Course Syllabus
MGMT 4260—501-503 Employee Staffing & Development
Spring 2016
3 Credit Hours

Updated: 12/14/2015

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Office Hours: Appointments can be arranged on campus prior to or following assigned class time (no office assigned: adjunct faculty)

Course Overview

Course Description: Examination of the process of strategic recruitment, selection, and development of top talent in organizations; understanding and planning for talent needs, use of current recruitment methods and selection techniques of both internal and external talent pools, and the development of internal talent for retention and promotion. Legal context of employment decision-making is emphasized.


Required Texts


AND


Location of Course Materials:
eCourseware: All course content files can be found in eCourseware by logging into this course at https://elearn.memphis.edu.
Course Goals & Learning Objectives

This course will address “best practices” of employee staffing and development. Course material will be divided into five modules: (1) Foundation for a selection program, (2) Measurement in selection, (3) Selection measures and (4) Using selection data. Specifically, job performance, job analysis, legal issues in selection, recruitment, reliability and validity of selection procedures, interviews, ability testing, personality assessment for selection process, simulation test, testing for counterproductive work behaviors, strategies for selection decision-making, and employee development techniques will be addressed.

After taking this course, the student will:

1. Have a solid understanding of the external and legal environments affecting staffing decisions
2. Understand the strategic implications of individual recruitment and selection decisions
3. Be able to develop a recruiting plan
4. Be able to evaluate, improve, and/or design effective selection systems
5. Have improved skills in implementing selection tools (writing job descriptions, employee interviewing, examining various selection techniques, understanding employment test, etc.)
6. Have a broad understanding of the training process with particular emphasis on systematic employee development and career management

Fogelman College: Degree Learning Outcomes

The Fogelman College of Business & Economics is accredited by AACSB (the Association to Advance Collegiate Schools of Business). As such, we are required to adhere to stated learning outcomes for our students. Learning outcomes for the BBA degree are reinforced in this class where relevant and can be found at this link:

http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf

Course Methodology

This course is a hybrid course. This means that half of our time will be spent in the classroom and half of our time will be online. Class meeting times will be outlined in eCourseware.

Classroom (Face-to-Face). In this course, students are expected to attend class for possible in-class team activities involving management role-play or scenario activities related to concepts covered in weekly chapters. The instructor lectures, and multi-media clips may also be a part of course methodology.

Online: Online assignments will be listed on eCourseware

Classroom and online participation and discussion is strongly encouraged and adds to everyone's learning experience. Students are encouraged to read current business periodicals such as The Economist, Wall Street Journal, Forbes, etc. and be abreast of current topics related to management.

Professor’s Expectations:

In general, students should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all online or face-to-face discussions. Student responsibilities include:
• Logging into eCourseware at least three times a week for participation activities and obtaining course NEWS weekly updates
• Keeping up with deadlines throughout the course schedule in syllabus and eCourseware
• Carefully reading the syllabus, assignment, and course content before asking instructor for clarification
• Promptly communicating with instructor clarification on any course or personal matters
• Utilizing university-provided email account for communication in this course rather than eCourseware email
• Carefully proofreading all assignments, ensuring proper grammar, sentence structure, and accurate punctuation. If necessary, students should utilize free tutoring and writing help available through the University and completed well in advance of assignment due dates
• Treating all members of the course professionally with kindness and respect
• Adhering to the University Code of Student Rights and Responsibilities found in http://www.memphis.edu/studentconduct/studenthandbook.htm. And the Fogelman College of Business and Economics Standards for integrity http://www.memphios.edu/fcbe/integrity/index.php. Cheating/Unethical acts/plagiarism/dishonest behavior of any form will NOT be tolerated by the instructor.

Student's Expectations:
In my role as your instructor, there are certain things you can expect from me including well-organized and engaging learning experience, response to emails within the day unless otherwise notified, and timely feedback on all work submitted prior to the next due assignment. It is my nature to treat all students in this course equally and respectfully.

Technology and Software Requirements
• The minimum hardware requirements for eCourseware compatibility can be found at http://www.memphis.edu/univcoll/online/technical.php.
• Students must have access to high speed internet that is readily available.
• Software requirements are Microsoft Office Word, Adobe Acrobat Reader, and Microsoft PowerPoint. No other word processing software will be accepted.
• Students are strongly encouraged to back up their electronic files with the use of an 8MG or larger USB Flash Drive and a cloud storage website such as UMDrive, Dropbox, or Google Drive.

Technical Support
For technical difficulties with eCourseware, first use the UMhelpdesk by filling out a form at http://umhelpdesk.memphis.edu or calling 901.678.8888.
Grading and Evaluation Criteria

The final grade is determined by the number of points earned on all required assignments and tests. Grades will be posted in eCourseware and a final grade posted in the MyMemphis portal.

Students will be evaluated on the following:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>80 - 89</td>
<td>B</td>
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<tr>
<td>70 - 79</td>
<td>C</td>
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<tr>
<td>60 - 69</td>
<td>D</td>
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<tr>
<td>Below 60</td>
<td>F</td>
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</tbody>
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Assessed Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>4 exams (10 points each)</td>
<td>40%</td>
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<tr>
<td>Presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Final Paper</td>
<td>35%</td>
</tr>
<tr>
<td>Electronic Assignments</td>
<td>10%</td>
</tr>
</tbody>
</table>

In this course, students will be responsible for completing assignments outlined in eCourseware.

Schedule of Activities

Course assignments, activities, tests, and due dates are listed in the Contents module of eCourseware.

Final Exam Schedule

TBA

Course Policies

Email
All students are required to maintain and access their University of Memphis email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not checking your email regularly, having a “full mailbox, etc.) is the student’s responsibility. The instructor is to be contacted through the regular university email address (not via eCourseware mail).

Attendance
Campus classes: Attendance is expected and will be recorded. Respect for the instructor and class members is required, and class disruption either by arriving late or leaving early will not be tolerated. Excessive disruptive students will be expelled from class.
On-line activities: Active participation and completion of assignments is required.
Some course activities are located in eCourseware, and students should log on to the eCourseware system weekly in order to complete activities.

**Course Absence**
No provision is made for making up assignments or tests except for University-approved reasons (i.e., university-sponsored trips, athletic events, or conference) or for exceptional reasons approved by the instructor. Those students who have extracurricular arrangements that will conflict with the course MUST make arrangements with the instructor in advance before due dates of assignments. Official documentation is required as proof. Personal or work commitment conflicts are not excused absences. Please contact your instructor immediately should an unexpected situation arise.

**Late Assignments**
If your work is not submitted on time, the instructor reserves the right to deduct up to 20% of the grade value for tardiness depending on the circumstances and appropriate communication between the student and the instructor. Deadline extensions will be considered only in the case of an (1) extreme emergency (this must be documented), and (2) the instructor is contacted prior to the due date.

**Reporting Illness or Absence**
Students must immediately notify the instructor by email when needing to report an absence due to illness, or in the case of illness-related absences. Other documentation will be expected in other non-medical absences.

**Inclement Weather**
Due dates for assignments and tests may be adjusted when inclement weather persists. An announcement will be made by email and posted within eCourseware news. Class will be cancelled only if the university is officially closed.

**Adding /Dropping**
Please see the registrar’s website for policies and dates [http://www.memphis.edu/registrar/calendars/](http://www.memphis.edu/registrar/calendars/)

**Academic Integrity**
Students are expected to recognize and uphold standards of intellectual and academic integrity as set forth in the University of Memphis Code of Student Rights and Responsibilities. See [http://saweb.memphis.edu/judicialaffairs/](http://saweb.memphis.edu/judicialaffairs/)

Academic dishonesty of any sort **will not be tolerated.** Your instructor will adhere to the University policies related to dishonesty.

**Turnitin Statement:** Your written work may be submitted to [http://www.turnitin.com](http://www.turnitin.com) or a similar electronic method for evaluating the originality of your ideas and proper use and attribution of source. You will be required to submit your written work electronically.
Electronic Devices
Laptops, electronic tablets, smartphones, and other Internet-ready devices:
When in-class activities are in process, class members should refrain from surfing the Web, texting, listening to music or videos or other activities involving the Web. Electronic phone devices should be put on “silent” mode during class time. Leaving the classroom to accept phone calls is also unacceptable. If participating in any of the above activities during class time, student will be asked to leave the classroom. If this conduct continues, see UM policy: http://saweb.memphis.edu/judicialaffairs/

Syllabus Changes
The instructor reserves the right to adjust the course schedule and due dates when necessary and will announce any changes ahead of time through eCourseware News, email, and/or will announce in class.

Minor Children
The University has a policy that states that no minor child will be allowed on campus in the workplace, in the classroom, or on campus in unsupervised circumstances. http://policies.memphis.edu/UM1645.htm

Student Services
Please access FCBE Student Services page for information about:
- Students with disabilities
- Tutoring and other Academic Assistance
- Advising Service for Fogelman Students
- Technical Assistance