Texas Tech University
Restaurant, Hotel, and Institutional Management
RHIM 3358-D01: Human Resource Management (Online)
Summer II 2017

Professor: Sheila Scott, PhD
Email: sheila.scott@ttu.edu Phone
Number: (806) 834-5194 Office: HS178
Office Hours: By appointment only

COMMUNICATION
The preferred method of contact with the instructor is TTU email. The instructor will respond to emails within 24 hours on weekdays; emails sent after 9 pm on weekdays will be answered the next day. Emails sent on weekends will be answered the following Monday. Students may call the instructor but since this is an online course, and the instructor may not have regular office hours, voice mails will convert to text and will be sent to the instructor’s email. To set up an appointment, please email the instructor.

COURSE DESCRIPTION
This course introduces students to human resource management related to the hospitality industry.

COURSE WEBSITE
This course is taught on Blackboard, which is available to students who have registered for the course.

WORKLOAD
Since this is a summer-online course, there is a greater risk that students may fall behind. To pass the course, students should work diligently and submit all assessments on time.

REQUIRED TEXT

You are welcome to use either the print or electronic version of the text.

TECHNOLOGY REQUIREMENTS
Students should have at least basic computer skills, a computer with audio and video capabilities, high-speed internet access, Adobe Reader, Flash Player, and a word processor prior to the course. The instructor is not responsible for accommodating students on missed and/or late work due to not meeting the minimum-technology requirements. For more information, refer to Technology Requirements on Blackboard.

TECHNICAL ASSISTANCE
For technical issues, see https://www.depts.ttu.edu/ithelpcentral/
If a student would like to request additional time on an assessment due to technical difficulties, s/he will need to proper documentation to the instructor of a request for assistance was submitted and whether the issue was resolved by IT Help Central, which will be considered on a case-by-case basis. The procedure is to take a screen shop of the error at the time of the error. Immediately email the professor the screen shot and the assignment if it is a word document. Contact IT Help Central, and forward the professor the email from IT Help Central which will verify the time of the call. Failure to do any of the above will result in no accommodation for issues with technical difficulties.
EXPECTED OUTCOMES & ASSESSMENTS

<table>
<thead>
<tr>
<th>OUTCOMES</th>
<th>ASSESSMENTS</th>
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<tbody>
<tr>
<td>• List the three components of human resource management</td>
<td>Quizzes</td>
</tr>
<tr>
<td>• Identify ethical and unethical practice in human resource management</td>
<td>Exams</td>
</tr>
<tr>
<td>• Describe the legal responsibilities of a human resource manager</td>
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<tr>
<td>• Demonstrate the ability to communicate among team members</td>
<td>Discussions</td>
</tr>
<tr>
<td>• Identify the issues surrounding employee diversity and the multi-cultural makeup of the workplace</td>
<td>HR Project</td>
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<tr>
<td>• Demonstrate skills in recruitment and selection of job candidates</td>
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<tr>
<td>• Explain the procedures to retain good employees</td>
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<tr>
<td>• Demonstrate skills in training new employees</td>
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<td>• Demonstrate the ability to conduct performance review and evaluation</td>
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EXCUSED ABSENCES

“Absences” will be excused on a case-by-case basis. Since the assignments, quizzes, discussions and exams have an eight day window for completion, only illnesses and other emergencies that require more than 7 days away from the course will be considered. For these types of situation, students will need to contact the instructor immediately regarding the anticipated issues, and provide proper documentation within 48 hours of the absence. For university-related businesses and religious observances, students will need to inform the instructor at least one week before the absence. Again, since the weeks are open for eight days, a one or two day unavailability will not be considered an acceptable excuse for missing work. Failure to let the instructor know and/or provide proper documentation in a timely manner will result in unexcused absences and no availability to make up missed work.

STUDENT ABSENCE FOR OBSERVANCE OF A RELIGIOUS HOLY DAY (OP 34:19)

1. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

STUDENTS WITH DISABILITIES (OP 34.22)

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For more information, visit the Student Disability Services in West Hall, call (806) 742-2405, or see http://www.depts.ttu.edu/students/sds/

ACADEMIC INTEGRITY (OP 34:12)

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension. “Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to
academic integrity, including cheating and plagiarism, will be strictly upheld in this class. For more information, see http://www.depts.ttu.edu/studentjudicialprograms/academicinteg.php

PLAGIARISM

There will be written assignments where students will submit their work on Blackboard and through Turnitin, which detects plagiarism from various sources. The similarity percentage indicates the amount of information that was not properly paraphrased and/or cited. Papers with a high-similarity percentage will be thoroughly reviewed for plagiarism and points deducted at the instructor’s discretion. Also, students are permitted to directly quote from a source up to five percent in regards to similarity percentage. Students that have previously taken this course may not resubmit any work that they submitted in the past. Students also may not submit any work that they submitted for other courses at Texas Tech University.

OTHER RESOURCES

For assistance with learning and study skills, see http://www.depts.ttu.edu/passcntr/PLC/index.php

For assistance with writing, including tutoring, see http://english.ttu.edu/uwc01/default.asp

The Student Resolution Center is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. Students may visit them in 232E of the Student Union Building, call 742/743-SAFE, or see http://www.depts.ttu.edu/studentresolutioncenter/

For students needing emotional assistance, the Student Counseling Center (SCC) provides professional psychological services in a beautiful and welcoming environment to address the variety of concerns affecting a college student's personal life and academic performance. Services are provided by licensed psychologists/counselors and by their supervisees. Students may visit them at 201 Student Wellness Center, which is open Monday through Friday, 8 am to 5 pm. During these times, a walk-in clinic is available to initiate counseling services from 12:30 to 3:30 pm. Students may also call 742-3674, or see www.depts.ttu.edu/scc

EXPECTATIONS OF STUDENT

Students should check their emails for updates and log onto Blackboard a few times a week to pace their workload within the course. If students find themselves completing the modules ahead of time, they may notify the instructor to make the next modules available.

Students should save and back up all their assignments in the event that there are technical issues past their due dates in the event that the instructor requests students to resubmit their work. Before submitting, students need to save their documents as “lastname_assignmentname.doc” or “lastname_assignmentname.docx” and check to make sure that the correct document was uploaded. Students will ensure that they receive the Turnitin verification email when submitting all assignments via Turnitin. This documentation will be required when a submission is not shown in the gradable items.

NETIQUETTE

Students are expected to maintain a civil online environment, which is conducive to learning. For more information, refer to Netiquette on Blackboard. Netiquette on Blackboard may be referred to in the syllabus quiz.

EXPECTATIONS OF INSTRUCTOR

The instructor will hold himself/herself to the same standards that s/he holds the class and will do his/her best in assisting and giving feedback to students of their progress within the course.

LATE-WORK POLICY

Late work will not be accepted since students may always work on their assessments ahead of time and the timeframe available is 8 days for each week, except the 5th week. Students may resubmit written assignments
multiple times up until the due date in the event that they made revisions and/or submitted the incorrect
document. If students encounter difficulty submitting on Blackboard, students must, at the time of difficulty,
email the assignment to the instructor along with a screen shot of the issue with Blackboard. Since Turnitin
provides emailed verification of submissions, students who believe they submitted but cannot provide a copy
of the Turnitin verification when they realize their submission did not go through, will be unable to resubmit
the assignment for any portion of the grade.

GRADING DISTRIBUTION

Students will be evaluated on the following:

<table>
<thead>
<tr>
<th>ASSESSMENTS</th>
<th>POINTS</th>
<th>%</th>
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<tbody>
<tr>
<td>Discussions</td>
<td>50</td>
<td>8%</td>
</tr>
<tr>
<td>There is 1 discussion that is worth 50 points. Students must post an original submission and also respond to two other students’ discussion posts. Individual posts must occur on a minimum of 3 different days, and each must contribute to the discussion with new content.</td>
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<tr>
<td>Quizzes</td>
<td>100</td>
<td>16%</td>
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<tr>
<td>There are 6 quizzes that are multiple choice and are worth 20 points each; however, the lowest quiz grade will be dropped.</td>
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<tr>
<td>Human-Resource Project</td>
<td>270</td>
<td>44%</td>
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<tr>
<td>There are 5 assignments that consist of the HR project and each assignment is worth a different number of points.</td>
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<tr>
<td>Exams</td>
<td>200</td>
<td>32%</td>
</tr>
<tr>
<td>There are 2 exams that are worth 100 points each. The exams may be essay format or multiple choice.</td>
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<tr>
<td>TOTAL</td>
<td>620</td>
<td>100%</td>
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</tbody>
</table>

Students have the right to challenge their grade within 72 hours after the first graded attempt; otherwise, grades will remain as awarded.

GRADING SCALES

<table>
<thead>
<tr>
<th>SYSTEM</th>
<th>LETTER GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>A=555-620; B=493-554; C=431-492; D=369-430; F=less than 369 points</td>
</tr>
<tr>
<td>Percent</td>
<td>A=89.5-100.0%; B=79.5-89.4%; C=69.5-79.4%; D=59.5%-69.4%; F=59.4% &amp; below</td>
</tr>
</tbody>
</table>

Depending on the major, most students will need to earn at least a “C” to pass the course.

EXTRA CREDIT

There are two extra credits offered in this course, both at the beginning of the semester. Further opportunities for extra credit are unlikely, and are at the discretion of the instructor. Individual students will NOT be given extra credit opportunities.

RESOLVING STUDENT ISSUES

If you encounter an issue in this course you should follow the following chain of authority:
- First discuss it with the instructor of the course in an attempt to resolve the issue.
- If the issue is not resolved, or is something you do not feel comfortable discussing with the instructor, you should contact the Department Associate Chairperson.
- Only after discussing the issue with the Associate Chairperson should you contact the Hospitality and Retail Management Department Chairperson.
- Under no circumstances should you begin this process with the Chairperson or the Dean’s Office without first consulting the Associate Chairperson.
COURSE SCHEDULE

This course is organized by week and unit. Students are responsible for covering all course materials and assessments. Assessments are due on Mondays at 5:00 pm CST, except the two extra credit opportunities due on the first Friday of class. Turnitin and Blackboard sometimes have quirks and will unexpectedly change the due date or time. The course schedule is absolute, therefore disregard any changes to time or date unless you are emailed by the instructor. Refer to the course schedule on Blackboard for due dates and times.

Please note: Students should assume that all of the information on the syllabus is accurate. However, the instructor has the right to make changes to the syllabus as necessary. If any changes to the syllabus are made, students will be notified by email.