

# Personnel Management 33

## Course Syllabus

Class Name: **Personnel Management 33**

Semester: **Fall 2012**                      Section #: **3208**

Instructor: **Vilma Bernal**              Phone #: **office 818-833-3410**    Cell phone **818-571-9995**

Faculty Web Page: <http://www.lamission.edu/~bernalva>

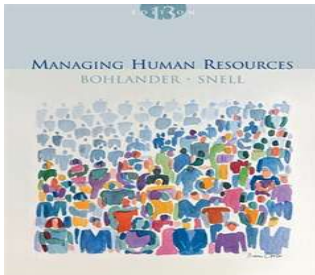
Course Description: **Personnel administration in public and private organizations, supervision and training. Emphasis on actual personnel problems, appropriate principle/methods of recruitment, selections/replacement of employees regarding training and development, performance evaluations, compensations and motivation, and legal environment.**

**Class Meetings: Mondays (First Class meeting Monday August 27<sup>th</sup>)**

**Time: 7:00pm – 8:25pm**

**Location: CAI 230**

Welcome to the Hybrid Personnel Management 33 class. This is a hybrid class which means that we will meet on campus and also do some online work. In order to be successful in this class please read all the information and follow the instructions mentioned below. Should you have any questions, please do not hesitate to contact the instructor at 818-571-9995. Further instructions will be given in class.



**Textbook Required: Managing Human Resources by Bohlander and Snell 14<sup>th</sup> edition. ISBN13: 978-1-111-00217-6 or #0-324-42238-5**

### **Student Learning Outcomes:**

- 1. Student will learn to identify the various employment laws that have affected the area of Human Resources.*
- 2. Student will be able to comprehend the role of Unions in private organizations.*

### **Expectations:**

**Self Motivation and Self Discipline** - To succeed in this class you must do all the assignments on time! You will need to make sure you are staying current with all reading, assignments, and activities.

- **Moodle** - First go to Moodle, <http://moodle.lamission.edu/> and become familiar with the web-classroom. If you have questions, call me, email immediately so that I can help you work out those issues. Success in this class depends on being informed. As you visit Moodle, read the document called “Tips.” There are many important tips for you. Also, print the document called “On-Campus Syllabus.” We will discuss this in class.
- **Take an Active Role**- The instructor’s role in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you

through as you learn therefore you will need to take active role in the learning process.

- **Time Requirements** - This is a regular 3 unit class. You will need to spend at least the same amount of time you would working on traditional format classes. (approximately 6 hours a week). **You are also obligated to attend the 1 hour 30 minutes class every Monday.** “Each unit of lecture is equal to 18 hours of “seat time” in a normal classroom. Each unit of lecture should be accompanied by an additional 2 hours of study time. If a 3 unit lecture class is taught in 18 weeks, it would require 3 hours per week of “seat time.” If that same class were taken during a 5-week Fall or Winter term, it would require 10.4 hours per week plus the additional 21 hours of study time. These are good rules for scheduling yourself to work on classes you take online."
- **Interaction** - In online classes we stress interaction with your fellow students. Many times you will learn just as much from each other as from your instructor. Look forward to finding solutions, applications and other neat stuff and sharing it with your fellow classmates.

### Attendance and Participation Policy

You are expected to attend the regular class meetings and to **participate actively** in class discussions and activities. It will be to your advantage to log in to the class website **at least 3-4 times a week** to check on discussions and to work on activities. If you will be traveling or otherwise unable to access the class website for a period of more than a few days, drop me a note and let me know so that I won't wonder where you disappeared to!

### Office Hours

My office hours are: **Mondays 4pm to 5pm; Tuesdays 10am to 12pm and Wednesday 1pm to 3:30pm.** I'm also available online. This means that you can reach me using your computer and you can also call me.

### Contact Instructor

If you are going to have serious problems that prevents you from completing assignment or quiz on time, you must let me know **PRIOR** to missing the assignment. I prefer you send me email to: [bernalva@lamission.edu](mailto:bernalva@lamission.edu)

## *FALL Semester 2012- August 27-December 16*

### GENERAL CALENDAR DATES

Applications Accepted.....	Year Round
Assessment & Orientation.....	Year Round
Deadline for K to 8 (Young Student) Application.....	August 10
DAY ANDEVENING CLASSES BEGIN.....	August 27
Saturday Classes Begin.....	September 1
last Day to Petition for Credit/No-Credit.....	October 5
Deadline to Petition for Fall 2012 Graduation.....	October 19
last Day for Section Transfer.....	November 2
Classes End.....	December 8
FINAL EXAMS.....	December 10-15

Semester Ends.....December 16  
 Priority Registration Dates- Enrollment is by appointment only, through the Internet  
 (You may not register before your appointment date and time.)  
 EOPS,DSPS Foster Youth and Veterans.....May 7 to May 9  
 Continuing Students.....May 10 to June 3  
 New and Re-entering Students.....June 4

**ADD Dates – Late ADDs are not permitted**

Deadline to add full-term classes (In Person).....September 7  
 (Short Term Classes Have Different Deadlines-Check with your Instructor)

**DROP Dates**

Drop Classes without receiving a W' with refund (In Person).....September 7\*  
 Drop classes without receiving a W' with refund  
 (Internet).....September 9\* Drop classes without  
 incurring fees or with a refund  
 (Registration/parking/non-resident fees- 16-week semester-length classes)  
 In Person/Internet.....September 10  
 Drop classes with a W (letter grade is required from this date forward)  
 In Person.....November 16  
 Internet.....November 18

If you stop attending a class (or wish to drop a class), YOU  
 MUST DROP THE CLASS YOURSELF-OFFICIALLY- on  
 or before November 18, 2012 (Internet). Failure to do so  
 may result in a grade of "F" in that class.

**REGISTRATION INFORMATION**

Website- WWW.laccd.edu (Student Information System) Admission Regular Office Hours  
 Monday and Thursday- 8am-5pm  
 Tuesday and Wednesday- 8am-7pm  
 Friday – 8am-12noon

**HOLLIDAYS (College CLOSED)**

Memorial Day- May 28  
 Independence Day- July 4  
 Labor Day- September 3  
 Veteran's Day- November 12  
 Thanksgiving- November 22-25

**Dropping the Class**

Circumstances may arise that will keep you from completing the course. **If this is the case, drop the class.** As a policy, **I do not exclude students.** However, if you stop attending the class (or wish to drop a class) **YOU MUST DROP THE CLASS YOURSELF – See official dates above. Failure to do so may result in a grade of "F" in the class.**

**Assignments: Please read this carefully – Assignments are broken down by week!**

Week	Reading	Assignments	Due Date	Points
1		1. Familiarize with class structure 2. Read all documents 3. Sign onto Moodle: <a href="http://moodle.lamission.edu/">http://moodle.lamission.edu/</a> 4. Attend class	<b>9/03/12</b>	
2	Chapter 1	<b>Test Chapter 1</b> EOCQ- Chapter 1	<b>9/9/12</b>	<b>20</b> <b>10</b>

3	Chapter 2	<b>Test Chapter 2</b> EOCQ – Chapter 2 Assignment: HR Challenges	<b>9/16/12</b>	<b>20</b> 10 15
4	Chapter 3	<b>Test Chapter 3</b> EOCQ –Chapter 3 <i>Case Study 1: You be the judge: Was the Discharge Legal??(pg. 130)</i>	<b>9/23/12</b>	<b>20</b> 10 15
5	Chapter 4	<b>Test Chapter 4</b> EOCQ- Chapter 4	<b>9/30/12</b>	<b>20</b> 10
6	Chapter 5	<b>Test Chapter 5</b> EOCQ- Chapter 5 In-Class Test	<b>10/07/12</b>	<b>20</b> 10 25
7	Chapter 6	<b>Test Chapter 6</b> EOCQ- Chapter 6 <i>Case Study 2: But my Job has Changed? (pg. 173)</i>	<b>10/14/12</b>	<b>20</b> 10 15
8	Chapter 7 and 8	<b>Test Chapter 7 and 8</b> EOCQ- Chapter 7 and 8	<b>10/21/12</b>	<b>20</b> 10
9	Chapter 9	<b>Test Chapter 9</b> EOCQ Chapter 9	<b>10/28/12</b>	<b>20</b> 10
10	Chapter 10	<b>Test Chapter 10</b> EOCQ-Chapter 10	<b>11/04/12</b>	<b>20</b> 10
11	Chapter 11	Read the Lecture Notes <b>Test Bank Chapter 11</b> EOCQ <i>Case Study 3: Too Much Stress? You Decide. (pg. 548)</i>	<b>11/11/12</b>	<b>20</b> 10
12	Chapter 12	<b>Test Chapter 12</b> EOCQ- Chapter 12	<b>11/18/12</b>	<b>20</b> 10
13	Chapter 13	<b>Test Chapter 13</b> EOCQ- Chapter 13 Assignment: At-will employment	<b>11/25/12</b>	<b>20</b> 10 15
14	Chapter 14	<b>Test Chapter 14</b> EOCQ- Chapter 14	<b>12/03/12</b>	<b>20</b> 10
15	Chapter 15	<b>Test Chapter 15</b> EOCQ Chapter 15	<b>12/09/12</b>	<b>20</b> 10
16		<i>Case Study 4: You can't fire me! Check your Policy. (pg. 594)</i>	<b>12/16/12</b>	15

### Grading Structure

#### Online Assignments:

Case Studies

60 pts. (4 case studies @ 15 pts. = 60 pts.)

Tests

300 pts. (15 chapters @ 20 pts. Ea. = 300 pts.)

End Of Chapter Questions	150 pts. (15 Chapters @ 10 pts. Ea. = 160 pts. )
Assignments - Miscellaneous	30pts. (2 assignments @ 10 pts. Ea. = 30 pts.)
<b><u>In-class Assignments:</u></b>	
Group Project	50 (1 project @ 50 pts. ea = 50)
Group Presentation	10 (1 presentation at 10 pts. ea. = 10 pts.)
In-class tests	75 (3 tests @ 25 pts. ea = 75 pts.)

**Total points** **675 points**

Grading Scale

<u>Grade</u>	<u>Points</u>
A	675-607
B	606-540
C	675-472
D	471-405
F	404 and below

**Posting of Grades:**

Your grades will be posted under "grade" section. Only you can see your grades. **It is your responsibility to insure you have received the proper grades for your assignments, quizzes and tests.** Please bring any discrepancies to my attention ASAP do not wait until the end of the course.

***Course ground rules:***

- Participation is required
- Learn how to navigate in your Course Management System
- Keep abreast of course announcements
- Address technical problems immediately

**Disabilities Policy :**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

Disabled Students Program & Services office strives to accommodate any special need requirements.

Disabled Students Program & Services Office (DSPS) (<http://lamission.edu/dsps/>) strives to accommodate any special need requirements. The program is dedicated to meeting the educational, occupational and personal needs of disabled individuals. "