Robert M. Crocker, PhD.
403D McGee Business Bldg.
Department Phone: 936.468.4103
Office Phone: 936.468.1673
Email: rcrocker@sfasu.edu
TR 9:30am–10:45am BUSI 455

Office Hours
Monday: by appointment & e-mail
Tuesday: 8:00–9:30 & 12:30–2:00
Wednesday: 10:00–2:00
Thursday: 8:00–9:30 & 12:30–2:00
Friday: by appointment & e-mail


Required Technology: Connect Plus Access Card. This can be purchased through a local bookstore or directly from McGrawHill. To purchase direct or to enter your access code, go to the following Web address and click the "register now" button:
https://connect.mheducation.com/class/m_crocker_sp_2024

Catalog Description: Introduction to human resource management; employment, placement, and human resource planning; training and development; compensation and benefits; employee and labor relations; health, safety, and security; human resource research.

Prerequisite: Junior standing

Course Objective: To increase student knowledge of theories and practices in human resource management. The focus is on people in the work environment and the interventions employers use to attract, retain, and motivate them. Upon completion, students should be able to identify, describe, and apply human resource management practices when necessary for applicable situations. Specifically, the student should be able to analyze organizational conditions, articulate appropriate human resource actions where interventions are necessary, and employ the practices where appropriate.

Student’s Responsibility: The student should (1) complete and submit all the required assignments on time, (2) be prepared, be present, and participate, (3) ask questions in class, via e-mail, phone, or during office hours whenever doubt exist, and (4) do your own work.
**Evaluation Criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Letter Grade</th>
<th>Average</th>
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</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60%</td>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>10%</td>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>Smart Book</td>
<td>10%</td>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>WWYD</td>
<td>10%</td>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>Exercises</td>
<td>10%</td>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Exams:** 60% of your grade, 20% each. Three exams will be used to gauge your mastery of the content. Each exam will be administered and proctored through Connects. You may take the exam from anywhere if you have a computer with a camera and reliable internet. The classroom will be open and SFA laptops will be available for those who need them (please let me know 24 hours in advance of exam time if you need a laptop).

**Chapter Quizzes:** 10% of your grade. All chapter quizzes open on the first day of class. Each quiz has 5 True/False questions, and you have 5 minutes to complete the quiz. Do your own work. Chapters 1-5 quizzes close on 2/29, chapters 6-10 quizzes close on 4/11, and chapters 11-14 quizzes close on 5/9. Late submissions will not be accepted and will receive a grade of 0.

**Smart Book:** 10% of your grade. These assignments help students maximize their studying and be better prepared for class, quizzes, and the final exam. Smart Book assignments align with each exam, Smart Book assignments for Exam 1 open on 1/18 and close on 2/29. Smart Book assignments for Exam 2 open on 2/29 and close on 4/11. Smart Book assignments for Exam 3 open on 4/11 and close on 5/9.

**WWYD:** 10% of your grade. I plan to begin most classes with a What Would You Do exercise. These short vignettes relate an actual managerial challenge, and you will be required to write a solution. I will collect your responses and randomly read several to initiate discussion.

**Exercises:** 10% of your grade. Two exercises open on 1/18/24 and are due on 2/29. Two more exercises open on 2/29 and are due on 4/11. The final exercise opens on 4/11 and is due on 5/9. Each exercise addresses key aspects of HRM.

**Extra Credit:** Near the end of every semester, some students suddenly get serious about their grade in this class. The time to get serious is on the first day of class. The grade you earn is the grade you will receive. There is no extra credit at the end of the semester unless it is an opportunity afforded to everyone. Unless I make a mistake in calculating your grade, final grades are FINAL. If you believe that I have miscalculated your grade, then please call it to my attention and I will review and recalculate your work. Please do not ask for extra credit or a bump up to the next grade because I don’t want to disappoint you, but I will.

*Note:* This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract and is subject to change as necessary.
# Tentative Class Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 18</td>
<td><strong>ASSIGNMENTS OPENING</strong> on 1/18 include: (1) all <strong>CHAPTER QUIZZES</strong>,</td>
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<td>(2) <strong>EXERCISES</strong> &quot;Identifying Sexual Harassment&quot; and &quot;Motivating Employees with Job Design,&quot; and (3) <strong>SMART BOOK</strong> for Exam 1.</td>
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<tr>
<td>Jan 23-25</td>
<td>Chapter 1: Managing Human Resources</td>
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<td>Jan 30 - Feb 1</td>
<td>Chapter 2: Trends in Human Resources</td>
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<tr>
<td>Feb 6-8</td>
<td>Chapter 3: Providing Equal Employment Opportunity &amp; Safe Workplace</td>
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<tr>
<td>Feb 13-15</td>
<td>Chapter 4: Analyzing Work and Designing Jobs</td>
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<tr>
<td>Feb 20-22</td>
<td>Chapter 5: Planning for and Recruiting Human Resources</td>
</tr>
<tr>
<td>Feb 27-29</td>
<td><strong>Exam #1: 2/29, Opens at 8:00AM, Closes at 10:00PM. Time Limit = 75 minutes.</strong> <strong>ASSIGNMENTS CLOSING</strong> on 2/29 include: (1) <strong>QUIZZES</strong> Chapters 1-5, (2) <strong>EXERCISES</strong> &quot;Identifying Sexual Harassment&quot; and &quot;Motivating Employees with Job Design,&quot; and (3) <strong>SMART BOOK</strong> for Exam 1. <strong>ASSIGNMENTS OPENING</strong> on 2/29 include: (1) <strong>EXERCISES</strong> “Legal Standards for Selecting Employees” and “Assessing Training Needs,” and (2) <strong>SMART BOOK</strong> for Exam 2.</td>
</tr>
<tr>
<td>Mar 5-7</td>
<td>Chapter 6: Selecting Employees and Placing Them in Jobs</td>
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<tr>
<td>Mar 19-21</td>
<td>Chapter 7: Training Employees</td>
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<tr>
<td>Mar 26</td>
<td>Chapter 8: Developing Employees for Future Success</td>
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<tr>
<td>Apr 2-4</td>
<td>Chapter 9: Creating and Maintaining High-Performance Organizations</td>
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<td>Chapter 10: Managing Employee Performance</td>
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<tr>
<td>Apr 9-11</td>
<td><strong>Exam #2: 4/11, Opens at 8:00AM, Closes at 10:00PM. Time Limit = 75 minutes.</strong> <strong>ASSIGNMENTS CLOSING</strong> on 4/11 include: (1) <strong>QUIZZES</strong> Chapter 6-10, (2) <strong>EXERCISES</strong> &quot;Legal Standards for Selecting Employees” and “Assessing Training Needs,” and (3) <strong>SMART BOOK</strong> for Exam 2. <strong>ASSIGNMENTS OPENING</strong> on 4/11 include: (1) <strong>EXERCISES</strong> “Providing Feedback to Employees” and (2) <strong>SMART BOOK</strong> for Exam 3.</td>
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<tr>
<td>Apr 16-18</td>
<td>Chapter 11: Separating and Retaining Employees</td>
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<tr>
<td>Apr 23-25</td>
<td>Chapter 12: Establishing a Pay Structure</td>
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<td>Chapter 13: Recognizing Employee Contributions with Pay</td>
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<tr>
<td>Apr 30 - May 2</td>
<td>Chapter 14: Providing Employee Benefits</td>
</tr>
<tr>
<td>May 9</td>
<td><strong>Exam #3 Opens at 8:00AM, Closes at 10:00PM. Time Limit = 75 minutes.</strong> <strong>ALL remaining quizzes and exercises close at 8:00am.</strong></td>
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</table>
ACADEMIC INTEGRITY (UNIVERSITY POLICY 4.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

In any business profession, ethics is of upmost importance, as numerous stakeholders rely on their employees to make important decisions. These decisions include accounting, management, human resources, marketing and any other aspect of the business world. It is the intent of the Department of Management and Marketing to foster and encourage integrity in all aspects of our classes. Therefore, there will be no tolerance of academic dishonesty, including but not limited to, plagiarism, cheating on examinations, papers, or other course-related work, copying or collaborating on assignments without permission, or other inappropriate conduct. Any instances of such academic dishonesty will be documented and reported to the Dean of the Rusche College of Business and the student will receive an F in the course.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf

WITHHELD GRADES (UNIVERSITY POLICY 5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
STUDENT CONDUCT (UNIVERSITY POLICY 10.4)

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

ACCESSIBILITY (UNIVERSITY POLICIES 6.1, 6.6)

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

IMPORTANT UNIVERSITY DATES FALL 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 22</td>
<td>Start of Full Fall &amp; Fall I terms</td>
</tr>
<tr>
<td>August 25</td>
<td>Last day to change schedules other than to drop courses; Last day to register</td>
</tr>
<tr>
<td>August 31</td>
<td>Part-time &amp; Internship Career Fair</td>
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<tr>
<td>September 14</td>
<td>Accounting Career Fair</td>
</tr>
<tr>
<td>October 7</td>
<td>End of Fall I</td>
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<tr>
<td>October 12</td>
<td>All Majors Career Fair</td>
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<tr>
<td>October 17</td>
<td>Start of Fall II</td>
</tr>
<tr>
<td>November 19 – 27</td>
<td>Fall Break</td>
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<tr>
<td>November 28</td>
<td>Last day to withdraw from the University</td>
</tr>
<tr>
<td>December 5 – 9</td>
<td>Finals week</td>
</tr>
<tr>
<td>December 9</td>
<td>End of Full Fall &amp; Fall II terms</td>
</tr>
<tr>
<td>December 10</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 13, 2022</td>
<td>Final grades due in mySFA by 12 noon</td>
</tr>
</tbody>
</table>
UNIVERSITY RESOURCES

Throughout the course of the term, you may find yourself in need of some type of support. Please take note and, if needed, use the resources below:

ACADEMIC ASSISTANCE RESOURCE CENTER (AARC) TUTORING SERVICES

The AARC is an award-winning program that provides free peer tutoring for many entry-level courses. Some services provided by the AARC that you may find of benefit include online resources (including the Online Writing Lab [OWL]), on-call tutoring at walk-in tables, 1:1 appointments, student instructor groups, and learning teams. For additional information, go to http://sfasu.edu/aarc.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long career success through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements. For additional information, go to http://www.sfasu.edu/ccpd.

COUNSELING SERVICES

Counseling Services assists SFA students in overcoming obstacles to their personal and academic goals through individual and group counseling for students and outreach, presentations, training, and consultation for the campus community. For additional information, go to http://sfasu.edu/counselingservices.

COUNSELING CLINIC (HUMAN SERVICES)

The SFASU Counseling Clinic is a service provided by the Department of Human Services Counselor Education Programs. It is a training clinic in which services are provided by graduate students who are in the Practicum and Internship portion of their education. All services are supervised by fully licensed Counselor Education faculty. The Stephen F. Austin State University (SFASU) Counseling Clinic combines a therapeutic and community focus which offers a full continuum of counseling care. The service is geared to each person's needs. Client progress is based on the person's ability to move through counseling according to individual readiness. For additional information, go to http://www.sfasu.edu/humanservices/139.asp.

COVID-19 SPECIFIC RESOURCES

For the most up-to-date information related to COVID-19, please reference the SFA COVID-19 webpage at http://www.sfasu.edu/covid19.

CRISIS RESOURCES

- Burke 24-hour crisis line: 1.800.392.8343
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Crisis Text Line: Text HELLO to 741-741
DEAN OF STUDENTS OFFICE

The Dean of Students helps students when they are struggling, in-crisis, or just generally don’t know where to go. Students are encouraged to reach out when they need help with something on or off-campus and Dean of Students Office staff will assist them in navigating the issue or get them connected with the person or office that can help. Staff help to promote The SFA Way in everything they do. For additional information, go to https://www.sfasu.edu/vpsa/85.asp.

FINANCIAL LITERACY

Student Financial Advisors are available to help you with your finances through one-on-one appointments, presentations, and workshops. Topics covered include budgeting, credit cards, debt management, insurance, identity theft, fraud prevention, investing, savings, retirement, banking, and paying for college. For additional information, go to http://www.sfasu.edu/studentaffairs/1691.asp.

HEALTH CLINIC

The Health Clinic offers a full range of medical services to enrolled or registered students. For additional information, go to http://sfasu.edu/life-at-sfa/health-safety/health-clinic.

INVOlVEMENT CENTER

The SFA Involvement Center a one-stop shopping site for involvement on campus. The program is the center for student involvement on our campus, a distribution and receiving site for applications for any number of opportunities on campus and a place for involved students to meet, hang out and collaborate with other students. For additional information, go to http://www.sfasu.edu/studentaffairs/69.asp.

MENTAL HEALTH

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp
Human Services Room 202 • 936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741
NUTRITION COUNSELING (DINING SERVICES)

Should you have a food allergy, specific dietary need, or simply want help learning more about healthy eating you are encouraged to meet with Dining Services’ Registered Dietitian. For additional information, go to https://dineoncampus.com/sfa/your-dietitian.

RESEARCH AND INSTRUCTIONAL SERVICES (RIS)

Develop research skills from hands-on and classroom experience with the Research and Instructional Services department. For additional information, go to https://library.sfasu.edu/services#/research?_k=hjbdvf.

SEX- AND GENDER-BASED MISCONDUCT PREVENTION, SUPPORT, AND RESPONSE (LUMBERJACKS CARE)

The university prohibits and will not tolerate sexual misconduct because such behavior violates the university's institutional values, adversely impacts the university's community interest, and interferes with the university's mission. The university also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint or remediation. Once the university becomes aware of an incident of sexual misconduct, the university will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence and address its effects. To report an incident and/or seek support, go to https://www.sfasu.edu/lumberjacks-care/.

SFA FOOD PANTRY

The SFA Food Pantry exists to reduce food insecurity on the SFA campus. For additional information, go to http://sfasu.edu/studentaffairs/1319.asp.

TECHNICAL SUPPORT

Brightspace by D2L Support: https://www.sfactl.com/student-support; d2l@sfasu.edu; 936.468.1919

Technical Support Center/Help Desk: https://help.sfasu.edu; helpdesk@sfasu.edu; 936.468.4357

VETERANS’ RESOURCE CENTER

The Veterans Resource Center (VRC) provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize, and form relationships with others that can provide networks of support and access to veterans’ resources provided by the university and outside agencies. For additional information, go to http://sfasu.edu/vrc/.