



Master Course Syllabus

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

Semester: Spring

Year: 2025

Course Prefix: 37270

Course and Section #: HR 3430-X05

Course Title: Introduction to Human Resource Management

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 the 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 navigate your experience as an employee better. 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: Silvia Clark, Ph.D.

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.
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Course Materials and Texts

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

Required Simulation: HRManagement Simulation by Interpretive Simulations

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	5%

Late Work Statement:

If you are late completing deliverables, the grade will be reduced by 5% each day when 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 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.

Required or Recommended Reading Assignments

Click here to enter text.

General Description of the Subject Matter of Each Lecture or Discussion

Course Schedule

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

Week	Topic	Assignments
		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

Week	Topic	Assignments
		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

This course requires you to complete assignments that assess your understanding and application of the material. You are expected to do your own work, and the use of artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, is strictly prohibited for any part of your assignments. Using these tools will be considered academic dishonesty and will be handled according to the university's policy. If you have questions about the acceptable use of AI tools, please consult the instructor before submitting your work.

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.