



	<p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A–</b> Superior graduate work</li> <li>• <b>B+/B/B–</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> </ul> <p><b>W</b> Withdrawn from the course</p>
<p><b>Activities</b></p>	<p>Case studies, discussion questions, in class exams, and presentations are all appropriate for the student evaluation.</p>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b><i>Academic Honesty</i></b></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b><i>Drops and Withdrawals</i></b></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>

	<p><b><i>Special Services</i></b></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b><i>Disturbances</i></b></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b><i>Student Assignments Retained</i></b></p> <p><i>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</i></p> <p><b><i>Contact Hours for this Course</i></b></p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled</p>
<p><b>Course Policies</b></p>	<p>Cheating and plagiarism</p> <p>Of course, students are expected to do their own work. Students who claim that someone else's work is theirs may face disciplinary action. Plagiarism can be avoided simply by the use of quotation marks when quoting and citation when paraphrasing someone else's work.</p> <p>Absenteeism</p> <p>Student's who miss more than one class will have to make up additional work. Student's who miss more than two classes may be advised to drop the course or may have their grade lowered commensurately</p>

	This syllabus may be revised or changed without prior notice by the instructor.		
<b>Weekly Schedule</b>	Week	Chapters	Class activities/Presentations
	1	1- Intro, 2- HR Law	
	2	3- Strategic HR, 4- Job Analysis; 5- Recruitment	
	3	6-Selection; 7- Interviewing; 8- Training	Recruitment
	4	--	Midterm
	5	9- Performance Management; 10 Managing Careers;	Appraisals
	6	11- Compensation 12- Incentive Pay; 13- Benefits;	Compensation FMLA, ADA
	7	14- Ethics ; 16- Safety & Health	<u>Diversity</u> <u>Motivation</u>
	8	15- Labor Relations	Unions
	9	-	Final
<b>Additional Information</b>	None		

Copyright © 2005 – 2006, School of Business & Technology, Webster University. All rights reserved.