



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 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 am constantly in meetings or work remotely often 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 I also have a mailbox in Kelce Faculty Suite 110.

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
Week 1: January 18	Introduction to HRM		
Assignment	Introduce Yourself	Due January 22 by 11:59 P.M.	100
Week 2: January 23	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 January 29 at 11:59 P.M.	100
Discussion	HR laws and regulations		
Activity	HR True or False	In class only	
Week 3: January 30			
Assignment	HR Law Description Quiz	Due February 5 by 11:59 P.M.	100
Guest Speaker	Heather Busch, Assistant Director of Career Services PSU	Monday, January 30	25 extra credit for attendance
Week 4: February 6	Mock Interview sign ups are open from 0800 on 2-7-23 to noon on Friday, 2-11-23. Do it early and don't miss the deadline!		
Discussion	Zoom and Phone Interview Tips	In class	



Quiz	Zoom and Phone Interview Quiz	Due February 12 at 11:59 P.M.	100
In class	30 Interview Questions – Good or Bad?		
Week 5: February 13	MOCK INTERVIEW DAY, Monday, February 13. No class. Interviews are held in the Overman Student Center, Ballroom C. BUSINESS ATTIRE!		200
Assignment	EI Quiz https://www.mindtools.com/pages/article/ei-quiz.htm		
Assignment	Reflection report on EI outcome	Due February 19 at 11:59 P.M.	100
Week 6: February 20			
Assignment	Guest TBD	TBD	TBD
Class	Wednesday, February 22 Spring Career Fair Overman Student Center – Ballroom		50 points – Sign in at CINTAS table to pick up your assignment
	NO class on Wednesday, February 22 because of Spring Career Fair		
Assignment	Spring Career Expo Assignment – download to Canvas	Due February 26 by 11:59 P.M.	100
Week 7: February 27	I am traveling to a HEUG conference in St. Louis this week. Your assignments will all be online and in this week’s module. NO IN-PERSON CLASS THIS WEEK on MONDAY OR WEDNESDAY!		



Assignment	Reflection paper on the work values results.	Due March 5 at 11:59 P.M.	100
Assignment	Motivation Theories and work values www.123test.com		
Week 8: March 6	Safety and Health		
Quiz	Safety and Health Quiz	Due March 10 at 11:59 P.M. NOTE: This is due the Friday prior to Spring Break; not on Sunday as normal.	100
Week 9: March 13	Spring Break – No Class and no assignments		
Week 10: March 20	Training and Development		
Assignment	Training Case Study	Due March 26 at 11:59 P.M.	100
Week 11: March 27	Performance Appraisal		
Assignment	MidWest Education Performance Appraisal Case Study	Due April 2 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.	Date TBD – big day. Don't miss it!	100
Week 12: April 3	Diversity and Inclusion		



Quiz	D&I	Due April 9 by 11:59 P.M.	100
Assignment	Summary of HR Professional interview Day – See Module for detailed instructions	Due April 9 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 April 9 by 11:59 P.M.	100
Week 13: April 10			
Assignment	TBD	Due April 16 by 11:59 P.M.	
Week 14: April 17			
	Employee relations, coaching, disciplinary action, separation		
Discussion	Generational theory – Faces of Change		
Assignment	Termination quiz	Due April 23 by 11:59 P.M.	100
Week 15: April 24			
Special Guest	TBD	TBD	TBD
Discussion	Volunteering, social responsibility		
Week 16: May 1			
	Final exam review and extra credit activity		TBD
Finals:	Final on Monday, May 8 at 12:30PM. In class only during class time. PLEASE bring your laptop. Do not attempt to take this on your phone.		200

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

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. STAY off of your phone unless we are using it for an assignment. 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. **IMPORTANT** that you attend Mock Interview Day and Spring Career Expo in person. Make arrangements for those dates now – dates are in the Syllabus.

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.

