Course Syllabus

FCBE 4260-503 – Employee Staffing/Training/Development
Spring Semester, 2019
3.0 Credit Hours

Instructor: Francee M. Preston, MBA
Phone: 615.856.0611 E-mail: fpreston@memphis.edu
E-mail2: franceepreston@icloud.com LinkedIn: www.linkedin.com/in/franceepreston
Office Hours: Appointment times scheduled through Instructor

Course Overview:
Examining 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. Emphasis on legal context of employment decision-making.

Pre-Requisites/Co-Requisites:

- MGMT 3110: Organization and Management
- MGMT 3215: Management of Human Resources
- MGMT 3510: Business Communications

Location of Course Materials:
All course materials (lectures, discussion topics, news, etc.) are located in eCourseware.

Required Texts (and Related Materials):

Recommended Reading

Students should be regularly engaged in reading business publications, especially within their field of study. Some of the most commonly recommended business publications include:


Course Objectives:

By successfully completing this course, students will be able to:

- Understand the external and legal environment affecting staffing decisions—organizations acquiring talent
- Acquaint with the growing body of legislation, federal regulation, and case law which govern personnel practices
- Understand the strategic implications of recruitment and selection decisions;
- Develop skills in implementing selection tools and designing effective selection systems.
- Gain enhanced skills important in any career, including written communication, teamwork, and critical thinking.

Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

- **BBA Program Outcomes (opens in new window)**

Instructor’s Expectations of Students:

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all discussions.

Student’s Expectations of Instructor:

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 two (2) business days, and feedback on all work submitted within 7-10 calendar days.
Course Topics:

Unit 1: The Staffing Context, Chapters 1-4 in the Strategic Staffing textbook.

Unit 2: Planning, Sourcing, and Recruiting, Chapters 5 – 7 in the Strategic Staffing textbook.

Unit 3: Selecting, Chapters 8 – 13 in the Strategic Staffing textbook.

Final Course Grades

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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</thead>
<tbody>
<tr>
<td>980 - 1000 Points</td>
<td>A+</td>
</tr>
<tr>
<td>921 - 979 Points</td>
<td>A</td>
</tr>
<tr>
<td>900 - 920 Points</td>
<td>A-</td>
</tr>
<tr>
<td>880 - 899 Points</td>
<td>B+</td>
</tr>
<tr>
<td>821 - 879 Points</td>
<td>B</td>
</tr>
<tr>
<td>800 - 820 Points</td>
<td>B-</td>
</tr>
<tr>
<td>780 - 799 Points</td>
<td>C+</td>
</tr>
<tr>
<td>721 - 779 Points</td>
<td>C</td>
</tr>
<tr>
<td>700 - 720 Points</td>
<td>C-</td>
</tr>
<tr>
<td>600 - 699 Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 600 Points</td>
<td>F</td>
</tr>
</tbody>
</table>

Grading and Evaluation Criteria

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course.

Your overall grade for the semester is based on how well you perform on a mixture of formal activities including discussions, quizzes and projects. The Strategic Staffing textbook will be used for homework assignments and lecture materials. The Arts and Science of Training will be used for in-class assignments and your final project.

Summary of Graded Activities

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

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (each @ 10 points each meeting day)</td>
<td>100</td>
</tr>
<tr>
<td>3 Quizzes (each chapter @ 10 points each)</td>
<td>120</td>
</tr>
<tr>
<td>Homework Assignments (each chapter @ 10 points each)</td>
<td>110</td>
</tr>
<tr>
<td>In-class Assignments (each class @ 10 points each)</td>
<td>50</td>
</tr>
<tr>
<td>Final Project Training Session Outline</td>
<td>60</td>
</tr>
<tr>
<td>Final Project Paper Outline</td>
<td>60</td>
</tr>
<tr>
<td>Final Project Presentation of Training Session</td>
<td>200</td>
</tr>
<tr>
<td>Final Project First Draft Paper</td>
<td>70</td>
</tr>
<tr>
<td>Final Project Paper</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000 pts</strong></td>
</tr>
</tbody>
</table>
Schedule of Activities
For a complete semester schedule of readings, activities, and due dates for assignments, please refer to the “Calendar” in eCourseware.

Final Exam Schedule
The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

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:
Attendance is mandatory.

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to the Registrar’s website.

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

Late Assignments:
Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus for all due dates for formally assessed work. If your work is not submitted on time, the instructor reserves the option to deduct up to 50% of the grade value for tardiness depending upon the circumstances and appropriate communication between the student and the instructor.

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:
In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes. 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 TigerText, 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. Additional information on TigerText.
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 bulletin board.

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, click HERE to visit the website. 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 page for information about:

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