

Contemporary Issues in Human Resource Management

BUSI-642

CG Section 8WK 11/08/2019 to 04/16/2020 Modified 07/27/2021

Course Description

A practical approach designed for the general manager that provides a knowledge base in basic human resource topics, as well as an in-depth analysis of important current issues in the field. Through text readings, case studies, experiential exercises, Internet activities, and research, students will learn to synthesize and integrate theory with application and evaluate the effectiveness of an organization's human resources.

Requisites

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog \(https://catalog.liberty.edu/\)](https://catalog.liberty.edu/).

Rationale

No manager can consistently manage effectively or efficiently without a thorough understanding and wise application of human resource management theory. Such knowledge and ability is foundational to the modern practice of management and will also serve as a basis for other MBA courses.

Course Learning Outcomes

Upon successful completion of this course, the student will be able to:

- A. Identify the present and emerging strategic human resource challenges and the aspects of the legal environment including diversity, recruitment, and selection.
- B. Describe employee separations, downsizing, outplacement, and performance management through recognizing employee rights and the importance of managing discipline and organized labor.
- C. Evaluate best practices for training, developing, and evaluating employees.
- D. Evaluate the design and administration of benefits, as well as the development of employee relations.
- E. Appraise the elements and implications of workplace safety and health, as well as the challenges facing international human resource management (HRM).
- F. Integrate biblical principles within the field of human resource management.

Course Resources

Click on the following link to view the required resource(s) for the term in which you are registered: [Liberty University Online Bookstore \(https://bncvirtual.com/liberty/\)](https://bncvirtual.com/liberty/).

Additional Materials for Learning

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Canvas [recommended browsers \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
- D. Microsoft Word

☰ Course Assignments

Textbook readings and video case presentations

Video case presentations are designed to enhance the student's ability to think critically about the course material and evaluate his/her individual understanding of each module/week's materials.

Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations \(https://www.liberty.edu/institutional-effectiveness/student-expectations/\)](https://www.liberty.edu/institutional-effectiveness/student-expectations/), the student will complete the related checklist found in Module/Week 1.

Discussions (2)

The student will be participating in 2 Discussions. Discussions are collaborative learning experiences. Therefore, the student is required to provide a thread of 500-750 words in response to the provided prompt for each forum. For each Discussion, the student will have the option of selecting between 45 thread prompts. In addition to the thread, the student is required to reply to 2 other classmates' threads and will be able to respond to either of his/her peers' posts. Each reply must be 250-300 words. Each thread and reply must be written in current APA format and include a minimum of 2 scholarly sources (published within the last 5 years) in addition to the course textbook and biblical integration.

Case Study Paper Assignment

The Case Study Paper Assignment will require the student to create a narrative that addresses provided "critical thinking prompts" in a logical manner and support this narrative by incorporating a minimum of 4 scholarly sources (published within the last 5 years) in addition to the course textbook and biblical integration. The Case Study response must be a minimum of 750 words written in current APA format, and include a title page and a reference page that do not count toward the overall word requirement. The paper will be submitted via SafeAssign.

Human Resource Policy Project Assignment

Annotated Bibliography

In preparation for the final research paper, the student will select 4 specific human resource topics to research as if preparing to create a Human Resource policy manual. The student will then be required to research reputable, professional, scholarly journals for information dealing with the content/nature of his/her 4 selected topics and create an annotated bibliography containing all 10 of his/her chosen scholarly sources in current APA format (published within the last 5 years). A title page must be included that does not count toward the overall page count. A brief article summary of at least 150 words must be supplied for each citation utilized.

Research Paper

The student will research a minimum of 4 specific human resource topics to provide a broad base for researched rationale, supporting the nature and substance of each policy that he/she will then write about. The student will write at least 1,750 words in current APA format and include a title page, abstract, and a reference page that do not count toward the overall word requirement. The research paper must include the 10 specific sources submitted in the annotated bibliography (published within the last 5 years). The student may include additional reputable, professional, scholarly sources, but must use the 10 provided in the annotated bibliography in addition to the textbook and biblical integration.

Case Analysis Exercise Assignments (3)

The student will access the case analysis exercise assignment using his/her CONNECT access (located in Blackboard). Each exercise requires critical thinking and application of the principles presented within the assigned readings for the specific module. The student is permitted to utilize his/her textbook and notes for support while completing these exercises.

Quizzes (8)

Each quiz will cover the Reading & Study material contained within the assigned module. Each quiz will be open-book/open-notes, contain 20 multiple-choice questions, and have a 35-minute time limit.

✓ Course Grading

| | |
|--|-------------|
| Course Requirements Checklist | 10 |
| Discussions (2 at 130 pts ea.) | 260 |
| Case Study Paper Assignment | 125 |
| Human Resource Policy Project Assignment | |
| Annotated Bibliography Assignment | 100 |
| Research Paper Assignment | 175 |
| Case Analysis Exercise Assignments (3 at 60 pts ea.) | 180 |
| Quizzes (8 at 20 pts ea.) | 160 |
| Total | 1010 |

* Course Policies

Quizzes/Tests/Exams

For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds this time limit, a penalty of 1 point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

Policies

Late Assignment Policy

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.
4. Group projects, including group discussion threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Online Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu for accommodations. Such accommodations require appropriate documentation of your condition. For more information about ODAS and the accommodations process, including how to request an accommodation, please visit <https://www.liberty.edu/online/online-disability-accommodation-support/> (<https://www.liberty.edu/online/online-disability-accommodation-support/>). Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) (https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) or the [Student Disability Grievance Policy and Procedures](http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf) (http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf).

Course Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by physical class attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject. More information regarding the [attendance policy](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2Band%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2Band%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0>) can be found in the [Academic Course Catalogs](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBfNF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBfNF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0>). Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options. Students who begin an online course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of "FN" ([Failure for Non-Attendance](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0>)). Students wishing to withdraw from courses after the official start date should familiarize themselves with the [withdrawal policy](#).

Grading Scale

| A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------|
| 940-1010 | 920-939 | 900-919 | 860-899 | 840-859 | 820-839 | 780-819 | 760-779 | 740-759 | 700-739 | 680-699 | 679 and below |

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

Add/Drop Policy

The full policy statement and procedures are published in the [Policy Directory](https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes) (<https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes>).

Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the

Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at <http://www.liberty.edu/index.cfm?PID=19155> (<http://www.liberty.edu/index.cfm?PID=19155>).

Schedule

| When | Topic | Notes |
|-------------------------|-------------------------------|--|
| Course Overview | Student Acknowledgements | Course Requirements Checklist |
| | Technology Integration Set-Up | Prepare: Register for Connect |
| Module 1: Week 1 | Learn | Read: 2 items Interact: 1 item Watch: 1 item |
| | Apply | Quiz: HR Management and Competitive/Strategic Management |
| Module 2: Week 2 | Learn | Read: 2 items Interact: 1 item Watch: 1 item |
| | Apply | Discussion Thread: Human Resource/Management Relations, Selection, and Discrimination Quiz: Strategic Environments and Work Design |
| Module 3: Week 3 | Learn | Read: 2 items Watch: 1 item |
| | Apply | Case Analysis: Interviewing Candidates Assignment Discussion Replies: Human Resource/Management Relations, Selection, and Discrimination Quiz: HR Planning, Recruitment, Selection and Placement |
| Module 4: Week 4 | Learn | Read: 2 items Watch: 1 item |

| When | Topic | Notes |
|-------------------------|-------|---|
| | Apply | Human Resource Policy Project Annotated Bibliography (Draft) Assignment Human Resource Policy Project Annotated Bibliography Assignment Discussion Thread: Training, Development, and Separations Quiz: Employee Training and Design |
| Module 5: Week 5 | Learn | Read: 2 items Interact: 1 item Watch: 2 items |
| | Apply | Case Analysis: Preventing Job Withdrawal Assignment Discussion Replies: Training, Development, and Separations Quiz: Development, Separations, and Retention Issues |
| Module 6: Week 6 | Learn | Read: 2 items Watch: 1 item |
| | Apply | Written Case Study (Draft) Assignment Written Case Study Assignment Quiz: Pay Structures and Recognizing Employee Contributions |
| Module 7: Week 7 | Learn | Read: 2 items Watch: 1 item |
| | Apply | Human Resource Policy Project (Draft) Assignment Human Resource Policy Project Assignment Quiz: Benefits and Employee Labor Relations |
| Module 8: Week 8 | Learn | Read: 2 items Interact: 1 item Watch: 1 item |
| | Apply | Case Analysis: Restructure, Outsource, Redesign Assignment Quiz: Global HR Considerations and Strategic HR Management |