



**Instructor:** Lori Scott Dreiling, BS, MS, ABD  
**Office:** You can make an appointment with me via email to see me during my “regular” job as Director of Human Resource Services and the Office of Institutional Equity here at PSU. My office is 204 Russ Hall. I can always do a Zoom or Teams meeting with you as well.  
**Hours:** See above.  
**Phone:** (620) 235-4188 – I work remotely at least one day per week so if you leave a message on this office phone, I may not get it for a few days. Best to email me.  
**E-mail:** [ldreiling@pittstate.edu](mailto:ldreiling@pittstate.edu) I also have a mailbox in Kelce Faculty Suite 110.

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### **Textbook**

There is no textbook required. Open Educational Resources (OER) have made it possible for this course to be Zero Textbook Cost (ZTC).

### **Catalog Course Description**

An overview of human resource management topics such as attracting, developing and retaining people in organizations. Important HRM issues included in the course are laws and regulations, safety and health, workplace culture, training and development, recruiting and staffing, coaching and disciplinary action, etc.

### **Prerequisites**

MGT 330 Management and Organizational Behavior

### **Course Objectives / Learning Outcomes**

1. Students will be able to discuss the important role that human resource management plays in all of today’s organizations.
2. Students will understand the general scope of human resource activity in the workplace.
3. Students will have an overall awareness of the legal aspects and laws pertaining to human resources.
4. Students will become familiar with the following issues related to HR:
  - a. Staffing and recruiting
  - b. Equal Employment and Affirmative Action
  - c. General HR laws and regulations
  - d. Diversity and inclusion
  - e. Motivational theories and engagement of employees
  - f. Training and Development
  - g. Interview questions – the good and the bad



- h. Resume creation and critique
- i. Performance appraisal
- j. Disciplinary action and separation
- k. Health, safety, and wellness
- l. Volunteering and social responsibility
- m. Employee relations and current/future trends
- n. Other things that come up. . .

**Course Outline**

Session	Subject/ Objectives	Notes	Points Possible
<b>Week 1: August 22 and 24</b>	Introduction to HRM		
Assignment	Introduce Yourself	Due by 11:59 P.M.	100
Activity	What DO you know? HR True or False	In class only	
Guest Speaker	Ruth Monnier – AXE Library	OER (Open Educational Resources) Discussion on Wednesday, August 24	
<b>Week 2: August 29 and 31</b>	Equal Employment and Affirmative Action		
Assignment	Individual law description  Enter your law summary on the Discussion in this module. Use my example and follow the directions.	Due at 11:59 P.M.	100
Discussion	HR laws and regulations		
<b>Week 3: September 5 and September 7</b>	<b>No class on Monday, September 5 – Labor Day Holiday</b>		
Assignment	HR Law Description Quiz	Due by 11:59 P.M.	100



Activity	30 Interview Questions – Good or Bad?	In class only – Wednesday, September 7	
<b>Week 4: September 12 and 14</b>			
	Retirement Information Day, Tuesday, September 14 from 0800 to 1600 in the Overman Student Center	Volunteer Opportunity (work check in, greet and assist employees and third-party administrators, feedback forms, etc.) Must work a two-hour block.	100 extra credit points
Discussion	Zoom and Phone Interview Tips	In class – Monday, September 12	
Quiz	Zoom and Phone Interview Quiz	Due at 11:59 P.M.	100
Guest Speaker	Kim Hull, Assistant Director of Career Services PSU	Wednesday, September 14	25 extra credit points – attendance will be taken
FYI – I am traveling for work from 9-13-22 through 9-16-22			
<b>Week 5: September 19 and 21</b>			
	Mock Interview sign ups, example, and HR Law Reviews		
Guest Speaker	HR Internship Discussion, Wes Streeter and Mary Louise Widmar from University Strategic Initiatives	Monday, September 19	25 extra credit points for attendance
Assignment	<b>Mock Interview Sign ups?</b>		
Assignment	EI Quiz		



	<a href="https://www.mindtools.com/pages/article/ei-quiz.htm">https://www.mindtools.com/pages/article/ei-quiz.htm</a>		
Assignment	Reflection report on EI outcome	Due at 11:59 P.M.	100
<b>Week 6: September 26 and 28</b>			
Assignment	Resume review		
	Staffing and Recruiting I		
Assignment	HR Professional Interview Assignment 1 - Develop questions	Due at 11:59 P.M.	100
<b>Week 7: October 3 and 5</b>	Staffing and Recruiting - II		
Assignment	Reflection paper on the work values results.	Due at 11:59 P.M.	100
Assignment	Motivation Theories and work values. <a href="http://www.123test.com">www.123test.com</a>		
In class	Review of exam questions regarding staffing and recruiting lectures (x2)		
Assignment	<b>Mock Interview Day</b>  Wednesday, October 5 from 0900 to 1600. NO class that day – only your presence at Mock Interview Day at your designated time.	Mock Interviews will be held on Wednesday, October 5 in Career Services in Horace Mann.	200
<b>Week 8: October 10 and 12</b>	Safety and Health		
	State Employee Health Plan – Open Enrollment and Benefits Fair. Crimson and Gold Ballroom in the Overman Student Center. 1300-1600	Monday, October 10. NO CLASS ON THAT DAY	Volunteer opportunity for 100 extra credit points
Quiz	Safety and Health Quiz	Due at 11:59 P.M.	100
<b>Week 9: October 17 and 19</b>	<b>Homecoming Week!</b>		



	Class - TBD	Monday, October 17	
<b>Assignment</b>	Fall Career Fair in the Overman Student Center. Wednesday, October 19	Attend during class time. Fair is open from 1000-1400 so you can go whenever you want or go during class time. Business clothing.	100 – Must sign in at Career Fair to receive assignment points
<b>Week 10: October 24 and 26</b>	Training and Development		
Assignment	Training Case Study	Due at 11:59 P.M.	100
Assignment	Reflective paper and feedback on career fair	Due by 11:59 P.M.	100
<b>Week 11: October 31 and November 2</b>	Performance Appraisal		
Assignment	MidWest Education Performance Appraisal Case Study	Due by 11:59 P.M.	100
Discussion	Watch performance appraisal videos		
	HR Professionals in our class this week. Do not be slob tonight. Don't forget to have the questions you developed for this interview with you! This will be very casual but you will need to be very prepared in order to complete your assignment that is due on _____. This is Assignment 2 for this project.	<b>Date TBD – big day. Don't miss it!</b>	100



<b>Week 12: November 7 and 9</b>	Diversity and Inclusion		
Quiz	D&I	Due by 11:59 P.M.	100
Assignment	Summary of HR Professional interview Day – See Module for detailed instructions	Due by 11:59 P.M.	100
Assignment	Thank you email to HR Professional due – See Module for detailed instructions (We’ll probably do this in class)	Due by 11:59 P.M.	100
<b>Week 13: November 14 and 16</b>			
Assignment	Employee relations, coaching, disciplinary action, separation		
Discussion	Generational theory – Faces of Change		
Assignment	Termination quiz	Due by 11:59 P.M.	100
<b>Week 14: Thanksgiving and Fall Break</b>	No class on Monday, November 21 and Wednesday, November 23		
<b>Week 15: November 28 and 30</b>	Story time with special guests		
Special Guest	<b>Mindy Cloninger</b>	In class on DATE- Wednesday	25 Attendance taken - Extra Credit
Discussion	Volunteering, social responsibility		
Study guide issued for final			
<b>Week 16: December 5 and 7</b>	Final exam review and extra credit activity		TBD
<b>Finals:</b>	<b>Final on Monday, December 12 at 12:30PM. In class only during class time.</b>		200



	<b>No class/No assignments</b>		

**Teaching Methods**

Canvas – Any quizzes or exams will be given on Canvas. Watch the Announcement section and your email closely as if there any changes to the Syllabus or schedule, I’ll communicate it through Canvas. **No late work accepted.** The most important thing is to follow the week’s module for announcements and all assignments. Just the Module; not the calendar, not the assignment page, not anywhere else. Just that week’s Module.

**Grading Scale**

2000 to 1800 points	90% A
1799 to 1600 points	80% B
1599 to 1400 points	70% C
1399 to 1200 points	60% D
1199 and below	50% F

**Attendance Policy**

Given our current COVID-19 situation, I am very flexible with attendance. If you are going to miss, email me as soon as you know. However, if we have an assignment that is “in class only,” there is no way to make it up. My advice would be to attend – you will likely get more out of it by listening to my stories and learning from your classmates’ questions and feedback. Up to you and what you want your grade to look like.

Inclement weather – It is Kansas and it is winter/spring so expect the possibility of bad weather where class may be cancelled. If so, your assignments that week ARE STILL DUE even though we



might not have class. Everything you need to complete an assignment will be in that week's module. If I have to do so, I'll hop on and do a Zoom to make sure you have what you need.

### **Classroom Conduct**

I encourage you to bring your laptop or other device to class for classroom activities every week for the assignments we will be doing. However, I expect that you will be adults and know that playing games or being on Snapchat during class is inappropriate and rude. If it becomes an issue, I will change the rules. Also, when I am speaking, I expect that you will not be. In addition, we will have several guests this semester and I expect the same treatment for them.

### **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted. (See above for the LSD rules.)
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.





- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement. Contact Student Accommodations for further information.

### **Course Evaluation Methods**

Major assignments will have to do with HR Professional Interview (four parts to this assignment), weekly quizzes, two or three case studies.

### **Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time. Should the need arise that we go all online again like Spring 2020, we'll figure it out.

