



Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring 2025

Year: 2025

Course Prefix: HR

Course and Section #: 3430-X01

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: Rod Lacey

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.

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 ~\$10.

Required Simulation: HRManagement Simulation by Interpretive Simulations (click here for company website.). Cost included in course fees. Access Code may be obtained by clicking on Course Materials on the left margin of Canvas.

Course Requirements

Course Assignments, Assessments, and Grading Policy

Course Mode:

This is an online-only course. All materials and course content will be delivered on Canvas. There will be NO livestream or in-person parts of this class.

Description of how the course works:

In Canvas are weekly modules containing course content, assignments, and other deliverables. You will work through these modules in order, reading and viewing the learning resources before completing the deliverables. There are regular due dates for course deliverables, these will help manage the pacing of the course. You will complete deliverables each week as part of the course. Logging into Canvas and reading the overview page of each module will help you know what order to complete the module deliverables in and provide other information to help you successfully complete the course.

The largest deliverable is a simulation. In the simulation, you will have the role of an HR director, making decisions about the HR operations of a bicycle manufacturing company. The simulation will have eight rounds (two years of company time), and for each round, there will be a deliverable about your decisions in that round. In addition to the reoccurring decision round deliverable, there are a few other deliverables related to the simulation. The simulation will be accessed using an internet browser.

Microsoft Teams may be used during the course for office hours and other appointments with the instructor.

For this three (3) credit-hour course, students should expect to spend up to 9+ hours a week completing course activities.

Student Responsibilities:

- Start class the first week of the term.
- Be accountable by setting aside regular time each week to complete course activities and assignments on time as noted per the due dates.
- Learn how to use Canvas, including communication tools (e.g., discussion, Canvas inbox, etc.). Learn how to use Microsoft Teams to hold video/voice meetings, post chats, and retrieve files. If you have technology-related problems contact the Service Desk.
- Abide by ethical standards. Your work must be your own. Cite any sources you use when completing deliverables.
- Contact your instructor as early as possible if an emergency arises. Do NOT wait until the last minute to ask for an extension.

Instructor Responsibilities:

- Respond to messages within ONE business day. If multiple messages regarding the same question or concern are received, they may be responded to with an announcement to the entire class.
- Provide timely, meaningful, and constructive feedback on assignments.

- Facilitate an effective learning experience.
- Refer students to appropriate services for issues that are non-course content specific, such as technical issues, writing labs, accessibility services, etc.
- Mentor students through the course.

Assignment Categories

Activity	Percent
Content Exam	20%
Quizzes	30%
HRM Simulation	35%
Assignments	10%
Learning Journal	5%

Late Work Statement:

Assignments will generally be left 'open' for students to complete after each due date. Missing a due date will automatically result in a reduction of scores. A 25% reduction in score will automatically result for any late assignment, with any assignment over one week overdue being eligible for a maximum score of 50%. Quality of content will continue to play a part in each late assignment's score.

Why is this? As a business student you are to be preparing for the realities of the business world. If you were to consider your boss (say VP of HR) or the CEO asking you to complete a task, missing an understood deadline would have consequences, up to, and including your employment!

Please communicate with your professor in advance of any deadline missed, where possible, especially if there are circumstances that he needs to be aware of. These circumstances may or may not impact how these late assignments are graded.

Grading Scale

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

Required or Recommended Reading Assignments

Click here to enter text.

General Description of the Subject Matter of Each Lecture or Discussion

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.

Course Schedule

1. HR Management Simulation Introduction
2. The Role of Human Resources, Developing and Implementing Strategic HRM Plans
3. Diversity & Multiculturalism
4. Recruitment I
5. Recruitment II
6. Selection
7. Training and Development
8. Managing Employee Performance, Employee Assessment
9. Compensation & Benefits I
10. Compensation & Benefits II
11. Retention & Motivation
12. Safety & Health at Work
13. Labor Relations
14. Final Exam

Required Course Syllabus Statements

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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.