INSTRUCTOR INFORMATION

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Email: aclark@nr.edu
Office: Godbey Hall, Room 63
Office Hours: Posted in Blackboard

IMPORTANT:
✓ The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection.
✓ Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

Description: Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations.

REQUIRED COURSE MATERIALS

Text: This course is taught using open education resources. The textbook is linked in Blackboard.

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

The Student’s Guide to Distance Education is available at http://www.nr.edu/de/pdf/stuguide.pdf.
A. INTRODUCTION

This is a distance education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

This class introduces employment, selection, and placement of personnel; usage levels and methods; job descriptions; training methods and programs; and employee evaluation systems. It includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques.

B. SPECIFIC OUTCOMES

At the conclusion of this course a student who earns a ‘C’ or higher should be able to:

- Discuss the changing and strategic nature of human resource management.
- Analyze the importance of individual/organizational relationships within businesses.
- Accurately interpret the laws that guide all human resource decisions.
- Summarize the procedures involved in recruiting, selecting, training, and evaluating employees.
- Explain the types of compensation strategies and benefits utilized by organizations.
- Examine the many environmental influences which impact human resources.
- Describe how labor relations impact many organizations.

C. COURSE REQUIREMENTS AND ASSIGNMENTS

1. Textbook readings

2. Introductory Assignments

   The introductory assignments consist of an email to your instructor, as well as participation in the introductory discussion board forum. These assignments are mandatory and are worth a total of 30 points. Failure to complete these assignments by the due date may result in withdrawal from the course.

   - Introductory Email to Instructor: Send an email to your instructor using your NRCC email account. Within the email, provide a phone number and the most convenient time of day to reach you. Feel free to also share additional information about yourself that you want me to know. Be sure to use the following format in the Subject Line of the email: BUS 205-35 Student’s Name. Ex. BUS 205-35 John Doe
• **Introductory Discussion Board**: Participate in the introductory discussion board by introducing yourself to the class and responding to at least two fellow classmates’ introductions.

3. Chapter Assignments

Chapter assignments are worth 30 points each. The assignments will vary and will consist of discussion board activities, Internet activities, and hands-on projects. All chapter assignments are due by midnight on the specified due date. Additional instructions and due dates are posted in the Assignments area in Blackboard.

4. Chapter Quizzes

Chapter quizzes are worth 30 points each. Quizzes are comprised of 15 multiple choice and/or true-false questions. Students will be given unlimited time to complete each quiz and must finish the quiz once it has been started. In other words, students cannot start a quiz, stop, and then return to it at a later time. All quizzes are due by midnight on the specified due date. Additional instructions and due dates are posted in the Assignments area in Blackboard.

D. **GRADING/EVALUATION**

The final grade for the course will be determined as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Assignments</td>
<td>30 points</td>
</tr>
<tr>
<td>14 Chapter Assignments</td>
<td>14 @ 30 points each = 420</td>
</tr>
<tr>
<td>14 Chapter Quizzes</td>
<td>14 @ 30 points each = 420</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>870</strong></td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>91% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>81% - 90%</td>
</tr>
<tr>
<td>C</td>
<td>71% - 80%</td>
</tr>
<tr>
<td>D</td>
<td>61% - 70%</td>
</tr>
<tr>
<td>F</td>
<td>Below 61%</td>
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Please Note:

- All chapter quizzes and chapter assignments are due on or before the due dates.
- Assignments may be completed prior to the due date.
- You may not work on any assignments or quizzes with any other classmates. You will receive a grade of “0” if you do so.
- Late assignments will not be accepted.
E. WITHDRAWAL POLICY

Student Initiated Withdrawal Policy
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be revised and a decision made by the Coordinator of Student Services.

Instructor Initiated Withdrawal
Students who have not attended class or picked up/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable. Students who fail to submit work by the deadlines will be withdrawn after they have missed two assignment deadlines. Students who are withdrawn in this manner after the withdrawal date set each semester receive a grade of “F” in the course.

No-Show Policy
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

F. CHEATING/PLAGIARISM POLICY

A grade of zero will be awarded to any writing assignments or quizzes that show cheating or plagiarism. To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.
G. **DIVERSITY STATEMENT**

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

H. **DISABILITY STATEMENT**

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Counseling Center in Rooker Hall for assistance in developing a plan to address your academic needs.