

# HR 3430 *Intro to HR*



## Course Information

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Semester: Spring

Year: 2025

Course Prefix: HR

Course and Section Number: 3430 X06

Course Title: Introduction to Human Resource Management

Credits: 3

## Course Description

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Covers labor and management relations, legal issues, job analysis and design, recruiting and selecting, job placement and orientation, training, career planning, EEO, performance appraisal, and employee benefits. Presents tools for the implementation of a human resource management program. Includes class discussions, case studies, videos, oral presentations, written assignments, group projects, and guest speakers.

## Course Outcomes

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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 program costs).
- 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 Attributes

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This course has the following attributes:

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



## Instructor Information

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**Instructor:** Justine Lee

**Education:** B.S. in Communication & M.Ed. in Learning Experience Design and Educational Technology

**Office:** Keller Building, 215A

**Office Hours:** By appointment

**E-mail:** [justine.lee@uvu.edu](mailto:justine.lee@uvu.edu) (<mailto:justine.lee@uvu.edu>)



## Course Materials

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

Cost: **PDF version free** (<https://uvu.instructure.com/courses/597667/files/124313743?wrap=1>) ([https://uvu.instructure.com/courses/597667/files/124313743/download?download\\_frd=1](https://uvu.instructure.com/courses/597667/files/124313743/download?download_frd=1)); **Print**



**version ~\$10** (<https://www.amazon.com/Strategic-Resource-Management-Innovative-Organizations/dp/0692303235>)

**(FREE) Required Simulation:** HRManagement Simulation by Interpretive Simulations ([click here for company website \(https://www.interpretive.com/\)](https://www.interpretive.com/)).

**Interpretive Simulations Privacy Policy** (<https://www.interpretive.com/privacy-policy/>)

## Required Reading

All reading will come from the course textbook.

## General Description of Subject Matter

1. Course and Professor Information
2. Source Simulation
3. HR as a Strategic Partner
4. Diversity and Multiculturalism
5. Recruitment
6. Selection
7. Compensation and Benefits
8. Retention and Motivation
9. Training and Development
10. Successful Communication
11. Managing Employee Performance
12. Employee Assessment
13. Leading an Ethical Organization
14. Finals

(<https://www.interpretive.com/privacy-policy/>)

## Course Requirements

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### Course Mode:

This is an online class. There will be no in-person or live streamed events or classes. All assignments will take place in Canvas.

### Description of how the course works:

Throughout the semester, you will complete one Module per week (with the exception of Spring Break), with 15 Modules total.

The first 2 Modules will introduce you to the course and the semester-long simulation.



Modules 3-13 are the content modules where you will complete an in-class assignment, a textbook quiz, and a memo describing your decisions in the simulation. To prepare for these assignments you will be expected to attend class and read one chapter in the textbook.

Throughout Modules 6-13 you will also complete the simulation. The simulation is ran through Interpretive Simulations and consists of practice rounds (Modules 4&5) and eight different "decision rounds" where you make HR decisions for a manufacturing company. For each decision round you will submit a short memo in Canvas, and at the end of the simulation, you will turn in a longer analysis summarizing and reflecting on the experience (Module 14).

The last Module, Module 15, is your Content Final.

### Course Schedule:

See the Course Schedule for due dates for each of these modules.

You will work through these modules in order, with one module per week. **All the assignments in each module will be due on Sunday nights at 11:59 p.m.** Logging into Canvas and reading the overview page of each module will help you know what order to complete the module deliverables and provide other information to help you successfully complete the course.

Professor Lee will send weekly overviews to your Canvas inbox each Monday morning to brief you on that upcoming week's assignments.

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](https://www.uvu.edu/servicedesk/) (<https://www.uvu.edu/servicedesk/>).*
- *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 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.*

## Grading and Late Work Statement

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### 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
HR Simulation	30%
Assignments	25%
Content Final	25%
Quizzes	20%

### Late Work Statement:

Only quizzes and decision round memos are accepted late. The grade for these assignments will be reduced by 5% each day it is late. If you cannot turn in a quiz or memo 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.

### Extra Credit:

At the end of the semester you can receive extra credit of 10 points for completing the SRI. Professor Lee may offer random extra credit assignments throughout the semester for presenting assignments in class.



## Assignment and Assessment Descriptions

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### Application Assignments

Each module will include an application assignment from the weekly recorded lecture. These deliverables give you an opportunity to practice what you are learning in class.

### Quizzes

Weekly quizzes will cover all material about the weekly topic. You will not be able to pass these quizzes without reading the textbook chapters or watching the lectures and you only get one attempt per quiz for all quizzes. Each quiz will have 5 questions taken from the textbook. All quizzes will be taken in Canvas. Each quiz will have a 30-minute time limit and be closed book.

### Content Final



Your content final will be an essay exam. The goal for your content exam is to apply the knowledge you have gained from the course to your current work situation. You will be asked to analyze your company's current HR programs and recommend two to five changes they could make to create a better working environment for their employees. 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. If you are not employed at the time of the Content Final, reach out to your professor to receive the information you need to write your exam based on UVU employment.

## HR 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 simulation will be a focus of the course, with several different associated assignments that will make up a significant portion of your grade. Students who do not complete the simulation will not pass the class.

Grading for the simulation will encompass 1) your company's results, 2) your memos summarizing each decision round, and 3) your final simulation analysis. 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.



## AI Statement

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AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you.

The use of generative AI tools (e.g. ChatGPT, Google Gemini, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.



- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty.

Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

## Using Remote Testing Software

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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.

## Academic Integrity

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Don't look for shortcuts in the learning process; invest yourself fully to have the best experience possible. Some materials for exercises in this course can be found on the internet. Please do not look to the internet for additional information. If you have questions about a deliverable, please ask the instructor first; they will direct you to a place where you can get additional help.

According to UVU Student Rights and Responsibilities Code in the Academic Responsibilities section, academic dishonesty is essentially defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Any case of academic dishonesty will result in a grade of E for the course. This includes anyone using the work or analysis of other individuals/groups in the class or other classes (past or present). Anyone who provides information to other students will be similarly disciplined. Exceptions for graduation status or magnitude/type of dishonesty will not be made. Your integrity will be one of your most valuable professional assets. Therefore, in this class





your integrity is presumed to be sufficient assurance that your work will be performed honestly and without unauthorized assistance in academic matters.

## Accommodations/Students with Disabilities

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

DHH is located on the Orem Campus in BA 112

## Equity and Title IX

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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](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

## Religious Accommodations

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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](mailto: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.

