Institutional Student Learning Outcomes

Student learning is the core of WNC's mission and the college celebrates this importance with institution-wide learning outcomes. The Institutional Student Learning Outcomes guide all courses, programs, and degrees offered by WNC.

Students completing degrees at WNC need to demonstrate a combination of intellectual skills, personal and social responsibility, and the ability to integrate knowledge and skills to understand and solve contemporary and enduring problems.

Upon completing a degree at WNC, students must demonstrate:

- **Working Knowledge** - Identify, describe, and apply information, theories, methodologies and approaches from the sciences, social sciences, and humanities/arts.

- **Written Communication** - Write effective projects, papers, and reports.

- **Quantitative Reasoning** - Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.

- **Information Competency** - Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.

- **Diversity and Society** - Describe diverse historical and/or contemporary positions on selected democratic values or practices.

- **Critical Thinking** - Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.

- **Career Preparation** - Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and/or demonstrate competencies required to succeed in the workplace.
Course Description: MGT 283 - Introduction to Human Resource Management provides a general overview of the concepts and practices of human resources. These include HR planning and the legal environment; recruitment, selection and training; Total Rewards; performance management; labor management relations.

Student Learning Outcomes

MGT 283 Introduction to Human Resource Management promotes the following Student Learning Outcomes:

1. Articulate and demonstrate their personal employment related knowledge, skills and abilities.
2. Evaluate the impacts of various economic systems and policies.
3. Summarize, record, analyze, interpret and communicate accounting and financial information for decision-making.
4. Devise, implement and evaluate managerial decisions, actions and outcomes.
5. Apply technology to aid in communications and decision-making.
6. Present research, data, analysis and conclusions through written and oral means.
7. Describe the changing landscape of the global market and its impact on the United States.
8. Summarize the impact of social, ethical, legal and diversity issues within contemporary business.

Course Linkage: MGT 283 - Introduction to Human Resource Management meets a requirement of the following: AAS-Business: Management Emphasis and an elective requirement of the following: AAS-Business: Accounting and General Business; Certificate of Achievement: Bookkeeping and Business. It may be applied as an elective in other non-business programs, please contact a counselor.
Transfer Information - Courses with numbers 100 to 299: This course is designed to apply toward a WNC degree and/or transfer to other schools within the Nevada System of Higher Education, depending on the degree chosen and other courses completed. It may transfer to colleges and universities outside Nevada. For information about how this course can transfer and apply to your program of study, please contact a counselor.

Course Objectives: Upon successful completion of this course, students should be able to:

1. Describe the trends in the labor force composition and how they affect human resource management.
2. Explain the role of human resources in the recruitment process.
3. Describe the selection process and methods of evaluation.
4. Explain how to assess training needs and link training programs to needs.
5. Identify the importance of performance management.
6. Identify the steps in the career management process.
7. Identify the decisions involved in establishing a pay structure.
8. Explain how organizations link wages to overall performance.
9. Discuss the importance of benefits as part of employee compensation.
10. Define unions and labor relations and their role in organizations.

Methods of Instruction

Instructional Activities. The purpose of this class is to provide a broad perspective of Human Resource Management in organizations. As such, much of the information may be new to students. Particular attention will be paid to the legal environment within which we as HR practitioner operate.

This web class presents brief lectureettes that emphasize the material covered in the readings. My role will be to help you to understand, to expand upon, and to put in perspective the assigned readings and class topics. Your role is to read the material, ask questions, contribute, and apply it to your life. Unless you ask questions, I will assume you understand the material.

This approach requires a maturity and commitment on your part to regularly read your assignments before hand and be prepared for class. You are responsible for everything done in the class, as well as for all study assignments.

If you fall behind, it is virtually impossible to catch up. Keep current on your notes as we may find we need either more or less time on certain topics and the reading assignments may have to be adjusted in class.
Required Learning Resources


OR


Grading

Grades in this course will be based on the following:

- Attendance: Consistent, on-time attendance and submission of work is the mark of a professional. Students are expected to complete all readings and assignments in a timely manner (but no later than the due date/time).

  It is the student’s responsibility to arrange ways of obtaining the information covered in missed modules. If a student falls behind the equivalent of three or more modules, he/she may not receive a passing grade.

- Class Participation: Students are viewed as self-directed adult learners, actively seeking new knowledge from a variety of sources and respectful of others’ diverse perspectives.

- Readings and Preparation: The readings provide the theory base for the course. It is expected that students will read and be prepared complete the assigned projects. Upon completing each reading, you must submit a summary of the chapter relating the readings to the Module Learning Objectives.

- Module Quizzes: Prior to moving to the next module, you will complete a Quiz on the material you just covered. Quizzes will test learning and understanding of the topics, chapters and readings. Quizzes give you the opportunity to evaluate your understanding of the materials and provide excellent preparation for the final examination.

- Writing Assignments: As managers, written communication is a critical skill. You must be able to clearly and concisely express your organization’s policies, procedures, guidelines and standards. Assignments will be made throughout the term. It is fully expected that your work will be of a professional level. Your work may be rejected if it does not meet the professional standard.
What, you might ask, is the standard? Quite simply, professional level writing fully communicates the message. It is free of typographic and grammatical errors. It is properly formatted and presents a professional appearance. It is writing that you would be proud to put your name to. I expect nothing less than excellence.

- HR Assignments: Throughout the term, projects will be assigned to provide hands on experience to students in the various tasks of human resource management.

- Research Project: Through the research project, students will conduct an in-depth investigation of an area of human resource management. Students will select their own topics. Criteria for grading:
  - Papers are to be typed in proper APA format presenting a professional appearance. The paper should read smoothly, with clean transitions between sections. It is to be free of typographic and grammatical errors.
  - Page limit: 10 to 15 pages (plus title page, abstract and references).
  - Use of original, scholarly sources (properly cited).

- HR Interviews: Throughout the term, students are required to interview a practicing HR Professional. These interviews are structured and will clarify and reinforce materials covered in the course.

- Case Studies: Throughout the term, several cases will be assigned to provide examples to students in the various tasks of human resource management.

- Final comprehensive examination: Management is not a finite topic. Each concept builds on the previous concepts introduced. As such, a comprehensive final is required. This examination will cover the material presented throughout the semester. The Comprehensive Final Examination must be completed at a WNC or qualified test center.

Grading Criteria:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Summaries</td>
<td>15%</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Research Project</td>
<td>15%</td>
</tr>
<tr>
<td>HR Interviews</td>
<td>10%</td>
</tr>
<tr>
<td>HR Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Cases</td>
<td>10%</td>
</tr>
<tr>
<td>Comprehensive Final Examination</td>
<td>15%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>
Letter grades are assigned as follows:

<table>
<thead>
<tr>
<th>94 – 100</th>
<th>A</th>
<th>87 – 89</th>
<th>B+</th>
<th>77 – 79</th>
<th>C+</th>
<th>67 – 69</th>
<th>D+</th>
<th>0 - 59</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 93</td>
<td>A-</td>
<td>84 – 86</td>
<td>B</td>
<td>74 – 76</td>
<td>C</td>
<td>64 – 66</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>80 – 83</td>
<td>B-</td>
<td>70 – 73</td>
<td>C-</td>
<td>60 – 63</td>
<td>D-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

College Policies

Preventing Sexual Harassment
Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor, the Academic Director, or contact the Equal Employment Office.

Disability Statement
Western Nevada College is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with Disability Support Services (DSS). DSS is located in Cedar 209 on the Carson City campus. Phone or email at 775-445-4459 or susan.trist@wnc.edu. To receive academic accommodations for this class, please obtain the proper DSS forms and meet with me at the beginning of the semester.

Counseling Assistance
Please note that in an effort to help students successfully complete their courses, the Counseling office on campus will ask faculty for names of students they feel may be in need of additional assistance. A counselor may contact you.

Respecting Diversity
At Western Nevada College we aim to make our classrooms similar to the workplace. In the workplace, it is illegal to discriminate based on race, color, religion, sex, national origin, disability, or age. We feel strongly that no one in the classroom should be belittled for any reason. If you experience such an offense in a class, you are strongly encouraged to contact your professor.

 Courtesy and Respect
Students are expected to treat the instructor and his/her fellow students with courtesy and respect. Any student who engages in rude, disruptive or distracting behavior will be asked to leave.
Syllabus
It is the responsibility of each student to read and understand this syllabus. The course outline and class schedules are subject to change. All necessary changes will be announced. You are responsible for making sure you are aware of any such changes. Contact the instructor if you have any questions.

Policy on Late Work and Make-Up
Late work will not be graded.
There is no opportunity for making-up class exercises, quizzes or cases.

For More Information
For additional policies and procedures, refer to the Western Nevada College Schedule and the current Western Nevada College Academic Planning Guide and Course Catalog.

Due Process
If you have any concerns with this class, the instructor, or the College and its policies, please contact Dr. Georgia White is the Division Director for CTE programs. E-mail: Georgia.White@wnc.edu

Academic Dishonesty
All work submitted to meet course requirements is expected to be the student’s own work. A student guilty of academic dishonesty in any form is subject to disciplinary action that may include, but is not limited to, failing the class.

Plagiarism. Plagiarism is the most serious academic offense that a student can commit; it is nothing less than theft of someone else’s ideas and work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, the theft is the same. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated.

Intentional Plagiarism. Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

Inadvertent Plagiarism. Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.
Examples of plagiarism include:
- The copying of an original source without acknowledging the source.
- Paraphrased Plagiarism: The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.
- Plagiarism Mosaic: The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
- Insufficient Acknowledgment: The partial or incomplete attribution of words, ideas, or data from an original source.
- Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.
- Fabrication or Falsification: Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority.

Examples include:
- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source for a proposition that it does not support.
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

Cheating. Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:
- Copying from another person's work during an examination or while completing an assignment.
- Allowing someone to copy from you during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.
Other Academic Misconduct. Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other educational records.
- Obtaining or providing to another an unadministered test or answers to an unadministered test.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.

Applicable Actions for the College
Consequences for Academic Dishonesty range from receiving a failing grade on an assignment to dismissal from the College.