COURSE SYLLABUS

COURSE TITLE: HRPO 2304.501 Employee Relations. – Thursday 10:00-11:15 A.M. PC125

SEMESTER/YEAR: SPRING 2020

INSTRUCTOR: Kasandra Lane

Email: klane@southplainscollege.edu

OFFICE HOURS: by appointment only

COURSE DESCRIPTION: An examination of policies, practices, and issues required to build strong employee relations. Topics include communication, employee conduct rules, performance, appraisal methods, Title VI, Family Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

COURSE GOALS: Th student will identify key legislation affecting the employee relations function of human resource management; and define the role of employee relations as it relates to organizational effectiveness.

I. TEXT Managing Human Resources, 18th Edition with MindTap Access Code
Snell and Morris
ISBN: 978-1-337-38962-4

II. ATTENDANCY POLICY
Students enrolled should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. If you miss more than four (4) classes, you will be unable to receive a passing grade. Tardiness or leaving class early will count as ½ of an absence. Remember that your attendance does account for part of your grade.

III.GRADING POLICY

Requirement	Percent of Grade
Homework	20%
Exams	25%

Mini Projects	25%
Final Exam	15%
Online Discussions	15%

Percent Equivalent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

V. OTHER INFORMATION
1. Please turn off your cell phones upon entering the classroom. IF CELL PHONES BECOME A PROBLEM THEY WILL BE TAKEN UP AT THE BEGINNING OF EACH CLASS.
2. Be respectful of others.
3. Contribute to classroom discussion without monopolizing. Give everyone a chance to participate.
4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.
5. Please review your Student Guide. Especially sections: Classroom Conduct, Cheating and Plagiarism, and Disruptions.

VI. SMOKING POLICY
LISD policy prohibits smoking outside the building at all times. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. Thank you
CAMPUS GUIDELINES - CHILDREN ON CAMPUS
Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:
1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

3. Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

"Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in rooms 809 and 811, Reese Center Building 8, 806-716-4675.

TENATIVE SCHEDULE:

1 Jan 16	**Introduction to Employee Relations** **Go over syllabus and tentative schedule**
2 Jan 23	**Complete Chapter 1 and 2** **The Rewards and Challenges of Human Resource Management** **Strategy and Human Resource Planning**
3 Jan 30	**Complete Chapter 3** **Equal Employment Opportunity and Human Resource Management**
4 Feb 6	**Complete Chapter 4** **Job Analysis and Job Design** *Assign Project #1*
5 Feb 13	**Mini Project #1 Delivery** **ONLINE TEST 1**
6 Feb 20	**Complete Chapter 5 and 6** **Expanding the Talent Pool: Recruitment and Careers** **Employee Selection**
7 Feb 27	**Complete Chapter 7** **Training and Development** *Assign Project #2*

8 Mar 5	**Mini Project #2 Delivery** **ONLINE TEST 2**
9 Mar 12	**Complete Chapter 8** **Performance Management**
10 Mar 16-20	**SPRING BREAK**
11 Mar 26	**Complete Chapter 9** **Managing Compensation**
12 Apr 2	**Complete Chapter 10 and 11** **Pay-for-Performance: Incentive Rewards** **Employee Benefits** **ONLINE EXAM 3**
13 Apr 9	**Complete Chapter 13** **Employees Rights and Discipline**
14 Apr 16	**Complete Chapter 14** **The Dynamics of Labor Relations**
15 Apr 23	**Complete Chapter 16** **Implementing HR Strategy: High-Performance Work Systems**
16 Apr 30	**Prepare for Final**
17 May	**Final Exam Date to be announced….**

ADDITIONAL INFORMATION
- Please keep phones turned off or silent during class and do not have them visible. The time to check email, messages or social media is not during class.
- Students are responsible for reading, understanding, obeying, and respecting all academic policies.
- There is no opportunity for extra credit.
- **No late assignments will be accepted, unless approved by instructor prior to deadline, approval must be given 72 hours before deadline.**
- The instructor holds the right to make adjustments to this syllabus and its contents in the best interest of the class and course objectives.

- Submitting the work of another student:
  - First instance results in grade of a zero for that assignment
  - Second instance results in an F for the term
  - Extra credit or make-up possibilities: None

ADDITIONAL ASSIGNMENT INFORMATION
- **<u>Weekly Discussion Posts:</u>** You will be required be required to complete three (3) discussion questions using Blackboard as assigned in accordance with the syllabus. **Discussion questions are required to be posted no later than midnight (Central Standard Time (CST)) on FRIDAY of the assigned week.** Additionally, each student is required to reply to the responses of at least two other students no later than midnight (CST) on SUNDAY of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
  - **<u>Initial Discussion Posts:</u>** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence to support your response in APA format.
  - **<u>Response to Peers:</u>** These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! … do not count toward your minimum length requirement stated above.
- *<u>Homewor</u>k*: Throughout the course you will be assigned homework that will correlate with the current topics we are covering. This will help make sure you are making a real-world connection to the material.
- **<u>Projects</u>**: There will be multiple mini projects over the duration of the semester. This will be explained more when assigned.
- **<u>Exams</u>**: Your exams will only cover material we have covered in class and information you have completed in your weekly readings
- **<u>Final Exam</u>**: This will not be a comprehensive exam it will only cover the final chapters that we complete at the end of the course.