

COURSE SYLLABUS

HRPO 2304 (3:3:0)

Employee Relations

Business Administration
Technical Education Division
Levelland

SOUTH PLAINS COLLEGE

Lauren Gregory
Assistant Professor
Fall 2016

Levelland

COURSE SYLLABUS

COURSE TITLE: Employee Relations

INSTRUCTOR: Lauren Gregory

OFFICE LOCATION: Technology Center - #104B
AND PHONE/E-MAIL: 806-716-2249 lwgregory@southplainscollege.edu

OFFICE HOURS: Posted on office door

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

I. GENERAL COURSE INFORMATION:

A.) **Course Description:** An examination of policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Family Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

B.) **End-of-Course Outcomes:** Identify key legislation affecting the employee relations function of human resource management; and define the role of employee relations as it relates to organizational effectiveness.

C.) **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of

grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.

2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

TEXT: Our required text will be Managing Human Resources – Snell – 17th Edition – Cengage with MindTap

<https://login.cengagebrain.com/cb/entitlement.htm?code=MTPNP1CPX9TG>

- A. Sign into Campus Connect and double check that your personal e-mail address is correct. If you need to contact me quickly, please put my e-mail address lwgregory@southplainscollege.edu into your saved e-mail contacts list. If I need to reach you for an individual reason, I will e-mail you at your SPC address, as well as the personal e-mail saved within your Campus Connect account. Each time you email, always include as a part of the subject line the correct class information (your class time etc.), to identify you quickly.

We will go over Remind 101 as a class during the first class week and sign up for this text based service – I will text you often, for important reminders, or if I am ill etc. --

- B. Attendance Policy: Every student is expected to attend all classes, to be punctual, and to stay the entire class period of 1 hour and 15 minutes. Students are encouraged to actively participate in class meetings. Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course. A student who stops attending class must take the responsibility of contacting the Registrar's Office to drop the class. (see college catalog) If the student fails to do this, the instructor will administratively withdraw the student after two weeks of absences (consecutive or not – **on the 5th absence/you are allowed 4 absences**) with a grade of "X" or "F". Student will be counted absent for an entire class period (after 1 warning) for the following:

- Texting during class
- Instant Messaging during class
- Sleeping during class
- Excessive Tardiness (After 2nd)
- Leaving class early
- Off topic/disruptive, excessive discussion with other students

This classroom is a PROFESSIONAL environment, and I treat it as such. Business students in particular must understand how to conduct themselves in a professional environment. I expect exceptional behavior from ALL of my students! I consider this course to be your job – and I expect behavior to reflect that – if you are late to your job, or turn in work late in the real world, you would be terminated from that job/career – I take on the same assumptions in this course. Please be mindful of the attendance policy, and the “NO LATE WORK ACCEPTED” policy, as I do NOT make ANY exceptions to these rules!

- C. Assignment Policy: Students are responsible for all class work and notes covered during absences from class with no exceptions. Students are also responsible to be adequately prepared before each class—all reading assignments, cases, etc. If absent, student should contact immediately another student in the class and/or the instructor to receive notes and assignments.

COURSE GRADE WILL BE ALLOCATED BASED ON THE FOLLOWING POINT SCALE:

Exams	40%
Readings / Homework	50%
Final	10%

Grading Policy/Procedure and/or methods of evaluation: The final course grade will include major test grades, internet assignments, homework assignments, in- class activities, and the final exam. All regular exams will be worth 100 points each. Grades will be determined according to the following scale: A (90-100); B (80-89.9); C (70-79.9); D (60-69.9); F (0-59.9)

TENATIVE SCHEDULE

	Assignment		
Week 1	Intro./Chapter 1		
Week 2	Chapters 2		
Week 3	Chapter 3		
Week 4	Chapter 4		Test Ch. 1- 4

Week 5	Chapters 5		
Week 6	Chapter 6		
Week 7	Chapter 7		
Week 8	Chapter 8		Test Chapters 5-7
Week 9	Chapters 9		
Week 10	Chapter 10		
Week 11	Chapter 11		
Week 12	Chapter 12		Test Chapters 8-11
Week 13	Chapter 13		
Week 14	Chapter 14		
Week 15	Chapter 15/16		Test Chapters 12-16
Week 16	Final Exam		Test Chapters 1-16

This is a tentative schedule for Supervision and subject to change!!

III. COURSE OUTLINE:

- HR Mgt. In Perspective
- Meeting Human Resources Requirements
- Developing Effectiveness in HR
- Implementing Compensation and Security
- Enhancing Employee-Mgt. Relations
- Expanding HR Mgt. Horizons

IV. ACCOMMODATIONS

EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

DIVERSITY STATEMENT: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

STUDENTS WITH DISABILITIES: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: "This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums