



Human Resources and Talent Development Undergraduate Course Information Guide

Course Number: BADM 334, 4 credits, 10 Weeks

Cross listed Course Number: CCH 335, 4 credits, 10 Weeks

Cross listed Course Number: FA 334, 2 or 4 credits, 10 Weeks

Delivery Formats: Online Async, On Campus, Online: Sync, Hybrid

<u>Learning Outcomes</u>	<u>Learning Strategies and Resources</u>	<u>Learning Deliverables</u>
<u>Assessment/Grading</u>	<u>Course Schedule</u>	<u>Policies</u>

Course Description

This course is designed as an introduction to the practices of human resources (HR) in a corporate environment. It will target the practices that managers need to know such as recruiting, training, hiring, and terminating employees as well as the basics of HR law. Additional content that will be addressed includes headcount management, performance appraisals, learning & development, compensation basics, and grievance processes. This course will equip managers with the information they need to know without making them Human Resource experts but rather how to work effectively with their HR counterparts.

Learning Outcomes

After completing this course, you will be able to:

- Create a job description.
- Analyze the hiring process for employees in a company from a management perspective.
- Develop and implement clear objectives for employee performance management.
- Identify the implications of several employment law issues impacting businesses today.
- Apply best practices of employee relations processes.
- Understand strategic implications of human resources as well as current challenges/trends.

If in a SCPS competence program, (BAIFA, BAC, BAGB, BAECE), this course addresses the following requirements:

Competence	Competence Statement / Criteria
H2X	Related to Institutions and Organizations
FX	Related to student's focus area.

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Learning Strategies and Resources

Students will select an occupation at the beginning of the course (Week 1) and then will use that occupation to complete assignments throughout the course including job description and analysis, job posting and interviewing, compensation plans, creating clear goals and objectives, performance appraisals, and training and development plans.

Required Readings

Books and learning materials are available at the DePaul bookstore, at <http://depaul-loop.bncollege.com>, or through alternative sources.

"The Big Book of HR" Revised and Updated Edition, Mitchell, Barbara and Gamlem, Cornelia, Career Press, Inc., 2017. ISBN: 9781632650894 1632650894.

Additional Readings:

Bechky, B.A., & Okhuysen, G.A. (2011). Expecting the unexpected? How SWAT officers and film crews handle surprises. *Academy of Management Journal*, 54(2), 239-261.

Feffer, M. (2017). Employment at will is not a blank check for firing someone you don't like. SHRM website, www.shrm.org.

Kotter, J. (2007). Leading change: Why transformation efforts fail. *Harvard Business Review*. Retrieved from <https://hbr.org/2007/01/leading-change-why-transformation-efforts-fail>.

Other course material including reading assignments and videos will be available on D2L.

Some readings may be available on Electronic Reserve, at the [DePaul Library](#). Login to Ares Course Reserves and select the course. Log in using your Campus Connect User ID and password. You will then get a page listing the courses in which you're enrolled that have readings posted in Ares. Click on the title of this course and the list of our electronic reserve readings will be displayed.

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Learning Deliverables

Online Discussion: Participation should include an initial response of at least 250 words, citing relevant sources such as the text or articles included in the reading. The initial post is due each Friday. Students should respond to two peers by providing feedback and additional conversation; the response should be a minimum of 150 words.

Weekly Written Assignments: Will address module topics and demonstrate the application of critical thinking skills, clear communication of ideas and concepts with examples, using proper grammar, syntax, and logical organization of written concepts.

Final Project: Select and propose a topic from the course modules to be approved by the instructor. The final project is due at the end of Week Ten.

Opportunities for extra credit can be addressed with the instructor.

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Assessment of Student Learning

Distribution of Grade Points

Online Discussion Participation (15 points x 6)	22%
Weekly Assignments (30 points x 9)	66%
Final Paper (50 points)	12%

Grading Scale

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90
B = 85 to 87	B- = 81 to 84	C+ = 77 to 80
C = 73 to 76	C- = 69 to 72	D+ = 65 to 68
D = 61 to 64	F = 60 or below	INC

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Course Schedule

Week and Module Title	Readings	Assignments
Week 1, Module 1: Intro to HR, workforce planning / job descriptions	<p>"The Big Book of HR", Ch 1-2 and Ch 4-5, pages 1-30 and 41-52.</p> <p>Video: Introduction to HR</p>	<p>Select occupation and e-mail selection to instructor for approval.</p> <p>Discussion Board with Peer Feedback</p> <p>Assignment: Write a Job Description based on your selected occupation, using the provided template.</p>
Week 2, Module 2: Hiring Talent	<p>"The Big Book of HR", Ch 6, 9-10, pages 53-56, 73 – 86</p>	<p>Discussion Board with Peer Feedback</p> <p>Interview questions for your selected occupation, using the provided template.</p>
Week 3, Module 3: Total Rewards / Compensation	<p>"The Big Book of HR", Ch 11, pages 87-91, Ch 18, 19 and 21, pages 141-164, and pages 173-182</p> <p>Video: "Total Rewards"</p>	<p>Design a compensation package for your job description, using the provided template.</p> <p>Submit Topic for Final Paper.</p>
Week 4, Module 4: Employee retention, motivation / goal setting	<p>"The Big Book of HR", Ch 13-14, pages 105-118</p>	<p>Discussion Board with Peer Feedback</p> <p>SMART Objectives for 2019 for your selected job, using the provided template</p>
Week 5, Module 5: Performance management	<p>"The Big Book of HR", Ch 25-26, pages 205-224</p> <p>Video: "HR Basics Performance</p>	<p>Performance Management/Development Plan for your selected</p>

and coaching	Appraisals”	occupation
Week 6, Module 6: Employment Law / Discrimination in the Workplace	<p>“The Big Book of HR”, Ch 3, pages 31-40</p> <p>Video: “Transform your culture: Diversity and inclusion in the modern workplace”</p>	<p>Discussion Board with Peer Feedback</p> <p>Employment Law topic / Student Choice from Suggested List or Approved Topic</p>
Week 7, Module 7: Employee relations	<p>The Big Book of HR”, Ch 27-29, pages 227-258</p> <p>Video: “HR Basics – Employee Relations”</p>	<p>Conflict Resolution Reflection Paper</p>
Week 8, Module 8: Employee training and development	<p>“The Big Book of HR”, Ch 22-23, pages 185-197</p>	<p>Discussion Board with Peer Feedback</p> <p>Submit a Training Plan for your selected job, using the provided template.</p>
Week 9, Module 9: Employment separation / termination	<p>“The Big Book of HR”, Ch 30, pages 259-270</p> <p>“Employment at Will is not a Blank Check”</p>	<p>Discussion Board with Peer feedback</p> <p>Review a case on wrongful termination</p>
Week 10, Module 10: Emerging trends in HR	<p>“The Big Book of HR”, pages 271-274</p> <p>“Leading Change”</p> <p>“Expecting the Unexpected? How SWAT teams and Film Crews Handle Surprises”</p>	<p>Final Paper Submission</p>

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Course Policies

For access to all SCPS and DePaul University academic policies, refer to the following links:

[SCPS Student Resources Website](#)

[DePaul Student Handbook](#)

The [D2L Course Website](#) for this course.

Course Syllabus

The official syllabus for this course that includes course dates, instructor information and quarter specific details will be provided by the course instructor by the start of the course and available on the course D2L website.

Course Registration

To find out when this course will be offered next, you can go to the [SCPS Registration website](#) for details on how to register for the course.

For information on how this course can apply to your program, contact your academic advisor.

School of Continuing and Professional Studies

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