

Workforce Planning and Employment

BUSI-643

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

Course Description

This course will examine the changing nature of the labor market, including conceptual, operational, and the legal issues. Discussion and activities will focus on the legal, ethical, and economic factors affecting recruitment, selection, placement, and appraisal. Students will learn to synthesize theory with application and evaluate the effectiveness of an organization's workforce planning and employment strategies. Understanding strategic organizational considerations and developing decision-making skills related to the staffing process will be emphasized through text readings, case studies, experiential exercises, and secondary research.

Requisites

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

Rationale

This course directly supports the aims of Liberty University's Statement of Purpose. The human resource manager must have the necessary skills to be able to manage effective workforce planning and employment systems to support the strategic mission of the organization. These tools will be the foundation upon which the human resource manager will be able to incorporate organizational workforce needs with the current labor market and apply appropriate labor laws and guidelines.

Measurable Learning Outcomes

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

- A. Predict organizational staffing needs and evaluate job analysis and reward methods.
- B. Investigate the strategic approach to job offers and the challenges of staffing system management.
- C. Examine staffing models, strategy, and legal compliance, including employment laws and guidelines to selection decision making.
- D. Formulate internal and external recruitment strategies and related legal issues.

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 Office
- E. The Holy Bible

Course Assignments

Textbook readings and presentations

Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in the Course Overview.

Discussions (2)

Discussions are collaborative learning experiences. Therefore, the student must participate in class-wide discussions. Each discussion will be completed in 2 parts: a substantive thread of 400–500 words in response to the instructor's prompt and 2 replies of 250–300 words each to 2 classmates' threads.

Case Studies Assignments (5)

The student will complete 6 Case Studies in current APA format by answering various questions about the textbook case studies he/she reads. The answers to each Case Study must be 3–5 original pages and must be submitted through the provided Turnitin link.

Quiz: Literature Review: Part 1 – Topic Submission

The student will submit their topic in the form of a short answer/essay. The student will be required to explain their topic and the rationale for selecting the topic as it relates to staffing and employment.

Literature Review: Part 2 – Annotated Bibliography Draft Assignment

Literature Review: Part 2 – Annotated Bibliography Draft Assignment will be checked for originality via the Turnitin plagiarism tool. This assignment will allow students to submit a draft of the final submission and make any necessary edits prior to submitting the final assignment.

Literature Review: Part 2 – Annotated Bibliography Assignment

Using the approved topic, you will create an annotated bibliography that is at least 6–7 full and complete pages of original discussion and narrative—excluding the title page and reference list— that utilizes at least 8 scholarly articles from peer-reviewed journals, published within the past 5 years.

Literature Review: Part 3 – Final Submission Draft Submission Assignment

Literature Review: Part 3 – Final Submission Draft Submission Assignment will be checked for originality via the Turnitin plagiarism tool. This assignment will allow students to submit a draft of the final submission and make any necessary edits prior to submitting the final assignment.

Literature Review: Part 3 – Final Submission

This assignment has 3 parts. The first part is the Topic Submission. The second part is the submission of the Annotated Bibliography, which must include at least 8 of the required sources. This will ensure that the student is headed down the correct path with his/her Literature Review. This part must be submitted via Turnitin. The third and final part is writing a Literature Review of at least 8–10 full pages. Literature Review: Part 3 – Final Submission will consist of at least 12 peer-review journal articles, published within the past five years. Each student must submit his/her Literature Review via Turnitin.

Biblical Integration Essay Assignment

The student will work on an essay of at least 2 pages. The student is to briefly describe how the Bible is related to the topics covered in the course. An integration of the Bible must be explicitly shown in relation to a course topic in order to earn points. This assignment must be submitted to Turnitin to check for originality.

Quizzes (4)

The student will complete 4 quizzes. Each quiz contains 10 multiple-choice and true/false questions and is open-book/open-notes. The student will have 25 minutes to complete each quiz.

✓ Course Grading

Course Requirements Checklist	10
Discussions (2 at 75 pts ea)	150
Case Studies Assignments (5 at 100 pts ea)	500
Quiz: Literature Review: Part 1 – Topic Submission	5
Literature Review: Part 2 – Annotated Bibliography Assignment	80
Literature Review: Part 3 – Final Submission	150
Biblical Integration Exercise Assignment	75
Quizzes (4 at 10 pts ea)	40
Total	1010

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
Module 1: Week 1	Learn	Read: 2 items Watch: 1 item
	Apply	Case Study: Age Discrimination Assignment Quiz: Literature Review: Part 1 – Topic Submission Quiz: Staffing Organizations and Legal Compliance
Module 2: Week 2	Learn	Read: 1 item Watch: 1 item
	Apply	Case Study: Planning and Rewards Assignment
Module 3: Week 3	Learn	Read: 1 item Watch: 1 item
	Apply	Discussion: Recruitment Literature Review: Part 2 – Annotated Bibliography Draft Submission Assignment Literature Review: Part 2 – Annotated Bibliography Assignment Quiz: Recruitment
Module 4: Week 4	Learn	Read: 1 item Watch: 1 item
	Apply	Case Study: Measurement Assignment
Module 5: Week 5	Learn	Read: 1 item Watch: 1 item

When	Topic	Notes
	Apply	Discussion: Internal Selection Quiz: Selection
Module 6: Week 6	Learn	Read: 1 item Watch: 1 item
	Apply	Case Study: Decision Making Assignment Biblical Integration Essay Assignment
Module 7: Week 7	Learn	Read: 1 item Watch: 1 item
	Apply	Literature Review: Part 3 – Final Submission Draft Submission Assignment. Literature Review: Part 3 – Final Submission Assignment
Module 8: Week 8	Learn	Read: 1 item Watch: 1 item
	Apply	Case Study: Retention Management Assignment Quiz: Staffing Management and Administration