses of action (BS)

PLO 3: Students will be able to identify opportunities for new business ventures, and evaluate their potential for success (BS)

PLO 4: Students will be able to demonstrate Covers the knowledge and skills needed to perform effectively within a team environment.

PLO 5: Student will be able to apply ethical reasoning and legal concerns to business situations, organizational management and human resources.

PLO 6: Students will be able to communicate using well-organized arguments and credible supporting evidence.

Course Learning Outcomes (CLOs)

By the end of this course students will be able to:

1. Explain human resource strategies that may be employed to successfully create and maintain a positive work environment.

2. Describe effective recruitment, selection, and onboarding practices and their impact on building diverse and capable teams.
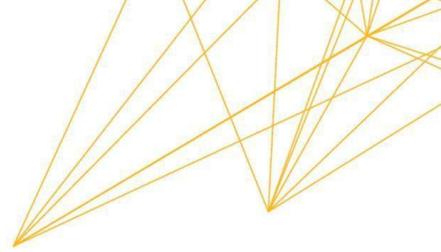
3. Explain the processes of training, development, performance management, and succession planning and their contributions to employee growth and organizational sustainability.

4. Describe coaching, counseling, and termination processes and how ethical and legal considerations guide employee relations.

5. Discuss compensation strategies and employee engagement models as essential tools for retention and performance enhancement.

Co/Prerequisites

BUS 1101 – Principles of Management COM
2001 – Professional Communication

Course Materials

UoPeople courses use open educational resources (OER), and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. The main required textbooks for this course are listed below and can be readily accessed using the provided link. Additional learning resources will also be provided in the course Learning Guide for each week to supplement your understanding of the material.

Main Textbooks:

• Black, J. S., & Bright, D. S. (2019). *Organizational behavior*. OpenStax. https://openstax.org/details/books/organizational-behavior Licensed under CC BY 4.0

• Patterson, D. (Ed.). (2023). *Human resources management* (3rd ed.). Fanshawe College Pressbooks. https://ecampusontario.pressbooks.pub/humanresourcesmgmt/ Licensed under CC- NC-SA 4.0

• Polkinghorne, D. (2024). *Introduction to human resource management*. University of Wisconsin– Green Bay. https://wisconsin.pressbooks.pub/introhrm/ Licensed under CC-NC-SA 4.0

Technology Requirements

To fully engage in this course and make the most of your learning,

• **PC Required**: A PC is recommended to ensure full compatibility with course tools and activities.
• **Internet Connection**: A stable internet connection is advised for seamless access to course materials and activities.
• **Browser**: For optimal performance and compatibility with course tools, please use an up-to-date browser.

Students are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course. Students must also have the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, students need to be able to open and save documents in these formats as well.

Campus Tech Support Email for English programs: support@uopeople.edu
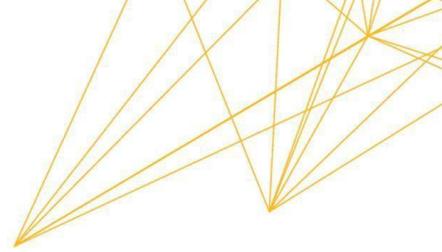
Participation Expectations

To succeed in this course, you are expected to actively engage and participate regularly. Below are specific guidelines to help you meet these expectations:

- Be involved and active in your courses.
- Be highly motivated and disciplined.
- Check the course homepage, calendar and assignment page, the course syllabus, your UoPeople email, and the Moodle course discussion forums several times a week.
- Post the required comments and responses to the discussion forum for your course.
- Keep up with your assignments and online quizzes/exams (as applicable) and manage your time well. These quizzes test your knowledge and comprehension of the new content.
- Participate actively in class discussions.
- Be polite and respectful.
- Use good grammar and correct spelling.
- Be honest and original. Plagiarism will not be tolerated in any online course.

Non-participation is characterized by lack of any assignment submissions, inadequate contributions to the Discussion Forums, and/or lack of peer feedback to Discussion/Written Assignments. Also, please note the following important points about course participation:

- Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.
- Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

Feedback and Suggestions

We value your input and would encourage you to complete the end of course survey to provide us with course feedback and suggestions, and report issues

Evaluation and Grading Scale

Grading Weights:

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
Discussion Forums	40%	1. Unit 1 – Discussion Forum 2. Unit 3 – Discussion Forum 3. Unit 5 – Discussion Forum 4. Unit 6 – Discussion Forum 5. Unit 8 – Discussion Forum	● CLO 1 ● CLO 2 ● CLO 3 ● CLO 4 ● CLO 5
Assignment Activities	40%	1. Unit 2 – Assignment Activity 2. Unit 4 – Assignment Activity	● CLO 2
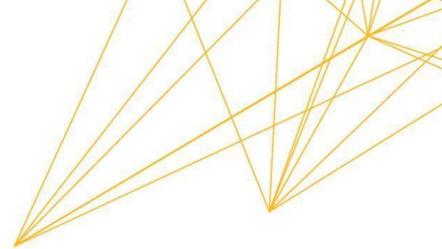
| Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
		3. Unit 7 – Assignment Activity	CLO 3 CLO 5
Graded Quizzes	10%	1. Unit 3 – Graded Quiz 2. Unit 6 – Graded Quiz	CLO 1 and CLO 2 CLO 3, CLO4, and CLO5
Final Exam	10%	1. Unit 9 – Final Exam	CLO 1, 2, 3, 4 and 5
TOTAL 100%			

Grading Scale:

Letter Grade	% Grade	Grade Points
A+	98%-100%	4.00
A	93-97%	4.00
A-	90%-92%	3.67
B+	88%-89%	3.33
B	83%-87%	3.00
B-	80%-82%	2.67
C+	78%-79%	2.33
C	73%-77%	2.00
C-	70%-72%	1.67
D+	68-69%	1.33
D	63%-67%	1.00
D-	60%-62%	0.67
F	<60	0.00
W	N/A	N/A

Students may also be granted Withdrawal (W), if they withdraw from the course, or an Incomplete (I) should their circumstances permit. A student who feels they were graded unfairly, or who seeks to dispute a grade, may initiate a grade appeal process. Refer to University Policies for more information on withdrawals and appeals.

Course Schedule

UNIT 1: Introduction to Human Resource Management and Strategy

∉ Watch/Read the reading assignments due by Saturday or Sunday.
∉ Discussion first response due by Sunday.
∉ Discussion replies due by Wednesday.
∉ Self-Quiz submission.
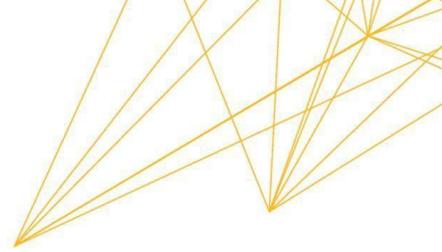
UNIT 2: Workforce Planning, Job Design, and Recruitment

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Assignment Activity submission due by Wednesday.
∉   Self-Quiz submission.

UNIT 3: Selection and Onboarding

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Discussion first response due by Sunday.
∉   Discussion replies due by Wednesday.
∉   Self-Quiz submission.
∉   Graded Quiz due by Wednesday.

UNIT 4: Training, Development, and Career Planning

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Assignment Activity submission due by Wednesday.
∉   Self-Quiz submission.

UNIT 5: Performance Management and Succession Planning

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Discussion first response due by Sunday.
∉   Discussion replies due by Wednesday.
∉   Self-Quiz submission.

UNIT 6: Coaching, Counseling, and Termination

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Discussion first response due by Sunday.
∉   Discussion replies due by Wednesday.
∉   Self-Quiz submission.
∉   Graded Quiz due by Wednesday.

UNIT 7: Compensation, Benefits, and Recognition

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Assignment Activity submission due by Wednesday.
∉   Self-Quiz submission.

UNIT 8: Employee Engagement, Well-being, and Evolving HR Practices

∉   Watch/Read the reading assignments due by Saturday or Sunday.
∉   Discussion first response due by Sunday.
∉   Discussion replies due by Wednesday.
∉   Self-Quiz submission.
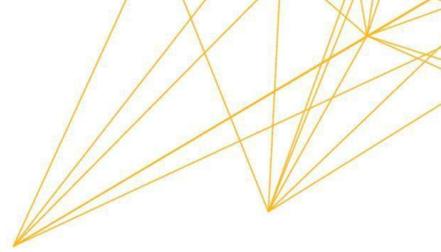
UNIT G: Review Quiz and Final Exam

∉   Review Quiz submission.
∉   Final Exam due by Sunday.

University Policies & Processes

Late Work/Make-up Policy

Please review the Late Work policy in the University Catalog.

Code of Conduct

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the General Code of Conduct in the University Catalog.

Procedures for Resolving Academic Grievances/Appeals

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within fourteen days of the last day of the term. For more information on this topic, please review the Grievance Policy and Grade Appeals Procedure in the University Catalog.

Withdrawal and Drop Date Policy

Please review the Course Drops and Withdrawals policy of the University Catalog.

Academic Integrity and Plagiarism

Please review the Code of Academic Integrity in the University catalog.

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. For more information on this topic, please review the Intellectual Property policy in the University catalog.

Reasonable Accommodations

Contact your Program Advisor to open a request for support.

Student Support Services & Resources

English Programs

Academic Advising: advising@uopeople.edu
Financial Aid: financial.aid@uopeople.edu
Library Resources: library@uopeople.edu
Payment Processing: payments@uopeople.edu
Student Services: student.services@uopeople.edu
Technical Support: mailto:support@uopeople.edu