



Master Course Syllabus

Semester: Spring

Year: 2025

Course Prefix: HR

Course and Section #: HR 3430 001

Course Title: Introduction to Human Resources

Credits: 3

Course Description

This course is an introduction to HR that is required by several different programs.

In this class, we learn about human resource management (HRM) in organizations. We learn about HRM using strategic, operational, and tactical perspectives. This includes learning the primary functions of HRM, such as talent acquisition, performance management, and total rewards, which focus on how HRM can develop and sustain high levels of organizational performance and a positive culture. We will learn about best practices in the different functions of HR, as well as the challenges in these areas. By the end of this course, you will better understand how a human resource department can create success for organizations and engage employees.

With few exceptions, everyone works in an organization (if you're independently wealthy, congrats, but what are you doing in this class?!?). There are many different types and sizes of organizations, but all of them have one thing in common: all have people. HRM is the part of an organization that is responsible for employees and their experience. While the outlook of the ownership group and the company's size determines what and how the human resources (HR) person or group does their job, many elements of HR are common in all types of organizations. HR is responsible for recruiting, hiring, compensating, and other parts of the employee experience. The HR group is also responsible for complying with laws, managing budgets, and carrying out organizational plans and initiatives. Because people are important to all organizations, HR is critical in every organization.

Whether you plan to work in HR or are going into another field, this course may be one of the most important during your time in college. Whatever your job, you will interact with an HR person or department. Understanding the responsibilities, requirements, and structure of the HR field will help you better understand why certain things are happening and allow you to better navigate your experience as an employee. You will have a clear idea of your rights as an employee, the competing objectives employers face when making HR decisions, and the best practices in different areas of HR. This class is going to prepare you for the world of work.

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Irene Whittier **Office:** KB 332B

Office Hours: By appointment

E-mail: IWhittier@uvu.edu

Student Learning Outcomes

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

- Describe human resource management terms and use them in oral and written mediums.
- Summarize the organization and functions of a human resource department.
- Calculate the value of HR processes to the organization (e.g., turnover costs, training programs).
- Analyze business challenges and situations from a human resource management perspective.
- Explain the impact of equal employment opportunity laws, affirmative action, and diversity programs on organizations.

Prerequisites and Needed Skills

Course Materials and Texts

Required textbook: Strategic Human Resource Management: Leading innovative organizations series. Compiled and edited by Jonathan H. Westover (ISBN: 978-0692303238). Cost: [PDF version](#)

[free Download PDF version free](#)

[Print version ~\\$10Links to an external site.](#)

Required Simulation: HRManagement Simulation by Interpretive Simulations ([click here for company websiteLinks to an external site.](#)). Cost ~ Free

Course Requirements

Course Assignments, Assessments, and Grading Policy

Grading Scale:

The following grading standards will be used in this class:

Grade	Percent
A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99

B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
E	Below 60

Assignment Categories

Activity	Percent
Content Exam	20%
Quizzes	30%
HRM Simulation	35%
Assignments	10%
Learning Journal	4%
Participation	1%

Late Work Statement:

If you are late completing deliverables, the grade will be reduced by 5% each day it is late. If you cannot turn the paper in on time, please notify the instructor in advance (at least two days before the due date) to make other arrangements. Giving notice will minimize the penalty on the deliverables but may not completely remove it. Late work will be handled according to individual circumstances, so the process may differ by the student. Make-up work will only be offered when extenuating circumstances are beyond the student's control.

Assignment and Assessment Descriptions

Module Assignments

With each module, there will be a related assignment. Some of these assignments will be a short memo, while others may be an analysis or calculation of specific HR metrics. These assignments will be graded on a high pass (95-100), pass (85-90), and low pass (75-80) scale. The best way to learn is to engage with the material actively. Much of your learning will result from your active engagement with the material. These deliverables allow you to try some things in a low-stakes environment because the value of each assignment is not high relative to other deliverables for the class.

Learning Journal

Several times during the semester, you will need to submit an entry for a learning journal that you will keep. These entries will be based on videos in the learning modules or other elements of the course content. These journal entries will be graded on a high pass (95-100), pass (85-90), and low pass (75-80) scale based on your ability to connect the material to concepts from the modules.

Quizzes

Weekly quizzes will cover all material about the weekly topic. Questions will be drawn from readings, lectures, assignments, and any other materials from a module. These quizzes will be non-cumulative. Each quiz will have 25-30 multiple-choice and true-false questions. All quizzes will be taken in Canvas. Each quiz will have a 30-minute time limit and be open note. Quizzes will help you learn the field's vocabulary and test basic application knowledge.

Content Exam

Your content exam will be an essay exam. The question for the content exam is: "Describe the two most important things needed to create a "best places to work" environment that you learned during our course and how you can create these things in a workplace." Your performance is based on the content mastery you demonstrate in describing your answers and the feasibility of the recommendations you make in the exam.

HRM Simulation

The HRManagement simulation is an online simulation where you make decisions in different areas of HR to help a company meet its production goals. The simulation aims to help you learn about the connection between HR processes and how they influence organizational performance and culture. The course will focus on the simulation, with several different associated assignments. There will be eight Decision Summaries and an Individual Analysis of your company's performance and your experience with the simulation. In addition to these deliverables, your company's performance will be part of your grade. The HRManagement Simulation is an opportunity to learn about the effects of HR decisions. The simulation is an opportunity to try out different ideas about HR and see the results without losing money or hurting real employees.

Participation Points

I believe that students get more out of the class when they come prepared for the class discussion. As a result, part of your grade will be based on participating in the class discussions.

General Description of the Subject Matter of Each Lecture or Discussion

Week Topic Assignments: Module 1 - Stuff you need to know

Read: Syllabus

Read: Guidelines for written assignments

Submit: Introduction memo

Submit: Resume

Discuss: Icebreaker

Complete: M1 Quiz

Module 2 - HRM Simulation

Register for simulation

Read: Resources on Interpretive website

Watch the simulation tour video on the Interpretive website

Complete: M2 HRM Simulation Case Quiz and M2 HRM Simulation Concept Quiz

Module 3 - Strategic HR & The Role of HRM

Read: Chapters 1 + 2

Watch: Lecture Video

Watch: Bell Bank Fortune 100 Video

Submit: HR Metrics Assignment

Submit: Learning Journal Entry

Complete: M3 Quiz

Complete: Simulation Practice Round 1

Module 4 - The Legal Context of HR

Read: Chapter 3

Watch: Lecture Video

Watch: Sexism in Silicon Valley Video

Submit: 4/5ths Rule Assignment

Submit: Learning Journal Entry

Complete: M4 Quiz

Complete: Simulation Practice Round 2

Module 5 - Analyzing Work and HR Planning

Read: Chapter 4 pgs. 37-43

Watch: BMW's aging workforce video

Submit: Forecasting Assignment

Submit: Learning Journal Entry

Submit: Decision Round 1 Summary Memo

Complete: M5 Quiz

Module 6 - Sourcing and Recruiting

Read: Chapter 4 pgs. 43-50

Watch: Lecture Video

Watch: CBS This Morning Video

Submit: Positions to Fill Assignment

Submit: Learning Journal Entry

Submit: Decision Round 2 Summary Memo

Complete: M6 Quiz

Module 7 - Selection and Hiring

Read: Chapter 5

Watch: Lecture Video

Watch: Welcoming Autism Into the Workplace

Submit: Selection Decision Assignment

Submit: Learning Journal Entry

Submit: Decision Round 3 Summary Memo

Complete: M7 Quiz

Module 8 - Training and Development

Read: Chapter 8

Watch: Lecture Video

Watch: PBS NewsHour Video

Submit: Training ROI Assignment

Submit: Learning Journal Entry

Submit Decision Round 4 Summary Memo

Complete: M8 Quiz

Module 9 - Performance Management

Read: Chapters 10 & 11

Watch: Lecture Video

Watch: PBS NewsHour Video

Submit: Rating Scales Assignment

Submit: Learning Journal Entry

Submit Decision Round 5 Summary Memo

Complete: M9 Quiz

Module 10 - Base Compensation & Incentives

Read: Chapter 6, pgs. 67-76

Watch: Lecture Video

Watch: Vice News Tonight Video

Submit: Pay Increase Assignment

Submit: Learning Journal Entry

Submit: Decision Round 6 Summary Memo

Complete: M10 Quiz

Module 11 - Employee Benefits

Read: Chapter 6, pgs. 77-83

Watch: Lecture Video

Watch: Bloomberg WestCoast Wakeup Video

Submit: USA Credit Assignment

Submit: Learning Journal Entry

Submit Decision Round 7 Summary Memo

Complete: M11 Quiz

Module 12 - Managing Engagement
Read: Chapters 7
Watch: Lecture Video
Watch: CNBC Video
Submit: Turnover Costs Assignment
Submit: Learning Journal Entry
Submit: Decision Round 8 Summary Memo
Complete: M12 Quiz

Module 13 - Employee Health and Safety
Read: Chapter 13
Watch: Lecture Video
Submit: Simulation Analysis Memo
Complete: M13 Quiz

Module 14 - Labor Relations
Read: Chapter 12
Watch: Lecture Video
Complete: M14 Quiz

Module 15 - Content Exam
Submit: Content Exam

Required Course Syllabus Statements

Generative AI

Click here to enter text.

Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.