



## Master Course Syllabus

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

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**Semester:** Spring

**Course Prefix:** HR4050

**Course Title:** Human Resource Information Systems

**Year:** 2025

**Course and Section #:** 4050 X01

**Credits:** 3

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### *Course Description*

The purpose of HR 4050 is to provide an introductory knowledge of Human Resource Information Systems and develop your ability to make sound, strategically grounded decisions regarding the design, implementation, and adoption of human resource information systems in organizations. The course takes a very strategic orientation, viewing human resource information systems a key component in managing and supporting organizations to achieve their strategic objectives from an enterprise perspective. Human Resource Information Systems include a variety of tools which help a company understand and define its value proposition and ultimately, their ability to attract, retain, and mobilize the critical talent to achieve the firm's mission and objectives.

As designed, HR 4050 is of benefit for those interested in *corporate HR* who will be responsible for Human Resource Information System activities, those who will interact with Human Resource Information Systems, *future consultants* interested in breaking into this growing and lucrative field, *management consultants* who anticipate working on projects touching HRIS systems, and *general managers* who will oversee the design and implementation of HR systems in their organizations.

This course should prepare you to become a source of competitive advantage for your organizations once you become a professional.

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### *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.*

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### *Instructor Information*

**Instructor Name:** Matthew Burgon

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## ***Student Learning Outcomes***

- Gain an introductory knowledge of Human Resource information concepts and systems and develop your ability to make strategic decisions with regards to those systems.
- Develop understanding of needs analysis, system design, system evaluation, and solution selection.
- Build critical thinking skills regarding how Human Resource Management solutions tie to and drive business strategy.
- Gain an understanding of implementation strategies associated with Human Resource Information Systems.
- Develop a better understanding around design and impact Human Resource Information systems and their impact on employees and executives and design systems which can consistently meet the needs of managers, shareholders, employees.
- Gain entry level hands on experience with common HR tools and applications.

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## ***Course Materials and Texts***

Required materials, fees and technology

- **No required textbook.** Instead of buying an overpriced textbook we will be utilizing real world content from a variety of sources including news articles, publicly available videos, and PowerPoints. You will be required to purchase a SHRM membership where you will be reviewing, reading, and researching HR content.
- When you purchase your SHRM membership register with the [national SHRM chapterLinks to an external site.](#) as a student member. It will only cost you \$49 for a year and you can use this membership for other HR classes in our program that have opted for an online digital content approach. (Updated August 21st 2023).
- You should also subscribe to SHRM's [News FeedLinks to an external site.](#)
- Additional videos, files, articles or other appropriate materials which support lectures, discussions, and your assignments will be provided via Canvas.

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## ***Course Requirements***

### **Course Assignments, Assessments, and Grading Policy**

#### **Assignments:**

There are seven (7) key items that will make up your grading and evaluation for this semester.

1. Module Learning Checks (Quizzes) (Individual)
2. Module Writing Response (Individual)
3. Module Activities (Individual/Group)
4. Professional Development Activities
5. Hands on HRIS Technology Experience
6. HRIS Emerging Technology Presentation (Individual/Group)
7. HRIS Consulting Project for a Client + Presentation (Individual/Group)

## Module Learning Checks

**Purpose:** To review and confirm understanding proficiency of module content.

- **Individually**, you will be required to complete a learning check following the review of the content associated with each module. Module content will include:
    - Lecture Content and associated presentations
    - Publicly available video content
    - SHRM and publicly available articles
    - Pod casts on module or associated HR topics
  - The learning checks will demonstrate the understanding, comprehension, and your ability to apply the content you reviewed.
  - For the learning checks (Quizzes), you can use your notes, lesson documents, and other resources. You can NOT use your neighbor. Students collaborating with other students on the knowledge check will be subject to disciplinary action.
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## Module Writing Response Assignments

**Purpose:** To facilitate analytical reading, critical thinking, and creative solution generation

- **Individually**, each week you be responsible for submitting a writing response on a specific topic associated with the module we are studying.
- Details will be in the individual Canvas assignments but requirements may include:
  - Researching and referencing SHRM and publicly facing facing resources.
  - Creating video responses to specific questions/prompts
  - Developing thoughtful and creative thinking responses
- The module writing assignment is due per the date on Canvas.
- For these writing assignments, DO NOT just provide a recap of the articles that you read. You need to think critically about the topics and what the authors are saying. For example, if the module topic is Talent Acquisition software, rather than just restating what the analyst said, I want to know what you think about the topic. Do you agree? Do you disagree? How would you address the situation or topic? What experiences or evidence do you have to back up your position? You may think about questions such as:
  - How does this impact my current role?
  - How might this information be useful to an HR professional?
  - Do I agree or disagree with the content provide and why?
  - How might I approach this differently?
- All of your writing assignments need to be professional level writing. You should be comfortable giving your response to an HR professional.
- I do grade on basic business writing expectations such as grammar, spelling, sentence structure, etc. You can find additional details on what to watch for here. **Critical Thinking Paper Guidance and Recommendations. (Need to Update) Download Critical Thinking Paper Guidance and Recommendations. (Need to Update)**
- For assignments that require references, you must include them in your response. You will be docked 25% if you don't have references.

- Response grading guidance and sample papers can be found in this [document](#) Download document . (Need to update)
- Use of Gen AI tools (i.e. Chat GPT). **IMPORTANT** - There are a lot of tools available that can help you "short cut" writing assignments. Please do **NOT** use these tools. Students utilizing these tools are subject not only to grade deductions, but more importantly the loss of experience and development of the critical thinking muscles necessary to excel today. Our Canvas tools check for both plagiarism as well as AI detection. Use of either will result in grade deductions and potential zeros on the assignment.

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## Module Activities

**Purpose:** To facilitate experiential learning, analytical question-development, critical thinking, and creative solution generation both as an individual and in your group.

- **Individual:** All modules will have a specific hands on assignment. Sometimes these assignments will be completed in class (only for Face to Face format). Sometimes these will be completed on your own time.
  - Details on the specific activity can be found in the respective assignment for that module.
  - Your activity responses are subject to the same grading criteria as the writing assignments in terms of professionalism in formatting, grammar, punctuation, etc.
- **Group:** There are a few module activities that are group projects. Project groups are automatically assigned through Canvas. You can find your group(s) on the people tab in Canvas.
  - For group assignments, only one individual in the group will need to submit the link of the completed assignment through Canvas.

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## Professional Development Activities

**Purpose:** To connect with and develop networking relationships with HR professional and peers. Strong networks are key to successful careers even if you don't plan on a long term career in HR, knowing people in this space will open doors and opportunities that can not be found anywhere else. To support this you will have two professional development activities due this semester.

- HR Interview - One assignment will be an interview an HR professional and writing response that outlines your thoughts, feelings, learnings, and impressions.
- HR Event - The second professional development activity will be to attend some type of HR event. This could be an HR conference a SHRM event, HR Conference, or even a virtual HR keynote session. I'll notify you of opportunities that become available through the semester, but please do not wait. If you see something HR related that you want to attend, do it.

If you have another HR section this semester that also requires HR Professional development activities, you can use that same activity for my course as well assuming it meets the assignment requirements. I.E. If you attend an HR conference, you can use that for both courses. You can not submit professional development work done in prior semesters.

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## Hands On HRIS Technology Experience

**Purpose:** To provide you with hands on experience in some of the key technology tools that are utilized by HR and HR professionals.

- Throughout the course you will have the opportunity to see and experience some of the various technology platforms that are used in the industry. Towards the end of the term you will have a multi week hands on assignment in the SAP SuccessFactors application completing many of the tasks that an HR professional would do such as creating a requisition, completing a performance review, and processing employee transactions.
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## HRIS Technology Presentation

**Purpose:** To facilitate researching, analysis, and presentation of HR technology solutions and applications. The purpose of this exercise is to give you knowledge of HR trends and emerging technology as well as to hone your professional presentation and group skills.

- Full details of this assignment is outlined outlined in the respective module
  - For group assignments, only one individual in the group will need to submit the link of the completed assignment through Canvas.
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## HRIS Consulting Project

**Purpose:** To facilitate analytical question-development, critical thinking, interviewing, and creative solution generation and provide real life experience in tackling HR technology issues

**Overview:** You will be presented a full case study, or live client study for an enterprise organization. This study will include their current HR landscape, critical issues, and goals. With this data and your learnings over the term, you will complete research on the organization, support an evaluation of their HR solutions, research solutions and options to address their challenges and issues, and delivering findings and recommendations. You will be playing the role of an HR consultant who has been hired to help fix a companies biggest HR problems.

Additional details for this assignment will be be found in Canvas.

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## Extra Credit (TBD Points)

### Individually

Students have the opportunity to earn extra credit by attending the meetings of the UVU Student Chapter of the Society of Human Resource Management (SHRM) and other HR related meetings and conferences. In these meetings, you will have the opportunity to learn valuable material from excellent guest speakers, gaining extra knowledge, and earning extra credit points. The SHRM meetings will be announced ahead of time and you will receive multiple invitations for each

### COURSE GRADING SYSTEM

The grading system used is intended to reflect the knowledge and skills students have gained in the course and how well they have met the objectives of the course. It also is intended to indicate how well students have demonstrated their ability to express themselves in the class, and how well students can put their thoughts in writing. Grades for all written assignments can be reduced at my discretion if significant grammatical and spelling errors are evident. **CHECK GRAMMAR AND SPELLING OF YOUR WORK BEFORE YOU SUBMIT IT!!!** Use APA 6<sup>th</sup> edition format for citations and references in your written assignments.

The following grading standards will be used in this class:

### GRADING SCALE

A	100% to 94%		C	<76.99% to 74%
A-	<93.99% to 90%		C-	<73.99% to 70%
B+	<89.99% to 87%		D+	<69.99% to 67%
B	<86.99% to 84%		D	<66.99% to 64%
B-	<83.99% to 80%		D-	<63.99% to 61%
C+	<79.99% to 77%		E	<60.99% to 0%

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### Required or Recommended Reading Assignments

Both required and recommended reading assignments. Required assignments include content from SHRM.COM and public facing web sites. Students are required to read 3-5 articles per module on the module topic in addition to video and audio content.

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## **General Description of the Subject Matter of Each Lecture or Discussion**

M0 – Course Orientation

M1 – HRIS Overview, History, and Key Concepts

M2 – Core HRIS

M3 – Time & Attendance, Benefits and Payroll

M4 – Talent Acquisition and Onboarding

M5- Talent Management: Goals, Performance & Compensation

M6 - Talent Management: Succession, Development, and Learning

M7 - Employee Experience and Engagement

M8 - HRIS Reporting, Workforce Analytics, and Workforce Planning

M9 - Needs Analysis, System Design, Evaluation and Selection

M10 - Implementation, Project Management, and Change Management

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## ***Required Course Syllabus Statements***

### **Generative AI**

**Gen AI tools** - In this course, students are encouraged to utilize AI tools for guidance and inspiration. However, it is imperative that all submitted work is original and authored by the student. While AI can provide valuable insights and suggestions, the final writing must reflect the student's own understanding, analysis, and creativity. Plagiarism, including the submission of AI-generated content as one's own, will not be tolerated and will be subject to academic integrity policies.

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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.

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## ***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](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.

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### **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](#).

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

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### **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](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.