

# Human Resources Management/Personnel Administration

Course Number: HRPO 1280 N1  
Semester Credit Hours: 2  
Prerequisite: None  
Semester: Fall 2019



## Instructor Information

Lisa Bowen, Instructor  
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## Required Textbook

E-Book: Human Resource Management, 15th Edition. Mathis, Jackson, Valentine and Meglich. Cengage Learning 2017. ISBN: 978-1-305-50070-9.

## Course Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer the student combines classroom learning with work experience. Includes a lecture component.

## End-of-Course Outcomes

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## Teaching Methods

**Assignments:** It is the student's responsibility to read the assigned textbook chapter before attending class. Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. End of chapter activities and exercises may be assigned to reinforce material in the text.

**Quizzes:** Two Chapter Quizzes per chapter will be given. These quizzes measure knowledge of theory as well as ability to carry out the tasks learned in each lesson.

## General Information

### ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

### Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

## CLASS SCHEDULES

### DAY CLASSES:

Monday-Friday, 9:00am-3:00pm (5 days per week) NIGHT CLASSES:

Monday-Thursday, 5:30pm-9:00pm (4 days per week)

The instructor may withdraw a student from a course if absences exceed five (5) up until the published last day for Students to drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.

**\*\*Three tardies count as one absence.\*\***

You are considered tardy from the designated class start time through the first 15 minutes of class. After that, you will be counted absent.

### Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances.

Late Work: Unless due to an excused absence, for each day an assignment or test is late, you will lower its grade a full letter. Extensions may be granted in advance of the due date with reasonable cause.

Exceptions may be made on an individual basis in cases of emergency. Unless you speak to the instructor before the assignment is due and an understanding is reached, the assignment is late.

## ACADEMIC INTEGRITY STATEMENT

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proved violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of "F." All Assignments must represent the student's own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes but is not limited to the following:

Copying files or lending your storage device to another student

Copying answers on exams or glancing at nearby exams

Printing work for someone else

Turning in assignments that have been used in other classes

Purchasing or selling assignments or exam materials

Using another student's username and password or letting someone else use your login.

## Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. You are to refrain from surfing the Web or accessing any social network sites during class, unless directed by your instructor. You are encouraged to work together to solve problems; however, you must complete your own work. Cheating will result in an "F" for all involved in the act even if the person is in another class or previous semester.

## Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment and furniture can be significant due to a minor mishap.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F" and disciplinary action will be taken. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F" and disciplinary action will be taken. The Computer Lab is under surveillance.

## Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903.823.3349, or go by the Advising, Recruitment and Student Retention Department for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to the instructor immediately so that they necessary accommodations can be made.

## Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

## Student E-mail

Texarkana College uses a Texarkana College created and maintained email account for every student. This email account is used for official correspondence, communication to and from faculty and staff, and may be the only email recognized by faculty, staff and administrators. Student emails are firstinitial.lastname and last four digits of ID#.

Example: j.lee5678@texarkanacollege.edu

Assignments

Complete assignments and submit online for a grade. The biggest reason for failure is procrastination. Please note that it is important to get started early and work steadily toward completing the assignments for each chapter.

Assignment Deadlines

Quizzes and assignments will be due on Sunday's before 11:00pm. Don't wait until the last minute to get started as this may result in added stress and low-quality work. Get started early!

Student Assessment & Grading Scale

Percentage	From	Final Grade	Average
65%	Chapter Quizzes	A	90-100
35%	Chapter Assignment	B	80-89
		C	70-79
		D	60-69
		F	50-59

How to be Successful in this course.

- Enroll in the course at [login.cengage.com](http://login.cengage.com) and complete online course registration.
- Contact the instructor if you have any questions throughout the semester.
- Familiarize yourself with Mindtap Cengage Learning.
- Use your student resources for each course.
- Set a time to work on your assignments to ensure you successfully complete each one.
- Do not wait until the last minute to complete your assignments.

HRPO 1280 Human Resources Management/Personnel Administration  
Grade Sheet

Chapter/Due Date	Assignment	Grade
Chapter 1	Assignments	_____
Due:	Pre- Quiz	_____
	Post- Quiz	_____
Chapter 2	Assignments	_____
Due:	Pre-Quiz	_____
	Post-Quiz	_____
Chapter 3	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 4	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 5	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 6	Assignments	_____
Due: 9	Pre-Quiz	_____
	Post Quiz	_____
Chapter 7	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 8	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 9	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 10	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 11	Assignments	_____

Chapter/Due Date	Assignment	Grade
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 12	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 13	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 14	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 15	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____
Chapter 16	Assignments	_____
Due:	Pre-Quiz	_____
	Post Quiz	_____

Grade Sheet

Chapter Assignments \_\_\_\_\_ x35% \_\_\_\_\_

Quizzes \_\_\_\_\_ x65% \_\_\_\_\_

Final Grade \_\_\_\_\_

Date Completed \_\_\_\_\_

Student \_\_\_\_\_

ID# \_\_\_\_\_