**General Class Information**

Instructor Name and Contact Information:

Eric D. Coleman. Ed.D.

Online Office Hours: By request, online or by telephone

Phone: (C); 757-617-4452

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Subject Area and Catalog Number: HR.5020.Fall.2014.Syllabus

Year and Term: 2014.Fall

Class Title: Staffing and Career Management: “A Metasystemic Approach to Staffing and Career Management”

Level (Graduate or Undergraduate): Undergraduate

Credit Type: 3

Class Description (Use the SIS 400 characters from catalog description):

Online. August 25-December 6. Asynchronous.

Examines the processes and techniques that establish and govern the flow of interrelated organizational staffing activities. Includes case studies covering the latest staffing models and systems, economic conditions that impact staffing, laws and regulations, strategy and planning, measurement, job analysis, internal and external recruiting, and decision making.

Instructor: Eric Coleman | 3 graduate credits | Required

Required Text (Include ISBN, specific edition):

Heneman, H.G. and Judge, T.A. (2012) *Staffing Organizations,* (8th ed.). McGraw-Hill Irwin Publishers. ISBN# 978-0-07-786241-1

Rothwell, W.J. et al (2010) *Effective Succession Planning,* (4th ed.). Saranac Lake, NY: Amacom Publishers ISBN# 0-8144-1416-8

Other recommendations for texts and articles will be included online throughout the semester.

Learning Outcomes:

Upon completion of the course the student will be able to:

* Relate staffing and career management in specific ways to the overall mission and objective of the organization.

* Understand the impact and role that staffing and career management processes play within the Human Resource function and throughout the organization.
* Design and implement staffing and career management processes and procedures within a complex and dynamic system of internal and external challenges including laws and regulations.
* Adjust staffing and career management activities and functions, including outplacement and succession planning, to a rapidly and constantly changing economic climate
* Design, analyze and evaluate new and exiting jobs within the organization in times of growth and downsizing.
* Utilize effective recruiting and selection tools and techniques as well as consider effective processes for ending an employment relationship.
* Improve retention through the use of effective evaluations and career management systems.
* Gain a better understanding of individual career development including its place and consideration in the hiring/staffing process.
* Appreciate and consider alternate staffing and career planning options.
* Evaluate staffing and career management systems and processes.

Assessment Components:

Each student’s grade will be based on completion of course assignments, active and substantial online participation, and the quality of all assignments, including the group project, research paper, case study(/ies) and all online activities and live classroom sessions. All assignments are due on the Friday of the week assigned by 5 PM.

IMPORTANT NOTE:  The university has instituted a new requirement that for all of our programs.  We have identified overall program Learning Objectives that each student should “master” while earning a certificate with the university.  For the graduate certificate in Leadership in Human Resources Management, we have identified five overall learning objectives that we expect students will master.  We have identified in which courses those learning objectives are learned and mastered and the vehicle(s) by which we can determine mastery (midterms, finals, papers, etc.).

The group project and research paper are traditionally used to assess students in HR 5020.  These assignments (and the others) meet the learning objectives: “understand the impact and role that staffing and career management play with the Human Resource function and throughout the organization….” as well as addressing the developing understanding of the whole systems impact on the organizations and external partners. At the end of each semester, the professor will submit a copy of each student’s research papers and the group projects (that include any powerpoints) with the understanding that there is an additional oral presentation. If requested, the video of the group presentation in the classroom archives will be provided to the university. We simply need to document that students have a clear understanding of the objective as evidenced by their submitted work.

Grading Scale:

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| --- | --- |
| Readings, case studies, insightful analyses, etc. 9/27 and 10/25 | 25% |
| Active online participation and contributions weekly | 15% |
| Group Project Presentation 11/29 Slides due 11/22 | 35% |
| Research Paper 10/18 | 25% |
| Total | 100% |

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):

This course will be delivered completely online. This includes live classroom (synchronous) sessions as well as asynchronous discussions, assignments, individual projects and presentations, case studies, discussions with classmates and the instructor as well as with guest speakers.

Online classes can be as dynamic and learning centered as in-class courses. This course is designed to provide multiple opportunities for learning in both synchronous sessions and asynchronous challenges. Several of the synchronous events will include guest speakers who are experts in their fields.

Synchronous activities are those events in which all students, guest speakers and the professor are online at the same time. Students will provide their own headsets and webcams to communicate with participants. Participants will be able to communicate with each other, the professor and guest speakers while engaging in live discussions, including Question/Answer sessions with guest speakers. Live class sessions are held on Friday evenings 7-8:30pm. Students should expect to attend class on Friday evenings unless notified by the professor. (\*Students are expected to provide their own headsets.)

Asynchronous activities are available 24 hours/day. All assignments, articles and other information will be posted online. Online assignments, including discussion forums, Q/A sessions and group projects will be completed online. Discussion questions about the week’s topic and follow up dialogue will be posted.

Required Technical Resources and Technical Components:

NOTE: INTERNET HEADSETS are REQUIRED for use in the Live Online Sessions. Headsets must include microphones that can be switched off when other people are speaking in the classroom. (Skype or Gaming headsets.) If you use Skype or X-box, they should also be turned off during live class sessions. (They interfere or “steal” the microphone from the classroom site.)