

HR 557: Organization & the HR Function

School of Business and Management

3 Credits

Access to the Internet is required.

All written assignments must be in Microsoft-Word-compatible formats.

See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

Faculty Information

Professional experience information for instructors is found under *Syllabus, Schedule, and Course Team* in the online course menu.

Contact Information

Contact information for instructors is found under *Syllabus, Schedule, and Course Team* in the online course menu.

Course Description

This course prepares students to identify the effective management of HR practices and its enormous effect on the organization's economic performance. Given the direct impact of HRM on cost, quality, and productivity, the success of any organization, both traditional and virtual, depends on the effectiveness of the decisions its managers make about strategic human resource issues. In this course, students will examine contemporary "best practices" in HR and what is known about how to improve the quality of strategic HR decision-making. In doing so, students will review how high-performance organizations manage such HR issues as compensation, staffing, labor-management relations, work system design, performance management, training, equal opportunity employment, HR outsourcing, and change management. This course prepares students for the SHRM-CP and SHRM-SCP national examination.

Course Resources

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). Access is provided through the *Reading List* link in your online course as well as from the library homepage (“Find Your Reading List” button).

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available electronically at no cost to students.

Students in Canada may purchase course resources from the [Canada Bookstore](#), and students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

Course Outcomes

This course will prepare students to:

- Assess the forces influencing the workplace and learning and explain how training can help companies deal with these forces.
- Evaluate the reliability, validity, and fairness of human resources selection practices, recruiting strategies, and placement techniques.
- Assess the laws and regulations impacting the selection process beginning with the determination of staffing needs based on the strategic human resources plan compliance, the organizational design, and the job analysis.
- Describe a professional knowledge of principles of selection including pre-employment testing, interviewing, training and development, and reference checking.
- Analyze various aspects of the training and development design process and the appropriate resources for learning about training research and practice.

Additional Information

This is a new heading for our syllabus template. Programs are using this to list additional information required by accreditors, or core concepts/knowledge/skills.

Grading Scale

The grades earned for the course will be calculated using City University of Seattle’s decimal grading system, found in the current [University Catalog](#).

Grading rubrics with details on how each assignment will be graded are located under *Assignments* and/or in *My Grades* in the online course menu. Students should review the rubric for each assignment prior to completing their work in order to understand how it will be assessed.

Course Assignments and Grading

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
All Weeks: Instructor-Determined Activities/In-Class Discussions	10%
Week #4: Organizational Relationship & Procedure Project	20%
Week #5: Midterm Examination (weeks 1-5)	25%
Week #7: Employee & Labor Relations Paper	15%
Week #10: Final Examination (comprehensive)	30%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Instructor-Determined Activities/In-Class Discussions - **Due All Weeks**

Instructor-determined activities are assessments selected and developed by the instructor. In online courses, participation in online class discussions – answering discussion questions and responding to answers and/responses of others in the class during each class week are required activities.

In online classes, students participate in all class discussions via the Blackboard Discussion Board area. Class-participation activities may be required in Mixed Mode and In-Person classes. Students participate in class discussions in Mixed Mode and In-Person classes during in-person sessions and/or via the Blackboard Discussion area. The course instructor will provide additional instructions about specific activities, points possible for activities and grading criteria for specific activities, such as answering discussion questions and contributing to class discussions.

Components	% of Grade
Quality of Responses	50%
Quantity of Responses	30%
Timeliness	20%
TOTAL	100%

Organizational Relationship & Procedure Project – **Due no later than the end of week #4**

For this project, students will write a 10 to 12-page paper that will include all four (4) of the below topics in the paper.

1. Employment relationship, at-will employment, and termination;
2. Non-discriminatory employment selection process;
3. Employee privacy invasion issues (identify a minimum of two);

4. Advantages and disadvantages of alternative dispute resolution. Students will combine thoughtful analysis of the topics to include comprehension, knowledge, and understanding of each of the issues presented. The paper is to be written using the current APA style. The paper will discuss, analyze, and support all conclusions through scholarly sources (within 5 years).

<i>Components</i>	<i>% of Grade</i>
Project Requirements	40%
Content	30%
Writing Mechanics	10%
Organization	10%
References	10%
TOTAL	100%

Midterm Examination (weeks 1-5) – Due no later than the end of week #5

Students will be given a midterm examination by their instructor pertaining to information, and the core outcomes, covered in weeks one through five. The material for the midterm examination will come from the textbook, information presented in class, SHRM, and from class conversations discussed in weeks one through five. The midterm examination will consist of 15 multiple-choice questions, and 10 essay questions. Your score will be automatically inserted into the Gradebook upon completion of the examination. Your instructor will determine the time frame allowed, etc.

Employee & labor Relations Paper - Due no later than the end of week #7

This is an individual assignment where students will write an 8 to 10-page paper (excluding cover and reference page) on the following employment regulation laws.

- Unions and collective bargaining agreements;
- Federal laws protecting wages, benefits and health/safety of workers.

Students will combine thoughtful analysis of the topics through comprehension, knowledge and understanding of the topics presented. The paper is to be written using current APA style and be supported through a minimum of six (6) recent scholarly references (5 years or less) on the topics.

<i>Components</i>	<i>% of Grade</i>
Assignment Requirements	30%
Content	20%
Writing Mechanics	20%
Organization	20%
References	10%
TOTAL	100%

Final Examination (comprehensive) – Due no later than the end of week #10

Students will be given a final examination (comprehensive) by their instructor pertaining to information covering chapters one through fourteen with regard to course material and the course resources. For the final examination, you will be tested on chapters one through fourteen. There will be 15 essay questions on the final examination. The essay questions must be answered completely and, in their entirety, to receive full credit for the essay questions. Your

score will be automatically inserted into the Gradebook upon completion of the examination. Your instructor will determine the time frame allowed, etc.

Course Policies

Late Assignments

Students are required to submit all assignments by the due dates stated in the course schedule. A late assignment is one that is submitted after the due date or after any extension has expired.

If circumstances prevent a student from meeting the due date, the student needs to contact the instructor and request an extension at least 48 hours prior to the date the assignment is due. Emergency situations will be considered on a case-by-case basis.

Being busy, pressured with outside work, technical issues, or competing academic commitments are not valid reasons to grant extensions. A student who receives an extension in advance of the due date and abides by the agreement with the instructor is not subject to late penalties.

Without prior arrangement with the instructor, students who submit assignments late will receive a 5% deduction in grade each day or part of the day that the assignment is late up to a maximum of 25% off. Coursework received after 10 days will not be graded and will receive a zero grade unless prior arrangements have been made.

Participation

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to the team project.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

University Policies

Students are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Harassment

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit the [CityU website](#) or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person-to-person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at [CityU in Canada](#) website.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Attendance*.

Final Assignment Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

Support Services

Disability Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal or in the *Start Your Course Here* module in your course under *Support Services*. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have access to free online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a user name and password.