



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: PADM

Course and Section #: 6070 X02

Course Title: Human Resource Management

Credits: 3

Course Description

Examines the services provided by a manager of a human resources department. Provides an overview of human resource management. Focuses on the role of managers and how they develop effective and efficient human resources practices that support the strategic goals of their organization.

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: Justine Lee

Student Learning Outcomes

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

- Evaluate the human resource management needs of public organizations
 - Examine some of the major issues confronting public personnel managers
 - Analyze how an organization's human resource management practices can influence employees
 - Develop skills in the areas in which human resource management organizations operate
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Course Materials and Texts

- Westover, J. H. (Ed.). (2023). *Strategic Human Resource Management in Public Organizations*. HCI Press (Leading Innovative Organizations Series): ISBN: 979-8399411385
 - (No need to purchase this textbook —it is provided for you in Canvas.)

Since this is an online course it is assumed you have access to highspeed internet and a functioning computer device. Please be aware of the [computer labs available at UVULinks to an external site.](#)

Course Requirements

Course Assignments, Assessments, and Grading Policy

Course Mode: ONLINE

Canvas is where course content, grades, and communications will reside for this course. For this **3-credit-hour** course, students should expect to spend up to **9+ hours a week** completing course activities.

Student Responsibilities

- **Read Weekly Canvas Messages:** Every Monday morning, Professor Lee will send out a weekly message to students' Canvas inbox. This message will provide a list of everything that needs to be done that week with tips and further guidance. It will also highlight any FAQs, upcoming projects and due dates, and sometimes jokes. Please set your Canvas notifications to be notified when you get a Canvas message.
- **Prepare for coursework:** Course activities and assignments assume you have already read the assigned readings as scheduled. You should always read the chapter before taking quizzes and completing related assignments.

Scheduling sufficient preparation time per week will allow sufficient time for reading the text, assimilating online materials, and completing assignments on time. Three credit courses should take you approximately eight hours per week throughout a semester as a rule. Some weeks may require more (e.g., when you have writing assignments) while some may require a little less.

The key is scheduling consistent weekly course preparation time in an environment that is quiet and free from distraction

Professor Expectations.

1. **Communication:** I check my Canvas Inbox regularly and will usually be able to respond within 24 hours.
2. **Assignments:** All assignments must be submitted by 11:59 pm Utah time (MST) on the due date. The midterm and final projects/papers cannot be re-written or re-taken to raise a grade. I will make every effort to have grades on assignments returned within a week of submission.
3. **Grading:** The breakdown of grades for this course is found under the 'Grading Scale' below. I will do my best to grade work as it comes in and have all of the week's assignments graded by the end of the week after they are due.
4. **Feedback:** Most assignments will include a clear rubric so you know exactly what you need to do for the grade you want. I will provide feedback in the rubric for every grade that is not 100%.

Assignment and Assessment Descriptions

Assignments:

WEEKLY ASSIGNMENTS

Quizzes

Each week, after reading each assigned chapter and reviewing the associated lecture video, you will take a short chapter quiz on Canvas.

BIWEEKLY ASSIGNMENTS

Small Business Cases and Reflections

To help you actively apply course content to the real world, every other week in the online portion of the class, you will be required to read and respond to the questions from a **Human Resource Management case** related to the course material we are covering that week (approximately 500+ words).

These same weeks, you will be asked to pause and reflect on what this class is teaching you and submit your findings in the form of a **reflection assignment**. By the end of the semester, you will have created a digital learning journal that will document your preparation/participation/and reflection on course

materials. Feel free to be creative, include pictures, relevant web links, and other elements that will enhance your own personal learning and application of the class material!

Your task is to post a substantive reflection on what you have learned up to this point. (AT LEAST 500 WORDS; key takeaways, ah-hah moments, or learning points taken from the readings, discussions, and activities.

Application Activities and Discussions

The other weeks when you are not doing a case study and reflection, you will participate in an application assignment and a discussion board. The application assignments vary from week to week but usually require you to research links to different articles related to human resource management topics and submit an analysis or other deliverable.

These weeks, you will also be expected to complete a discussion board. You will need to complete your initial post by Wednesday night, and then comment on two peers' posts by Friday night.

MIDTERM & FINAL PROJECTS/PAPERS

APA format - READ ALL OF THESE INSTRUCTIONS BEFORE BEGINNING YOUR MIDTERM OR FINAL PAPER. All papers are to be double-spaced. APA style is required. Here is a link to the [APA Style Guide](#)[Links to an external site.](#). This includes 1" margins, double-spaced, a cover page, Times New Roman font, and so forth. Make sure that your research paper also has a reference page if relevant. Papers should be free of spelling and grammatical errors, so at least two individuals should review them before submission (the Writing Lab on campus is an excellent free resource for this). It is helpful to read papers aloud to ensure they are clean and coherent. Correct formatting will be a significant part of your grade, and resubmissions are not allowed, so make sure APA formatting is followed for your first and only submission.

Midterm Project: Job Analysis

You will be performing a job analysis (task analysis inventory) of a fairly simple job. You may not analyze your own job. Interview and observe an individual at work and also collect any existing written information on the position. A handout with more detailed information on how to collect data and write a task inventory can be located under the "Assignment" link. This assignment will be 4 to 6 pages in length and should be submitted as a Word or PDF file.

- The first page will be a cover sheet
- The second (and third, if needed) will be the double-spaced task analysis inventory (items should be numbered--see examples).
- The next two or more pages should include detailed recommendations (as if you were a consultant) for the owner or manager on how to make the job more effective or efficient (such as redesigning a job or certain tasks, adding training programs, improve communication, reorganize management structure, etc.).
- A reference page should be included as an additional last page if you use any citations from academic sources.

Final Project: Industry Interview Analysis

You will be conducting three 30-minute interviews in order to better understand the challenges, opportunities, constraints, and issues inherent in human resource management, as well as to start your professional networking, better connect with the course material, and have a chance to explore a specific HR area of interest.

First, you will need to choose one specific HR functional area of interest (e.g. recruiting, interviewing, training and development, compensation, performance management, etc.) and then develop your specific interview questions around that area (you will ask the same questions of both individuals and then analyze and provide a synthesis of their responses).

Second, you will need to identify the three individuals at different companies to interview who perform that specific HR functional area on a regular basis (they do not need to have HR in their job title, they

just need to each perform the particular function you are interviewing them about). Utilizing your personal family/friends network is fine, but you might want to be strategic and identify individuals that work at organizations that you would be interested in learning more about, interning, or working at in the future.

You will be graded on the quality of questions asked and the analysis and synthesis of responses (see grading rubric).

- The first page should be a cover page.
- The next four to six pages should be your analysis.
- Next should be a page that lists the questions you asked each interviewee.
- A reference page should be included last, if relevant.

Everything should be submitted in one Word or PDF file.

Grading and Late Work Statement

Grading Scale:

The following grading standards will be used in this class:

| | | | | | | | | |
|----------------|--------|---------|---------|---------|---------|---------|---------|---------|
| Grade | A | A- | B+ | B | B- | C+ | C | C- |
| Percent | 94-100 | 90-93.9 | 87-89.9 | 84-86.9 | 80-83.9 | 77-79.9 | 74-76.9 | 70-73.9 |

Assignment Categories

| Activity | Points |
|---------------------------|---------------|
| Discussions | 155 pts |
| Chapter Quizzes | 65 pts |
| Chapter Activities | 120 pts |
| Case Studies | 150 pts |

| Activity | Points |
|----------------------------------|---------|
| Reflections | 150 pts |
| Two Summative Assignments | 250 pts |

Late Work Statement:

Late assignments are strongly discouraged and will receive a reduced grade. Late work is accepted for a 5% deduction for every day it is late, up to a 50% reduction. **No late midterm or final research papers will be accepted.**

If there are extenuating circumstances, please reach out to me as soon as possible to discuss potential extensions.

Required or Recommended Reading Assignments

All reading will come from the course textbook.

General Description of the Subject Matter of Each Lecture or Discussion

1. Course and Professor Information
2. Role of HR
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

Required Course Syllabus Statements

Generative AI

Generative AI is a subset of artificial intelligence models capable of generating new content, be it text, images, music, or other forms of data. By learning patterns from existing large amounts of data, these models can produce novel outputs that were not part of their training set, mimicking the style and structure of the learned data.

General Guidelines for AI Use

Data Protection – You should not enter confidential data into publicly-accessible generative AI platforms. Information relayed to generative AI platforms under standard configurations lacks confidentiality and may reveal crucial or protected information to unintended recipients.

AI Limitation – Content produced by AI can be imprecise, deceptive, or wholly fabricated (often termed "illusions") or might encompass copyrighted elements. You hold accountability for any content you disseminate that incorporates material generated by AI.

Transparency & Disclosure – If you use AI-generated content in your work, proper citation is required. Review your syllabus carefully, if not clear, communicate with your instructor on how much AI-generated work is allowed to use in each assignment.

Broad Use of AI with Proper Attribution

Why use: Dive into the digital age of learning by integrating AI tools seamlessly into your academic journey, while acknowledging their influence.

Guidelines:

Embrace Tech: You're free to use AI tools across your coursework to enhance and refine your work.

Citation is Crucial: When drawing insights, data, or content from AI, you must cite the tool used, similar to how you would reference a textbook or research paper.

Maintain Originality: Your submissions should contain a balance of original thought and AI-assisted content. Your unique perspective and voice should always be dominant.

Feedback Loop: Engage with your instructors about your use of AI. Their insights can help you utilize these tools in a more enriching way.

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.