**COURSE SYLLABUS**

**COURSE TITLE**: HRPO 2304.271 Employee Relations. – THURSDAY Hybrid 1:00-2:15 P.M.

ONLINE WILL MEET ON ZOOM

**SEMESTER/YEAR**: SPRING 2021

**INSTRUCTOR**: Kasandra Lane

**Email**: klane@southplainscollege.edu

**OFFICE HOURS**: by appointment only

**COURSE**

**DESCRIPTION**: An examination of policies, practices, and issues required to build strong employee relations. Topics include communication, employee conduct rules, performance, appraisal methods, Title VI, Family Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

**COURSE GOALS:** Th student will identify key legislation affecting the employee relations function of human resource management; and define the role of employee relations as it relates to organizational effectiveness.

**I. TEXT** Administrative Management: Setting People Up For Success, 1st Edition

Carlene Cassidy, Robert Kreitner, Ph. D; Susie VanHuss

ISBN: 978-1-133-36517-4

**II. ATTENDANCY POLICY**

**Everything** begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is worthwhile, but an expensive investment in yourself; so get your money’s worth and show up! Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Keep in mind this a hybrid course, meaning we only meet once a week the remainder of your attendance will be done on SPC blackboard. You will be required to login every day to complete weekly assignments to keep up in the course. There will be no makeup opportunities due to this being a five-week course.

**III.GRADING POLICY**

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| **Requirement** | **Percent of Grade** |
| Homework | 25% |
| Exams | 30% |
| Discussions | 25% |
| Final Exam | 20% |

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| **Percent Equivalent** | **Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

* **Weekly Discussion Posts:** ***Weekly Discussion Posts*:** You will be required be required to complete three (3) discussion questions per week using Blackboard as assigned in accordance with the syllabus.  **Discussion questions are required to be posted NO later than midnight (Central Standard Time (CST)) on Thursday of the assigned week.** Additionally, each student is required to reply to the responses of at least TWO other students no later than midnight (CST) on Sunday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
  + **Initial Discussion Posts:** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence from your book to support your response in APA format.
  + **Response to Peers:** These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! … do not count toward your minimum length requirement stated above.
* **Homework Assignments**: ***Chapter Review Assignments*:** You will be assigned chapter exercises periodically throughout the semester. These will allow you to take your reading and incorporate your understanding of the material with business relations. All responses will require evidence from the chapter to gain credit.
  + *Questions for Reflection*: You will be required to submit a minimum of 2 sentences per question. One sentence with your answer. Then a second to back up your answer with evidence from the book.
  + *You Decide Case Study Assignments*: These are assigned to allow the student to take real world examples and apply their newfound skills to a situation or scenario. The student must explain their response based on textual data. Each case study question is required to have a minimum of 5-7 sentences per response.
    - *Responses to Case Study Questions***:** You must respond to each question with a minimum of 5-7 sentences, sentences must be complete, and you need to use textual evidence to back up your opinions.
* **Exams:** There will be FOUR exams, each exam will cover the course material. These dates will be posted in the tentative schedule below. You will also have a FINAL, this exam is NOT comprehensive and will ONLY cover the final chapters we discuss.

**V. OTHER INFORMATION**

1. Please turn off your cell phones upon entering the classroom. IF CELL PHONES BECOME A PROBLEM THEY WILL BE TAKEN UP AT THE BEGINNING OF EACH CLASS.

2. Be respectful of others.

3. Contribute to classroom discussion without monopolizing. Give everyone a chance to participate.

4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.

5. Please review your Student Guide. Especially sections: Classroom Conduct, Cheating and Plagiarism, and Disruptions.

**VI. SMOKING POLICY**

LISD policy prohibits smoking outside the building at all times. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. Thank you

**CAMPUS GUIDELINES - CHILDREN ON CAMPUS**

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

**2. Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

**3. Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

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| **AMERICANS WITH DISABILITIES ACT STATEMENT**  “Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in rooms 809 and 811, Reese Center Building 8, 806-716-4675. |

**TENATIVE SCHEDULE:**

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| 1  Thursday  Jan 21 | **Syllabus Day**  Take this time to make sure you have access to your blackboard course and can navigate through your black course  **ASSIGNMENTS ARE IN YOUR WEEKLY CONTENT TAB IN Bb** |
| 2  Thursday  Jan 28 | **Complete Ch. 1 and Ch 2**  *Management Career Paths and Basic Management – Functions, Theories, and Best Practices*  In blackboard you will find a discussion post and an end of chapter assignment |
| 3  Thursday  Feb 4 | **Complete Ch 3**  *Effective Supervision: Path to Success for New Managers*  In blackboard you will find a discussion post and an end of chapter assignment |
| 4  Thursday  Feb 11 | **Exam 1 (Chapters 1-3)**  **Exam ONLINE in Bb** |
| 5  Thursday  Feb 18 | **Complete Ch 4 and Ch 5**  *Leadership Essentials and High-Performance Teams – Key to Productivity*  In blackboard you will find a discussion post and an end of chapter assignment |
| 6  Thursday  Feb 25 | **Exam 2 (Chapters 4-5) Exam ONLINE in Bb** |
| 7  Thursday  Mar 4 | **Complete Ch 6 and Ch 7**  *Planning, Goal Setting, and Achieving Results and Staffing Essentials*  In blackboard you will find a discussion post and an end of chapter assignment |
| 8 Thursday  Mar 11 | **Complete Ch 8 AND EXAM 3 (Chapters 6-8)**  Setting Up Employees for Success In blackboard you will find a discussion post and an end of chapter assignment |
| 9  Thursday  Mar 18 | *SPRING BREAK* |
| 10  Thursday  Mar 25 | ***Complete Ch 9***  *Appraising and Rewarding Performance*  In blackboard you will find a discussion post and an end of chapter assignment |
| 11  Thursday  Apr 1 | **Complete Ch 10**  *Legal and Ethical Challenges and Building a Positive, Creative, and Productive Work Environment*  In blackboard you will find a discussion post and an end of chapter assignment |
| 12  Thursday  Apr 8 | **Complete Ch 11**  *Building a Positive, Creative, and Productive Work Environment*  In blackboard you will find a discussion post and an end of chapter assignment |
| 13  Thursday  Apr 15 | **Exam 3 (Chapters 9-11)**  **Exam ONLINE in Bb** |
| 14  Thursday  Apr 22 | **Complete Ch 13**  *Effective Workplace Challenges*  In blackboard you will find a discussion post and an end of chapter assignment |
| 15  Thursday  Apr 29 | **Complete Ch 14**  Managing Workplace Challenges In blackboard you will find a discussion post and an end of chapter assignment |
| 17  Thursday  May 6 | **Complete Ch 15**  Enhancing Your Management Career Potential In blackboard you will find a discussion post and an end of chapter assignment |
| 18 Thursday  May 13 | **Final Exam** |