

**Borough of Manhattan Community College
The City University of New York
Business Management Department
BUS 311: Human Resources Management
Fall 2020**

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Office: F730

Office Hours: [By Appointment](#)
Class Hours: 3
Credits: 3

Course Description

This course is a survey treatment of human resource management attempting to acquaint students with the various aspects of Human Resource Management. It introduces the student to the realm of Human Resource Manager with useful information that is relevant to your human capital in a multicultural environment.

Basic Skills/Prerequisites

Students must have passed (ENG 095 or ESL 095) and ARC 095 and MAT 008; BUS 104 or BUS 200

Teaching Methods

This course will be taught in a hybrid format, with five (5) synchronous (live) online sessions. Students will complete assignments throughout the semester asynchronously, with weekly due dates on Sunday evenings, at 11:59pm ET.

Use of Technology

Students will utilize computers for internet connection, Blackboard, Microsoft Office Suite, and BMCC OpenLab throughout the semester.

Required Text

Students will not be required to purchase a textbook for this course. All content and multimedia resources (films, etc.) will be available for free via OER/the BMCC Library. Content links for each unit of study are available on our [Course Schedule](#).

Student Learning Outcomes

Upon completion of this course, students will be able to:

1. Identify and describe major concepts, theoretical perspectives and empirical research findings regarding the various aspects of human resources management and real world practices
2. Understand the present-day issues facing company policies and procedures.
3. Synthesize research and discuss hot topics in human resources domestically and globally
4. Utilize observation, conflict management, dialogue, and active learning as a means of understanding and engaging with different peoples and perspectives
5. Evaluate various career choices within the human resources management mix

General Education Goals

Below are the college's GenEd goals. Those checked in the left-most column will be covered/assessed in this course.

General Learning Outcome		Measurement
✓	Communication Skills - Students will be able to write, read, listen and speak critically and effectively.	Class participation; discussions; writing assignments
	Quantitative Reasoning - Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.	
	Scientific Reasoning - Students will understand and apply the concepts and methods of natural sciences.	
✓	Social and Behavioral Sciences - Students will be able to apply the concepts and methods of the social sciences.	Class participation; discussions; writing assignments
	Arts & Humanities - Students will develop knowledge and understanding of the arts and literature.	
✓	Information & Technology Literacy - Students will be able to collect, evaluate and interpret information and effectively use information technologies.	Blackboard, BMCC OpenLab, resources including podcasts, film, and videos.
✓	Values - Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Class participation; discussions; writing assignments

Course Structure

Our course is scheduled as a **hybrid class**, meaning we will learn through a combination of live class sessions (*synchronous learning*; we have five scheduled live sessions this semester) and online, self-paced work (most content and work throughout the course will be completed *asynchronously*). Hybrid courses combine the convenience of online learning with in-person classroom/online instruction. Students will complete lectures and readings independently online and engage in discussion during scheduled class meetings. This means that students are responsible to keep up with the pace of the course in between live course sessions. (In a *synchronous* class, there are frequent live class sessions – in this course we will only have five (5)). The BMCC eLearning Center can be contacted for support, and has several resources to set you up for success in online courses:

- [Preparing for Distance Learning](#)
- [Digital Tools for Students](#)
- [Student Support](#)

We will cover 14 topics this semester, divided into two sections: Back-end and Front-end Human Resources responsibilities. Each week, students should refer to the Course Schedule for a direct link to our course site through BMCC OpenLab (we will all create free accounts as one of our first assignments). A list of materials to read, listen to, or watch has been created for each week/unit, and a link for each list has been added to our Course Schedule. There are also easily-navigable menu items for each on our course site. We will review navigating our Course Schedule and course site on our first day of class.

All units, materials, and assignments have been posted for the first half of our semester, leading up to the midterm. Students may complete assignments at their own pace, so long as they meet submission deadlines for assignments, and read/listen to/watch the unit materials in advance of a live session, if scheduled for a particular unit. Post-midterm, content for the second half of the semester (through the Final exam) will go live on our Course Schedule and course site.

Specific instructions and links will be provided for each assignment, so that students can easily submit their work to the appropriate place. Discussions will take place through our course site (BMCC OpenLab), which we will review in more detail on our first day of class.

Students are expected to complete all assignments in a timely manner, in adherence to due dates set on the Course Schedule (see more about expectations for students below). In return, students can expect the professor to grade assignments within two weeks of the assignment due date, and respond to emails within 24 hours.

In order to be successful in this class, students will need access to their BMCC email address, a text editor (Microsoft Word, Google docs, etc.), a Zoom account, and a BMCC OpenLab account (we will set these up during our first week/unit).

Course Policies & Procedures

Late Assignments

Late work will only be accepted for SERIOUS medical, civic, or family reasons. Please do not ask for an extension. Assignments due on a specific day and time for a reason, and students will have ample notice of all due dates and instructions for completing assignments in a timely manner. If you are experiencing a serious issue that will prevent you from handing in your work, please speak to me as soon as the issue comes up. See the next heading (“Life Happens”).

Life Happens

Life happens. If you are having a problem or an issue that will affect your ability to attend class or complete the course requirements, it is **your responsibility** to let me know as soon as possible. This is very important – please do not wait until you are failing the course.

Expectations for Students

1. Our course is scheduled as a **hybrid class**, meaning most content and work throughout the course will be completed *asynchronously*. Hybrid courses combine the convenience of online learning with in-person classroom/online instruction. Students will complete lectures and readings independently online and engage in discussion during scheduled class meetings. This means that students are responsible to keep up with the pace of the course in between live course sessions. (In a *synchronous* class, there are frequent live class sessions – in this course we will only have five (5)). The BMCC eLearning Center has several resources to set you up for success in online courses:
[Digital Tools for Students](#)
[Preparing for Distance Learning](#)
[Student Support](#)
2. In this class, you are expected to actively participate in the discussion and activities. We will have assignments due each week. If you don't plan on putting in the effort to engage in the process, this may not be the right class for you.
3. Students must participate at least once during the first two weeks of class; Federal regulations concerning the distribution of financial aid state that a student must participate at least once during the first two weeks of class. For online/hybrid sections, simply logging into a course site without active participation (in a discussion, submission of an assignment, etc.) is not considered participation.
4. You are responsible for assigned readings and all the information presented in class. If there is a live session scheduled for a week/unit, please read/watch/listen to the assigned materials before the live class session.
5. The instructor will send out announcements via Remind.com, which you can receive for free by joining our “class” in the Remind app. The app is free to download, and instructions are listed as part of your first unit's assignment.
6. Please use your BMCC email address to communicate with me. On occasion, emails sent from other accounts (Gmail, Yahoo) get filtered into Spam/Junk mail.
7. Students with documented disabilities or related concerns should contact me during our first week to discuss any special needs or accommodations.
8. Conduct yourself according to the University's Code of Conduct and familiarize yourself with the policy of plagiarism and academic integrity.
9. Any student caught cheating will receive an “F” in the course.
10. If you are having difficulty with the course, please come and talk to me immediately. It is better to deal with problems early on instead of waiting until it is too late. You can proactively set up time to meet with me during office hours by visiting www.calendly.com/professorbuckler and selecting **Office Hours**. If you wait until the end of the semester to approach me, chances are, there is not much I can do at that point to save your grade.

Evaluation

This class has a total point maximum of **400 points**. The number of points a student earns will be converted into a percentage score and the grade scale below is used to assign final course grades.

A: 93% and above	B+: 87% - 89%	C+: 77% - 79%	D+: 67% - 69%	F: Below 60%
A-: 90% - 92%	B: 83% - 86%	C: 73% - 76%	D: 63% - 66%	
	B-: 80% - 82%	C-: 70% - 72%	D-: 60% - 62%	

Students will earn points toward the total point maximum in the following categories:

- **EXAMS (200 points)**

There will be TWO exams given this semester – a Midterm exam and a Final exam. Each will be worth 100 points. Exams will be based on all resources discussed and assigned during the semester (Open Educational Resources, lectures, in-class activities, etc.) These exams are **not** cumulative and will only include material covered in the first half (Midterm) or second half (Final) of the semester. Tests will be in a multiple choice, true/false, and/or short answer format. Exams will be administered online.

- **UNIT ASSIGNMENTS (150 points)**

Our semester is divided into Weeks, or *Units*, as explained in detail on our Course Schedule. Students will be tasked with responding to prompts (including but not limited to: summarizing outside resources, responding to guest speaker discussions, supporting one side of a current-issue argument) to demonstrate grasp of concepts and writing ability during each unit. Prompts will be posted in advance, and students will be given specific instruction for how to complete written assignments or audio/visual submissions. Each unit's assignments total in worth to 10 points. Specifics of how to earn points for each assignment will be included on each unit's assignment page on our course site.

- **LIVE SESSION PARTICIPATION (50 points)**

Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Woody Allen once said that "eighty percent of success in life is showing up." In addition to logging into our live class sessions, I'll ask you to really *show up* for me and for your classmates the way I promise to *show up* for you. This means offering your opinions, asking questions, participating in polls/games during our live class sessions, and by demonstrating your familiarity with the material for the unit we are discussing. You don't have to be an HR expert -- but you do need to work to be an engaged and contributive member of our class.

Extra Credit

In an effort to expose students to the services offered by the student support offices across BMCC, extra points may be earned by participating in these free educational and career-oriented opportunities.

Please note: although several opportunities exist below, the maximum number of extra points possible is **15 points** for any one student. Extra points will be awarded at the professor's discretion, and will be added to the total points earned out of 400, not to the overall percentage. (Students can not earn more than 400 points, even with extra points earned here.) Students can complete the requirements of any combination of the following options at any time during the semester, although all extra credit work must be submitted by **Sunday, December 13th, 2020 at 11:59pm ET**.

Each activity may only count toward the total possible extra point maximum **once** – for example, if a student attends a BMCC career workshop and creates a co-curricular transcript, they are eligible to earn 10 extra points the associated assignment(s) are submitted prior to the due date above. Even if a student attends multiple BMCC career workshops and submits multiple assignments, they will only be eligible to receive a maximum of 5 points for that category.

- **ATTEND A BMCC RÉSUMÉ WORKSHOP (5 possible points)**

Students may earn extra points by making an appointment with the Center for Career Development to review their current résumé by logging into Career Express. This opportunity serves to prepare students for future career options. [Career Express](#) currently has over 1000 employers posting positions in their database.

- **CREATE A CO-CURRICULAR TRANSCRIPT (5 possible points)**

Students may earn extra points by making an appointment with the Center for Career Development to develop their Co-curricular Transcript (CCT). By having the CCT, you demonstrate your commitment, extra effort and ability to achieve in college, which will help to set you apart from other applicants, thereby giving you the "Competitive Edge" when applying to colleges, for scholarships and employment.

- **TAKE A CAREER ASSESSMENT (5 possible points)**

Students may earn extra points by taking a free career assessment through the Center for Career Development website and submitting a short writing assignment describing key takeaways. [Click here](#) for more information.

- **ATTEND A BMCC CAREER WORKSHOP (5 possible points)**

Students may earn extra points by taking a free career assessment through the Center for Career Development website and submitting a short writing assignment describing key takeaways. Examples include: *Interviewing Tips*, *Networking & LinkedIn*, etc.

(https://www.bmcc.cuny.edu/events/?tribe_paged=1&tribe_event_display=list&tribe_eventcategory=545)

- **VISIT THE BMCC WRITING CENTER (5 possible points)**

Students are encouraged to make an appointment for a sixty (60) minute, 1-on-1 tutorial with a writing professional at the BMCC Writing Center to work on an assignment for class. Students will learn to develop, organize, draft, revise, and proofread their work. To make appointments, please visit the WC office in Room S-510 or call (212) 220-1384.

BMCC Policies and Resources

Class Participation

Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.

Single Stop

If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220-8130. (www.bmcc.cuny.edu/singlestop)

Counseling Center

Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits in room S343, 212-220-8140. (www.bmcc.cuny.edu/counseling)

Office of Compliance and Diversity

BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office. If you need immediate assistance, please contact BMCC Public safety at 212-220-8080. (www.bmcc.cuny.edu/aac)

Office of Accessibility

This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office (room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. (www.bmcc.cuny.edu/accessibility)

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on [BMCC's website \(www.bmcc.cuny.edu\)](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).