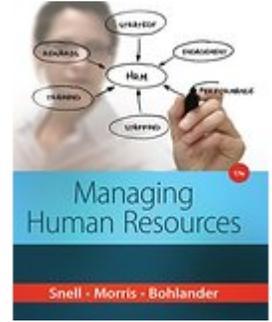


Bismarck State College

Bismarck State College, an innovative community college, offers high quality education, workforce training, and enrichment programs reaching local and global communities.



Current Semester: Fall, 2018 (Online)

Course: BADM 282 Human Resources Management

Credit Hours: 3

Instructor Contact Info: Tammy Heupel | tammy.heupel@bismarckstate.edu

Course Materials: Managing Human Resources by Scott A. Snell; Shad S. Morris; George W. Bohlander | 17th Edition ISBN 9781305617308

Course Description: The course covers the various processes of personnel management such as recruiting, training, motivating, and discipline. Discussion centers on the tools, techniques, and methods that can be utilized in the management of personnel in any organization.

Course Learning Outcomes	Program Learning Outcomes	Institutional Essential Learning Outcomes (IELOs)
Critical Thinking	Lifelong learning	Awareness
Technical Skills	Communication	Thought
Communication Skills	Leadership	Communication

* The BSC Institutional Essential Learning Outcomes can be found at <https://bismarckstate.edu/uploads/0/BSCsInstitutionalEssentialLearningOutcomes.pdf>

Unit Objectives:

Students who complete the course will be able to demonstrate an understanding of:

(1) human resources in modern business (2) development of effectiveness in human resources (3) the impact of cost pressures of human resource management (4) the primary demographic and employee concerns pertaining to human resource management.

Active Learning: In addition to educational strategies such as reading, listening, and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

Grading:

90%-100%	A
80%-89.9%	B
70%-79.9%	C
60%-69.9%	D
59.9% - Below	F

Assessment Methods:

Introductions & Explore Help	10
Discussions (13 @ 10 pts.)	130
Exams (11 @ 45-50 pts.)	545
Assignments	50
Total points	735

Attendance: Attendance is expected and may play a part in deciding border-line final grades. Students are required to actively participate in class. Students are responsible for preparing for class discussions by reading the assigned material.

Missed Assignments and Discussions

All assignments are due on the assigned date. **If you are unable to meet this deadline, 10% will be deducted for each day the assignment is late. Assignments are not accepted more than one week from the original due date. Discussions cannot be made up.**

Missed Exams

To be eligible to take a make-up exam students contact the instructor on or before the day the exam is scheduled. Failure to contact the instructor on or prior to exam day will result in earning a "0". **Make-up exams are open during the last week of the semester.** Students are allowed one make-up exam only. Final exams may not be made up. If you miss an exam and are eligible for make-up, complete the **Make-up Request Exam Form**. Return this form at least one week prior to scheduled exam make-up day. Special exceptions may be granted for BSC sponsored extra-curricular activities with prior approval by the instructor.

Cheating: Cheating is defined as any activity leading to an unfair advantage for the student(s) involved. Any student caught cheating will receive a "zero" for that assignment, and will be given significantly harder exams from that point forward. In addition, the use of cell phones for any reason is prohibited during an exam. A cell phone in plain view will result in a score of "zero" for the exam.

Policies and Procedures:

Academic Honor Code: Students at BSC are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. Cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking is unacceptable and subject to disciplinary action. More information can be found at <https://bismarckstate.edu/uploads/resources/356/studentacademichonorcode.pdf>.

Accessibility: If you have a disability that may limit your ability to fully participate in this class, please contact the Student Accessibility Office (SAO) at 224-2575. Personnel from the SAO will work with you and your instructor to arrange for reasonable accommodations after you have completed the registration process and it has been determined that you qualify.

Camera/Video Recording: Photographic, audio, and video recording of this class and/or the instructor are prohibited unless specifically requested by a student and approved/authorized in writing by the instructor or the Student Accessibility Office.

Email: Please note that I will only correspond with students through their **BSC email account**. Student Email Policy states: "In an effort to protect student privacy and better ensure student authenticity, official email exchanged between registered students and BSC personnel requesting a response shall require the response be exchanged from the student's official email address (i.e., NDUS ID@bismarckstate.edu). This policy is for the protection of faculty, staff, and students." More information can be found at <https://bismarckstate.edu/uploads/resources/1197/studentemailpolicy.pdf>.

Military/Veteran Statement: If you are currently or have served in the military, please contact the Veterans Services Office at 224-2575 regarding services/benefits to which you may be entitled.

Drop/Withdrawal Deadlines: Term dates can be found on Campus Connection in the class details. Drop and withdraw dates for each term can be found at <https://bismarckstate.edu/academics/records/calendarsdeadlines/>.

Student Policy Handbook: Student rights and responsibilities are documented including the student conduct policy, student academic honor code, etc. can be found at <https://bismarckstate.edu/students/resources/handbook/>.

Title IX: For more information on sexual misconduct/Title IX please go to the BSC home page (www.bismarckstate.edu), scroll to the bottom and click on Title IX.

Guest Speaker Statement: Bismarck State College is committed to presenting timely, innovative educational opportunities for its students. As part of those efforts, BSC faculty may invite guest speakers to address the student members of this course. Under FERPA regulations, such guest speakers are considered volunteers who serve a legitimate educational interest to institutional services or functions. Guest speakers will be informed by the faculty member of their responsibilities under FERPA to ensure student privacy. For more information, please visit the Department of Education's FERPA Student Privacy webpage at <https://studentprivacy.ed.gov/>