

Syllabus for HIMT415

Human Resource Management

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

The course is organized into 4 Units with 14 Lessons. It examines the role of HIM staff in managing human resources to facilitate staff recruitment, retention and supervision.

Prerequisite(s)

None.

Course Outcomes

At the conclusion of this course, you will be able to:

- Compare and contrast the roles of staff within the information technology department.
- Develop components of the recruitment process including planning, job description development, recruitment, selection and training of staff.
- Develop components of the staff retention process including methods of providing staff motivation, salary and wages, labor relations, performance evaluation and ongoing staff training.
- Compare and contrast meeting the needs of staff from various generations and cultural backgrounds.
- Develop a personal career plan, including resume, career progression and career succession planning.

Course Requirements/Components

Discussions

For lessons 2 through 13 you will participate in a “fishbowl” discussion that revolves around a scenario that will unfold throughout the course. You will either **discuss** in the fishbowl **or observe** the discussion and reflect. The class will be

divided into groups, and throughout the semester each group will take turns with each role. Each student will be assigned to a discussion group for the duration of the course. To determine your group assignment, click on the arrow next to More Tools, and then Groups in the gray navigation bar at the top.

When you are “**in the fishbowl**,” you will be actively participating in the discussion with the questions posed.

When you are “**outside the fishbowl**,” you will read the discussion postings made by the students who are in the fishbowl and then reflect upon what you learned from the discussion in a document that you submit. For these brief and informal self-reflections, fill in the blanks in the following statements:

- One **fact** that I learned from reading this discussion was _____.
- The thing that surprised me about this discussion was _____.
- The best “take away” from this lesson was _____.
- The thing I learned about myself from this lesson or discussion was _____.
- One area I would like to explore in more depth is _____.

Note: Because you will be participating in half of the “inside fishbowl” and half of the “outside fishbowl” discussions, the gradebook has been configured to drop your lowest six (6) scores in each of those categories. This means half of you will receive a zero for the inside or outside fishbowl activities depending on which group you are in. Why? Each of you needs to receive a grade for both the inside and outside fishbowl component in each lesson in order for the gradebook to calculate grades correctly. Here is an example of what to expect for the lesson 2 discussion scores:

Fishbowl Grading Scenario Example from Lesson 2		
Group	Inside Fishbowl Score	Outside Fishbowl Score
Group 1 – Inside the Fishbowl	Score earned by student	Automatic “0” (Dropped)
Group 2 – Outside the Fishbowl	Automatic “0” (Dropped)	Score earned by student

Issue Papers

One of the items included in the self-reflections is a description of some aspect of the lesson about which you wish to learn more. For each Issue Paper, you will select one of these topics and write a brief paper, describing what you learned. You will submit two Issue Papers, as noted on the course calendar. See the detailed instructions and grading rubric for how to write your issue papers.

Professional Career Plan

You will be developing a Professional Career Plan that includes a brief paper, resume, and cover letter. Detailed instructions and grading rubrics for how to prepare your plan will be presented in Unit 2.

Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0 - 59%

Assignment	Points
Lesson 1 profile, discussion, and survey	5
Discussion reflections – outside Fishbowl (6 x 5 pts)	30
Discussions – inside Fishbowl (6 x 10 pts)	60
Personal career plan	20
Issue papers (2 x 10 pts)	20
Total	135