Course Syllabus
MGMT 4260-M50 – Employee Staffing, Training & Development
Fall 2018
3 Credit Hours

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Course Management: eCourseware (opens in new window)

Course Description

Examination of the process of strategic recruitment, selection, training, 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 training and development of internal talent for retention and promotion. Legal context of employment decision-making is emphasized. PREREQUISITE: MGMT 3110, MGMT 3215, MGMT 3510.

Required Textbook


*NO Connect digital course is associated with this textbook.

Recommended Reading

Location of Course Materials

eCourseware: All course content files and tests can be found in eCourseware by logging into this course at  http://elearn.memphis.edu

Learning Objectives

After taking the course, the student will be able to:

1. understand the external and legal environment affecting staffing decisions—organizations acquiring talent;
2. acquaint with the growing body of legislation, federal regulation, and case law which govern personnel practices;
3. understand the strategic implications of recruitment and selection decisions;
4. develop skills in implementing selection tools and designing effective selection systems.
5. gain enhanced skills important in any career, including written communication, teamwork, and critical thinking.

Course Topics

<table>
<thead>
<tr>
<th>Ability Tests</th>
<th>Measurement</th>
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</thead>
<tbody>
<tr>
<td>Legal Compliance</td>
<td>External Selection</td>
</tr>
<tr>
<td>Validity</td>
<td>Internal Selection</td>
</tr>
<tr>
<td>Job Analysis &amp; Rewards</td>
<td>Reliability</td>
</tr>
<tr>
<td>External Recruitment</td>
<td>Staffing System Management</td>
</tr>
<tr>
<td>Internal Recruitment</td>
<td>Employment Contracts &amp; Job Offers</td>
</tr>
</tbody>
</table>

Fogelman College: Learning Outcomes for Your Degree

The Fogelman College of Business and Economics has established the following learning goals for all students successfully completing the BBA degree:

- Graduates will be effective communicators;
- Graduates will demonstrate critical thinking skills;
- Graduates will be knowledgeable about ethical factors in the business environment;
- Graduates will be knowledgeable about the global business environment;
- Graduates will be proficient users of business presentation and analysis technology.

BBA Program Outcomes (opens in new window)

Course Methodology

Online Courses: This is an online course and much of the learning will be self-managed and self-paced. Everything will be done fully online and asynchronously. Students will be expected to login to eCourseware at least three times a week for course news updates, required participation in discussion board assignments, possible team activities,
quizzes, tests, or other required activities assigned by the Instructor.

Professor’s Expectations

Students should assist the instructor in creating a positive, supportive environment for learning by being 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 weekly course NEWS updates;
- Keeping up with deadlines through the course schedule in eCourseware under Getting Started module and in course calendar system;
- Carefully reading the syllabus, assignments, and course content before asking the instructor for clarification;
- Promptly communicating with instructor for 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’s Writing Center in McWherter Library and completed well in advance of assignment due dates;
- **Treating all members of the course professionally and with kindness and respect;**
- **Adhering to the University’s Code of Student Rights and Responsibilities** found in Student Conduct Handbook (opens in new window) and the Fogelman College of Business & Economics Standards for Academic Integrity http://www.memphis.edu/fcbe/students/integrity.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, students can expect a well-organized and engaging learning experience, response to emails and text messages within one business day unless otherwise notified, and timely and thorough feedback on all work. Additionally, it is my nature to treat all members of the course equally and with respect.

Email Guidelines

- Always include a subject line with specific concise topic and “4251—M50”
- Remember without facial expressions some comments may be taken the wrong way thus, be careful of your words and tone
- Use standard fonts
- Do not send large attachments without permission
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided
• Use proper and correct grammar, spelling, and sentence format
• Provide your full name in the close of the message!
• Students must use their UM email account

Discussion Group Guidelines

• Review the discussion threads thoroughly before entering the discussion
• Try to maintain threads by using the “Reply” button rather than starting a new topic
• Be respectful of others by not making insulting or inflammatory statements
• Be cooperative with group leaders in completing assigned tasks
• Be positive, thoughtful, original, and constructive in-group discussions
• Respond to discussion assignments in a timely manner

Technology and Software Requirements

• Please use Chrome browser for best experience for eCourseware. Internet Explorer must NOT be used at all.
• The minimum hardware requirements for eCourseware compatibility can be found at UM Technical Requirements for online courses (Opens in new window)
• Students MUST have access to high speed Internet that is readily available.
• The software requirements are Microsoft Office Word, Adobe Acrobat Reader, and Microsoft PowerPoint. No other word processing software will be accepted. If you do not have MS Word, then you can use free software from Microsoft’s OneDrive, the University, or save your documents as a rich text file (rtf).
• Students are strongly encouraged to backup their electronic files using on a USB Flash Drive and a cloud storage website system, such as UMDrive, Dropbox, or Google Drive.

Technical Support

For technical difficulties with eCourseware, first use the UMhelpdesk by filling out a form at: UM Helpdesk (Opens in new window) or calling 901.678.8888.

Grading and Evaluation Criteria

The final grade is determined by the number of points earned on 1) all required assignments, 2) quizzes, and 3) tests. The total points earned will be divided by the total points possible for a final percentage. Grades will be posted in eCourseware and a final grade posted in MyMemphis portal. NOTE: There is no guarantee that the Instructor will round-up total points at the end of the semester. For example, if a student has an 89.99 average, then the course grade will be a “B.”
Final Course Grades

Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>90 – 100% of Points</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.9% of Points</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79.9% of Points</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69.9% of Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Summary of Graded Activities

Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (2 @ 50pts each), <strong>27%</strong></td>
<td>100</td>
</tr>
<tr>
<td>Optional Final to replace lowest Test</td>
<td>(50)</td>
</tr>
<tr>
<td><strong>Assignments: 73%</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction Post</td>
<td>10</td>
</tr>
<tr>
<td>Homework Quiz Assignments (4 @20)</td>
<td>80</td>
</tr>
<tr>
<td>Job Analysis Paper</td>
<td>100</td>
</tr>
<tr>
<td>Analysis Assignments (2 @ 30)</td>
<td>60</td>
</tr>
<tr>
<td>Course Reflection</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total, 100%</strong></td>
<td><strong>370</strong></td>
</tr>
</tbody>
</table>

List and Schedule of Formal Assessed Activities

Course assignments, activities, tests, and due dates are listed in the course schedule location of the “Getting Started” module within eCourseware. Additionally, due dates will be listed on the left-hand side within eCourseware under “Semester Calendar.”

Tests

Tests include two (2) eCourseware multiple-choice, True/False, Fill-in-the-blank tests at 50 points each and timed for 60 minutes. Tests will cover textbook, slides, quizzes, and assignment material for designated chapters. Test 1 (Chapters 1-7); Test 2 (Chapters 8-13). The final comprehensive exam is optional and will replace a lower test grade if it is higher. Tests and final exams are located under Quizzes in eCourseware. Due dates are located in the Getting Started
module in eCourseware within the Course Schedule file. Please note that Tests and final exam are not open book, and use of any materials including instructor solution manuals, textbook testbanks, instructor’s guides, textbooks, or Internet searches is a violation of the UM Academic Integrity Policy. Please plan accordingly.

Final Exam Schedule

The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window).

Homework Quizzes: The course has Four homework quizzes that comprise of 15 questions each that are located in eCourseware Quizzes within the Assessment area. Question format includes multiple choice, true/false, fill-in-blank, and short discussion questions timed with two attempts allowed (higher score counting). Students will read and study chapters corresponding with each quiz. Students may also use notes, textbook, and materials to help answer these questions. These quizzes are meant to reinforce learned chapter material and apply management concepts.

Course Policies

E-MAIL

All students are required to maintain and access their University of Memphis (@memphis.edu) 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 regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

Attendance

Students should login to the eCourseware system at least three times a week and MUST be frequently and actively involved with this course in order to succeed. Assignments, quizzes, projects, and possible team activities are a part of the normal course week so, students MUST spend time in eCourseware participating in these activities. See UM Code of Student Rights and Responsibilities (Opens in new window)

Course Absence

NO PROVISION IS MADE FOR MAKING UP ASSIGNMENTS OR QUIZZES except for University-approved reasons (University-sponsored trips, athletic events, or conferences) 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 and quizzes. Additionally, personal or work commitment conflicts are not excused absences. Official documentation is required as proof. Please contact your Instructor immediately should you have unexpected situations arise. Attendance reporting will be submitted to the University after the first two weeks of class.
Adding / Dropping

If you have questions about adding or dropping classes, please refer to this page on the http://www.memphis.edu/registrar/students/selfserv/lookup-search.php

Academic Integrity

The University of Memphis has clear codes regarding cheating and classroom misconduct. Please refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” and online proprietary textbook test banks are considered cheating. Should your professor have evidence that using a “Solutions Manual” or textbook test banks has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).

Turnitin Statement

“Your written work [will be] submitted to http://www.Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you WILL be required to submit your research work electronically and be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the Instructor may be penalized or may not be accepted at all.” (University of Memphis, Office of Legal Counsel, October 17, 2005)

Classroom or Online Behavior

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College's Netiquette website (opens in new window).

Late Assignments

Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus, the course schedule (for due dates), and Assignments module for all formally assessed work details and instructions. Only one late assignment is allowed in this course without penalty, NOT including Tests and the Homework quizzes. Any addition late assignment will receive a 25% deduction penalty per day, with the fourth day receiving a “0.”
Extra Credit
There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence
Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and tests. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather
In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as Live Safe App (download here: http://www.memphis.edu/police/pdf/uofm-livesafe-overview-letter.pdf) an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather.

Syllabus Changes
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course news area.

FCBE Academic Internship Credit
In FCBE, all majors offer an academic internship course option as a substitution for a required elective in a student’s major. To apply for academic credit, students must obtain an internship highly related to their major, register prior to the start of their internship and have their internship approved by departmental internship faculty. To review the requirements for applying for academic credit, visit http://www.memphis.edu/professional/internships/academic_credit.php Students should allow approximately two weeks for the review and processing of an academic internship application through the Fogelman Internship Network.

Student Services
Please access the FCBE Student Services (opens in new window) page for information about:

• Students with Disabilities
• Tutoring and other Academic Assistance
• Advising Services for Fogelman Students
• Technical Assistance

Resources, Education and Writing Assistance

APA format websites

APA (opens in new window)
Purdue University Style Help (opens in new window)
or
Docstyles (opens in new window)

Career Services

UM Career Services (opens in new window)

Educational Support Program (ESP)

provides academic counseling, contact information is ESP (opens in new window)

Professional Development Center Programs

FCBE Professional Development Center (opens in new window)

The Business Learning Center

Room 256, FCBE, provides tutoring in accounting, statistics, finance, management, and marketing.

Writing assistance

Available in Patterson, Room 225 only. Contact number is 901.678.3912.

The Center for Writing and Communication (CWC):
CWC (opens in new window), First Floor Ned R. McWherter Library

Tutoring

General Tutoring (opens in new window)
Writing and Online Tutoring (opens in new window)

University of Memphis plagiarism policy and helpful tutorials

UM Policy on Plagiarism (opens in new window)
FCBE Detail on Plagiarism (opens in new window)

Study efficiencies/time management

Mitchell Hall, Room 207