



Course Title: Human Resources Management
Course #: BUS302

Credit Hours: 3
Semester: Spring 2022
Cap: 20

Faculty: Christine Reidhead

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Office: Online

Office Hours: Online

Preferred Communication Email; will respond within 24 hours:

Modality: ZOOM

Class Location and Meeting Times: Online

Meeting Hours and Online Hours: MW 1:00-2:30 pm

Required Materials: Scott, S., & Morris, S., (2017) *Managing Human Resources*. 18th Edition. USA. Cengage.

Tools: laptop, reliable internet service, hot spot, mifi device

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

This course is the study of human resource management function in organization, and encompasses recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. The effective performance of these functions requires understanding and skill in employment law, planning, job analysis, recruitment, selection, orientation, training, employee development, performance appraisal, compensation, benefits, safety, and labor relations. Emphasis is placed on how human resource management as a whole enhances organizational performance and success. Even if you do not enter into a career in Human Resources, this course will be useful no matter what career path you pursue since it addresses issues that will have an impact on you in the workplace.

Course Outcomes	Course Assessments
Students will master the vocabulary and concepts used	Complete reading assignments, homework assignments, exams, projects, quizzes and case analysis.
Students will have the skills to evaluate workforce	
Students will have the skills to evaluate performance of functions required for productive employment	
Students will have the skills to apply public policy assessment tools	
Students will address issues that will have an impact on you in the workplace	
Students will understand and discuss the job analysis and design	
Students will see the significance of both the public and private solutions to the problems and propose/apply choices with a distinct public service perspective	
Students will come to understand current issues/challenges in human resources	
Students may choose to become responsible citizens in their communities, states, and countries for the good of other fellow humans	

Connections to Program Assessment (Course-Embedded Measures)

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Due Dates
1		Introduction emails/posts, Syllabus		
		Last day to add/drop		
2		Chapter 1	Discussion Questions Case Study	
3		Chapter 2 and Chapter 3	Discussion Questions Case Study	
4		Chapter 4	Discussion Questions Case Study	
5		Chapter 5	Discussion Questions Case Study	
		Graduation Petition due		
		Midterm grades due		
6		Chapter 6	Discussion Questions Case Study	
7		Chapter 7	Discussion Questions	

			Case Study	
		Last day to withdraw with "W"		
8		Chapter 8	Discussion Questions Case Study	
9		Midterm Exam	Midterm	
10		Chapter 9	Discussion Questions Case Study	
11		Chapter 10	Discussion Questions Case Study	
12		Chapter 11	Discussion Questions Case Study	
13		Chapter 12	Discussion Questions Case Study	
14		Chapter 13	Discussion Questions Case Study	
15		Chapter 14	Discussion Questions Case Study	
16		Project Presentation	Final	
		Grades due to the Registrar		
		Graduation		

Grading Plan

Homework:

Class Participation:

Project(s):

Quizzes:

Mid-term:

Final Exam:

Portfolio:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date:**Homework Policy**

Homework turned in one day late will drop 10% of the grade.

Homework turned in two days late will drop 20% of the grade.

Homework turned in three days late will drop 30% of the grade.

Homework will not be accepted after the third day late.