

LINCOLN UNIVERSITY COURSE SYLLABUS

COURSE NUMBER: BA-217

Course Title: Personnel Management

(3 Units, 45 Hours)

Course Start Date: January 24, 2023

Course End Date: May 9, 2023

Time: Tuesday, 12:30 PM to 3:15 PM

Office Hour: Tuesday, 1130-1230 (11:30 am to 12:30 pm) by arrangement

Lincoln University Course Catalog Description:

A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations, and other matters. (3 units) (Advanced (A) Level) *Prerequisite: BA 110*

Required Text, Supplemental Texts, Technology & Web Sites

Required Text (print, digital, rental)(HEOA compliant):

Lussier, R.; Hendon, J.

2021 Human Resource Management, 4e. Sage Publications, Thousand Oaks, CA. ISBN: 9781544396866 (paperback) (\$125.00).

E-Text: \$70.00* (* 180-day rental)

Required course digital site(s) and access:

Lincoln University has an institutional Canvas account so you will be able to access ALL of your classes and you will already be on the roster for each of your courses. From Canvas, you can download course materials, see your progress in each of your courses, and review feedback from Turnit-In on the course work you submit for grading. The following link is on the LU website at:

<https://students.lincolnuca.edu/canvas/>

Lincoln University Course, Program, and Institutional Learning Outcomes:

Lincoln University has established program and institutional learning outcomes for our graduate business students, which are listed and available on the LU website. You should re-familiarize yourself with all of them because our aim in this course is for you to have multiple opportunities to achieve them. Detailed descriptions of the institutional and program learning outcomes and information about the

assessment procedure are available at the Learning Outcomes Assessment page on the LU website: <https://acqa.lincolnuca.edu/learning-outcomes-assessment/>.

Instructor's Student Learning Goal(s) & Outcomes for this Course:

Based on my professional management practitioner background that includes talent management, I have developed the following course goal and learning outcomes below to help you succeed in this course, graduate with your degree, and have a successful professional career.

Instructor's Course Learning Goal:

The goal of this course is to provide students with an understanding of the professional practices, challenges and opportunities faced by Talent (aka HR, Personnel) managers in organizations in an interconnected globalized work setting, and to enable them to effectively work and succeed within this environment.

Instructor's Course Learning Outcomes:

1. Be able to find, interpret, analyze, and evaluate the pragmatic usefulness of scholarly research on talent management.
2. Be able to apply professional managerial ethical reasoning in decision making in a talent management setting using the Society for Human Resources Management (SHRM) framework.
3. Be able to recognize communication challenges in a work setting across cultural differences and demonstrate ways for a talent manager to adapt in an international work environment.
4. Be able to develop professional talent management skills to effectively: Present, interview for selection, assess job competencies, conduct employee interviews (development, assessment, research, and performance), deal with conflict and labor negotiations, manage team/group work, manage meetings, use talent/HR management software and applications, present a persuasive argument for a position or decision.
5. Be able to recognize and effectively address talent management challenges in developing international and/or transnational strategies and entering foreign markets.
6. Be able to recognize and address leadership differences and different approaches for motivating employees in a globalized work setting.
7. Be able to choose, calculate, and apply the appropriate Talent Management ROI analysis to evaluate talent management work.
8. Be able to effectively communicate, negotiate, lead/follow/manage, and successfully complete TM projects within a small workgroup.
9. Has further develop his or her problem-solving ability to recognize and handle talent management issues that include investigate the issue to determine solutions, and effectively implementing the best one(s) using talent management approaches and practices.

While I believe, from my professional experience, that my student learning goals and outcomes listed above are important for you to succeed in organizational life, Lincoln's institutional goals and program learning outcomes are a priority for our university, for you, and are my priority for this course. I am committed to do my best to help you achieve **all** goals and outcomes for this course.

Smartphone, Tablet, Notebook Computer Technology:

Organizational, business, and social culture in most parts of the world utilize technology as if it were an additional limb or extension of our body. Think about how you feel when you forget or leave your smart phone at home. For most of us, we experience some degree of discomfort not having it with us. With that in mind, our class sessions (ground classes, and if necessary, online) will involve opportunities to participate in class exercises and discussions using the personal technology devices, and free web-based software that are readily available to everyone and routinely used for business and management.

Consequently, **you are encouraged** to have your smart phones, smart devices, notebook, or tablet readily available to use in class just as you would in the workplace. However, you need to have your devices on vibrate so that it will not distract the class or your classroom manager (me). If your phone rings in any class, you will be warned once. If it rings after your one warning, you will be asked to leave class for the day. If a student develops a pattern of interruptions, they may be asked to leave the class and referred to the Provost's office for counseling before being admitted back to class.

Using your personal devices for things that are unrelated to our coursework is not allowed unless we are on a class break. The instructor will take corrective action if this privilege is abused.

Instructor

Dr. Mike Guerra, Associate Professor of Business Administration & Leadership Studies

Lincoln Phone Number: 1.510.628.8031 (e-mail preferred)

Lincoln University e-mail address: mguerra@lincolnuca.edu (you can e-mail me any time)

Course Specific Office Hour: Room 301, Wednesday, 11:45 pm to 12:45 pm) by arrangement in advance.

In addition, you can contact/chat with me in a professional capacity on Telegram @mikegacademic1 or +1 863.864.6135.

I've provided a brief instructor profile below because an important step in instructional design is for an instructor to establish professional credibility in the discipline he or she is teaching for students taking a course, which I am trying to accomplish below.

Instructor Profile:

Academic Degrees: AS degree in Social Science from the College of San Mateo, BS degree in Organizational Behavior from the University of San Francisco (USF), Master of Human Resources & Organization Development degree (USF), Doctor of Education in Organization & Leadership with a concentration in Pacific Leadership International degree (USF).

Professional Practitioner Experience: Manager with senior, executive, and chief executive officer experience in government and non-profit organizations. Current and past experience serving as a member and officer of several Boards of Directors for public and private organizations. President of the

Board of Directors for the Downtown Oakland Business Association Community Benefit District, and Clean & Safe committee chairperson of the Downtown/Uptown Oakland Community-Benefit Business Districts. International management consulting experience specializing in process, management audits, problem-solving, talent development and management, strategic, and organization development in NGOs, government, and a small number of for-profit firms. Past subject matter expert on ethics for the State of California POST bureau. Have experience working with national, state, county, and local government organizations to shape management, problem-based learning, talent recruitment, ethics, training and performance policies, practices, and procedures.

Has extensive professional experience in domestic procurement; operations; capital budgeting; policy development; MIS administration, needs assessment and purchasing; HR compensation; organizational training and education systems; organizational and regional strategy formulation, implementation and evaluation; managerial accounting; management audits; and both contract and labor union negotiations (as a union negotiator and as a management representative). Additionally; have designed, implemented, and managed marketing, recruitment, retention, and hiring programs for attracting and keeping new talented employees.

Professional Academic Experience: Has taught part-time at Lincoln since 2001, and have been teaching part-time at other institutions of higher education since 1998. I have occasionally been a paid guest lecturer, taught undergraduate management courses online for eight years, and have been a guest lecturer in organization development and leadership at other universities. In addition, I occasionally consult with local colleges and universities external to Lincoln to design or revise lower/upper division undergraduate, graduate, and doctoral degreed educational programs. Additionally, I've been a member of academic advisory boards for the South Bay Community College Consortium (SF Bay Area region), and the University of San Francisco's School (USF) of Management. As a professional practitioner, have been involved in designing and delivering professional training programs and courses that received lower division undergraduate course credit since 1986.

Select professional affiliations related to this course: International Management Consultants (IMC-USA), International Society for Performance Improvement (ISPI), Society for Applied Anthropology (SfAA), Society for Human Resource Management (SHRM), International Society for Organization Development and Change (ISODC), American Association for Adult Continuing Education (AAACE)

Introduction

Our current globalized work setting presents a unique or a once in a lifetime (hopefully) business environment for a graduate student where a global pandemic probably has affected business ranging from a multinational corporation to a one-person business that ships products or provide services to overseas customers and clients. So, this will be a different learning experience for us all in this spring 2023 semester course. I will try to provide current or even real-time relevant international business situations and issues related to talent management.

To be successful in this course, you need to be skilled in effective time management. This means completing the assignments as proscribed in the schedule at the end of this syllabus. In addition, the expectation is that you will have completed assignments on time. For example, if the topic for the class is Chapter 5, the expectation is that you have read Chapter 5 before class starts.

In addition, your presentation skills will be refined during this course to help prepare you for your transition from the academic world to employment in the business world at the performance level of a graduate business student. I am confident that this course will be of value to you by helping you think more wisely, act more competently, and to make better decisions.

My role, as your facilitator, is to guide you along the learning path and engage your ability to learn. Should there be any questions regarding this course material, attendance, and participation in this course, please contact me via my Lincoln University e-mail or on Telegram.

I have also designed this course so that you will have multiple learning opportunities to achieve each of the student learning outcomes for this course and those applicable to Lincoln's institutional and programmatic learning outcomes. In practice, this means that each assignment you complete during this course is connected to one or more learning outcomes and at the course level and at least one of the programmatic and institutional learning outcomes. You will receive feedback on your assignments that you can apply to future assignments within this course. From this syllabus, you will also see that you will receive feedback as your work toward completing and submitting a final version of your high point value assignments instead of submitting them at the end of the course for a final grade on the last day of the course with no feedback that can be used for future assignments.

Class Procedures

Before you arrive for a classroom/online session, you are responsible for reviewing the course syllabus for: instructions, assignments, exams, topics, questions for discussion, my comments, or a description of the activities for the day. In addition to communicating information in-class. It is important for you to come to class prepared just as your employer expects you to arrive at work ready to take care of business!

Instructional methodology includes: lectures, class discussions, individual/team presentations, guest presentations (not yet confirmed), demonstrations, role-playing, group work, buzz groups, practical exercises, social networking, and crowdsourcing as it relates to this course, web-based instruction, and video. As mentioned above; having your smartphones, tablets, and notebook computers readily available in class will enhance your ability to contribute to class exercises and discussions.

You will be submitting a comprehensive journal and assignments three times (J1, J2, J3) during the course using Canvas that has the Turnit-In software activated. Turnit-In allows me to provide feedback on the content of your journal and assignments, feedback on your writing mechanics to improve your English writing skills, and it also allows me to check for evidence of plagiarism.

As you can imagine, university level coursework requires significant work outside of the classroom. For each class session, you should plan to spend at least one to three hours of your time studying, researching, working with your learning group, and completing assignments for each class session. Based on prior classes, if you choose to not read and study the textbook chapters, you will not use the concepts and processes from the text, which will result in a lower grade than you would otherwise earn if you studied our text and course materials.

Students will also be asked during the semester to evaluate this course by the Registrar's office and the LU Faculty Association. It is important that you take this seriously because your feedback helps my professional development and serves to see what parts of the instructional methodology and material needs to be changed, modified, and improved. In addition to this course evaluation, I will ask you to complete a learning assessment based on Lincoln's institutional and programmatic learning outcomes where you will assess the degree that this course provided you multiple learning opportunities for you to achieve these individual outcomes, and how successful they were for you.

Classroom Management

Consider that a classroom is similar in many respects to an organization that provides a product or service. The education business, depending on your perspective, either provides a service to consumers/customers—YOU the student, or produces a product—YOU the educated graduate. So, it should be no surprise that managing the classroom is an essential element for creating a learning environment for you to succeed. It just happens that because close to over 90% of our business students are from outside the US, we might think of ourselves in this course as being in a live management setting. As such, we need policies and procedures for conducting business or instructing in our case, which are indicated below:

- **Students are required to behave in class in accordance with Lincoln University's Student Honor Code and Standards of Conduct.** Both of these are found in your student handbook at the following link: [http://file.lincolnuca.edu/catalog/student%20Handbook/Student%20Handbook%20\(2020-2021\).pdf](http://file.lincolnuca.edu/catalog/student%20Handbook/Student%20Handbook%20(2020-2021).pdf). Misconduct will have an adverse impact on your grade.
- **Disruptive Classroom Behavior:** Lincoln University expects students and instructors to work together to create a classroom or lab environment that is conducive to learning and educational discovery so that students can achieve their student learning outcomes. To create this classroom/lab learning environment it is essential that respect for the rights of others who are trying to learn, respect for the professionalism of the instructor, and the goals of academic freedom are established and maintained. If there are differences in viewpoints or concerns, they should be expressed in a way that supports the learning process, and in a way that creates learning opportunities for instructors to help students learn to reason and to present their points-of-view with clarity and supporting facts. It is also important in this learning environment for students to be able to share of themselves without losing their identities, and for students to explain their personal self/place in their respective fields of study. Student conduct that disrupts the learning process will not be tolerated and I may ask students to leave the class session, which could eventually lead to administrative disciplinary action and/or removal from the class depending on the severity of the misconduct and if there are patterns of misconduct.
- **Eating is not allowed in class.** You may have water and/or a beverage container that is spill resistant. This is a recent policy change for me since Lincoln needs to economize of maintenance services for classrooms. Chewing gum is fine but no blowing bubbles.
- **Plagiarism Detection:** Lincoln University subscribes to Turnit-In plagiarism prevention service, and you will need to submit written assignments on Canvas that has Turnit-In activated. Student work will be used for plagiarism detection. Originality Reports WILL be available for your viewing.

- **Copyright Policy:** Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code).
- **Subject to Change Statement:** “This syllabus and schedule are subject to change in the event of extenuating circumstances.” If the syllabus is revised during the semester, all versions will remain available to you in Canvas so you can track changes.
- **Academic honesty** in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.
- **Online Netiquette:** Rules for those courses with web-enhancement so classroom members behave online. Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].
- **Students with Disabilities:** Students in this course who have a disability that might prevent them from fully demonstrating their abilities should inform the instructor and their Program Director as soon as possible to initiate disability verification and discuss accommodations that may be necessary to ensure full participation in the successful completion of course requirements. In addition, you can use this link to expedite your request: <https://acqa.lincolnuca.edu/ada-accommodations/>
- **Academic Counseling/Tutoring/Remedial Instruction:** If you find yourself in need of tutoring for this course or any of your other courses Lincoln has resources to help you in the form of tutoring (one-to-one), and small group remedial instruction. Go to student services or use this link: <https://students.lincolnuca.edu/academic-counseling/>.
- **Information Literacy Requirement:** In this course, our teaching and learning processes will employ the following information literacy standards, as endorsed by the American Association for Higher Education (1999), the Association of College and Research Libraries (2000), and the Council of Independent Colleges (2004). The students in this course will:
 - Determine the nature and extent of the information needed, access needed information effectively and efficiently, evaluate information and its sources critically, incorporate selected information into their knowledge base and value system, individually or as a member of a group, use information effectively to accomplish a specific purpose, Explain many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.
- **Use of the LU Library:** This course requires students to complete course assignments using resources available through the Lincoln University Library.
- **Cheating and Plagiarism:** Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) collaborating with other students to complete assignments with the instructor’s approval (f) using a commercial term paper service.

If coursework is submitted that contains significant evidence of plagiarism (10%-80% of submitted assignment), the grade for the assignment will be 40% of the total point value for the first infraction. Between 80-100%, there will be zero points. The assignment cannot be re-done. If assignments continue to be submitted that contain evidence of plagiarism, the grade will be reduced severely using the following criteria. If there is minor evidence (0-9% of submitted assignment) of plagiarism, the grade/evaluation will be reduced to reflect low-satisfactory to poor achievement (73% or less). If there is evidence of 10-25% of plagiarism, the grade/evaluation will be “F” or 59% of the points. If there is more than 25% of plagiarism, there will be “0” points for the assignment. Repeat violations will be referred to the provost office for misconduct. And, assignments cannot be re-done.

- **Syllabus Confirmation and Explaining:** The syllabus can be downloaded from the LU website and Canvas. Your first assignment is to read the course syllabus, which is in addition to our class discussion of the syllabus in session one. If you have any questions or you need clarification, please contact me.
- **Assignments must have:** The student’s first and last name at the top of the page, and the student’s identification number. The title of the assignment must also be in the heading. Simply putting the date of the assignment is not correct and it will be downgraded 1% for not following instructions. Electronic submissions without these items will not be counted, late deductions will apply, and you must use your lincolncasf account for electronic submissions.
- **Format Requirements:** Use 12-point font, normal margins, and single or double spacing for text. Tables can be 9-10 point font. Use the APA/Chicago-Turabian/MLA guidelines (pick one and be consistent) for citing and documenting sources. If you need to refresh your knowledge of these guidelines, there are resources online and in the library. Lincoln’s library staff is there to help you locate those resources. There are also free templates at the MS Office Word website that you can download.
- **Late Assignment Point Deductions:** Individual and Learning Group Case assignments can be turned in late under the following conditions. If the assignment is turned in late after two full weeks, the assignment is late beginning with the second week and there will be a 5% deduction for the assignment point value before it is graded. If it is three weeks late, it is a 10% deduction, etc. Once you reach 45% of the total point value for the assignment, you can still earn up to 45% of the original point value for the assignment before grading by turning in any late assignments by the last class session. For example, if the original total points of an assignment were 5 points, you could still earn up to 2.25 points before grading by submitting this late assignment by the last day of class. In this instance, earning an “A” grade would mean 2.14 out of 2.25 points (95%). However, this also means they you’ve lost 2.75 points (2.75%) out of the 100 points/100% for the whole course for being late.
- Assignments due on the last class session can be turned in up to 7-days late without any late point deduction; however, assignments submitted after the 7-day deadline will receive zero points. The only exception is if the student provides verifiable documentation that the circumstances were involuntary as determined by this instructor.
- **Late Registration:** If you register for the class late (up to three weeks), you are still responsible for all assignments. I will work with you to set a deadline that will allow you time to do the current work and catch-up (typically one extra week for each week missed) with individual assignments. Assignments with other students cannot be made up because this coursework is connected to the learning objectives for the course and environment for a specific class session.

In addition, the material presented in each session is cumulative and are connected to each other. To make-up these types of assignments, an alternative group type of assignment will have to be completed that is equal to the missed assignment. This probably means some form of contacting an organization outside of Lincoln to research a topic. Please contact the instructor to request this and arrange a date/time—it is your responsibility to contact the instructor. These late registration options are not available to students who are registered at the time of the first class session.

- **Late Exams:** If you missed an exam due to late registration, a make-up exam will be given using the same schedule for late registration.
- **There is no extra credit available in this course and assignments cannot be re-done once submitted to Canvas by the assignment deadline or after the deadline.**
- **Late Registration Attendance:** If you start to attend classes after a course has already started, you need to check with the Registrar's office to verify your attendance requirements. Depending on university policy, if you've already missed class sessions before you even registered, the missed class sessions could count toward your university attendance record. It's better to check to ensure you do not receive a warning letter for missing too many class sessions.
- **Student Working Groups:** In many classes' students are allowed to form their own class groups for group assignments. There is something to be said for working with people you are familiar with and who you may have worked with in previous classes. Since this is essentially a cross-cultural management class, part of your education is to experience working with new and unfamiliar people who may come from cultural backgrounds that may be very different from your own. In this class, you will be randomly assigned to a group of approximately 4-5 students. In addition, you will be rotating through different groups during this course to simulate real work situations. However, this practice depends on the number of students in the class. If there is a small number, you may be allowed to form your own groups.
- **Group Assignments:** When students participate in group assignments, problems can emerge where there is an unequal distribution of the work. While there is no specific percentage of a group project assigned to each student, the expectation is that everyone in the group contributes their fair share of the work just as it would be expected in a real work setting. If a group experiences unequal participation and work, there are several ways that may help the group resolve the problem. One way is to decide as a group what the deliverables are for each member, and the deadline for submitting those deliverables. Another way is for the group to indicate what part of the assignment was completed by each group member by identifying the work of each student on each page of the document. Third, a different font and color can be used to identify individual students (this works best when submitting digital versions). I would hope that the group would try to resolve internal issues themselves just as they would have to do working in an organization. Finally, if groups have internal dysfunction and they are unable to resolve it themselves, they should contact the instructor. If there is significant dysfunction within the group, group members may be graded separately and removed from the group. Should you be removed from a group, and another group is unwilling to let you join their group, you will not be able to earn credit for group assignments. You will not be able to complete the group assignment by yourself, and there is no alternative assignment.
- The goal of the classroom environment is to be collaborative and communicative. To help facilitate collaborative communication, I would suggest that before you proofread or carefully consider your thoughts before speaking. There are times when an innocent comment can be

miss-interpreted. Most of the time, any miss-communication can be rectified through open communication. However, if you find the content of a message offensive, please notify me.

Class Attendance Defined

You are expected to contribute to class discussions in meaningful ways. That means:

- contributing new and relevant information to the course discussion and from readings of the textbooks;
- commenting in a positive manner;
- building on the remarks of your fellow students;
- posing questions of your fellow students; and
- Sharing quotes, websites, and other supplementary information.

Assignments or exams that do not require group participation may be made-up with a valid excuse. A valid excuse requires that you present the instructor with a health care professional's note indicating an illness prevented you from attending class, a court subpoena, a jury duty summons, or other evidence that your absence was beyond your control. Missing class for your convenience such as a routine doctor or dentist visit, non-emergency appointments with an attorney, or being called into work are not valid reasons for being absent. If you are a student or student athlete, you are able to take your exam in advance of the scheduled assessment day, and it is the student's responsibility to contact the instructor to arrange it. Student athletes who notify the instructor after the exam date can make-up the exam following the make-up exam process.

You cannot make-up group assignments or in-class group activities if you are absent or are unable to participate in the group regardless of the reason since it is a group grade not an individual grade.

If you miss any part of a class session, it is **your responsibility** to follow-up to learn what you missed. This could mean assignment modifications, group assignments, instructional material, etc. so you may have missed something that is important for your success in this course.

Class attendance is taken only once for each class session at the beginning of class (first 20 minutes of in-person classes) using either coursework, textbook checks, or by a student's presence. My current practice is to have an entry ticket where you have the first 20 minutes of the class to answer a question related to the topic of the class session that should take you less than five minutes to complete. **I do not record late students if they have not arrived at class within the first 20 minutes of class.** If you arrive in class within the first 20 minutes of class, I will allow you an extra time to complete the entry question that is commensurate to when you entered the classroom.

In an online or Zoom classroom, I will check on attendance throughout the online session. You will need to register to enter each class session, which then automatically documents attendance.

If you miss three consecutive sessions, you will be dropped from this course since your absence should have a negative effect on the workload and/or on the grades of your fellow group members. For more information, please consult the LU catalog.

Assignments & Coursework

You will only have to submit your coursework to Canvas. Please see the schedule at the end of this syllabus for further details.

Useful Definitions:

To Explain what is required in your assignments, the following working definitions drawn from Wikipedia may be helpful (I choose Wikipedia not for academic rigor, but it is a site where you can easily look them up for yourself using “search”):

Critical Thinking: “The objective analysis of facts to form a judgement.”. This can also include analysis, synthesis, evaluation, and be able to distinguish fact from opinion.

Business Analysis: “Identifying the needs and determining the solutions to business problems.”

Self-Reflection: “Reflect upon, and evaluate, his or her own experiences, memories, values and opinions in relation to a specific issue or topic.”

Position Paper: “A report outlining someone’s attitude, opinion, or intentions regarding a particular matter.”

Reflection Journal Definition Link: <https://www.niu.edu/citl/resources/guides/instructional-guide/reflective-journals-and-learning-logs.shtml> . Northern Illinois University (2019).

Description of Assignments:

*****Note: In the Canvas system, I have turned on the feature so you can submit multiple versions of your assignment so you can obtain feedback from Turnit-in. This will allow you to obtain feedback about your writing mechanics and plagiarism that you can use to revise your assignments and re-submit them. This feature will not work after the due date. It will only accept one late assignment submission.**

If you think there is conflicting information, please refer to the course session schedule at the end of this syllabus for any updated and/or revised information concerning assignment instructions, modifications, or due dates. If there is conflicting information, the course session schedule is the final determinant for coursework.

- 1) **Individual Journal:** Students will maintain a journal where they will write entries to reflect on their recent course related activities and experiences. These are the sections of the journal that you must include in your J1, J2, and J3 submissions in order to receive the maximum points/grade for the assignment:
 - a. **PERSONAL REFLECTION:** A personal reflection for each class session related to the topic/subject covered in the class that day (J1, J2, J3).
 - b. **PERSONAL ACADEMIC PROGRESS REFLECTION:** A personal academic progress reflection summarizing your progress toward achieving your personal goals for the course and the institutional, program, and course learning outcomes for this course to date (J1 and J2).

This journal will provide students with a structure for critical analysis during these reflections, prompting students to respond to the main questions and relevant sub-questions. There are three reasons for having this exercise, which are:

1. To demonstrate an ability to take in an experience/activity and describe it.
2. Provide insight into a student's ability to connect this experience/activity to past learning or to the text in this course.
3. Provide an opportunity for critical analysis of a concept or their personal reflection of a concept, and consider how it could affect them professionally.
4. Provide evidence of the student's ability to plan for the future, which is an indicator of a student's capacity for life-long learning.

Your personal reflection on a class session should consider these questions along with reviewing the grading criteria for this assignment below:

1. **What was the class session about?** What happened? Was there a difference between what you expected and what happened? What did you do?
2. **So What?** What have you learned? Why does that matter? To you? To your classmates? To other stakeholders? Is the experience in alignment, informed by, in conflict with the class text or other activities? This builds on your answer for #1.
3. **Now What?** How can you apply your learning? What information can you share with others? What would you like to learn more about? However, limiting your answer to one sentence such as: "It will help me in the future," or "I want to learn more about the subject" is not enough to satisfy the "Now What" element for a student at the graduate business degree level. This builds on your answer for #2.

Example of a Journal Entry for a Class Session that covers the 3 questions above:

In the January 5, 2022 class session, the topic for the class session was Gallup's research on Wellbeing. The five elements of Wellbeing that we covered in class were: Career wellbeing (what you like to do every day), social wellbeing (meaningful friendships), financial wellbeing (money management), physical wellbeing (energy to get things done), and community wellbeing (like where I live). While I found all the elements comprising wellbeing interesting, I found myself thinking about how two of them really impacted what type of work I like to do and what type of community I like to live in. I was not surprised that the results of Gallup's research found that career wellbeing was the most important element for people since I can count myself as one who places a high importance on my career.

However, I found that while I liked the work I do, I am not very happy with my community wellbeing. The community where I work is fine, but due to the high cost of living in the area, I cannot afford to rent or buy a house where I would like to live. Where I can afford to live, there is a lot of property crime and vandalism to property. My car gets broken into about every six months even though I do not keep anything of value in it. People constantly spray graffiti on my apartment building, and you must keep a lookout on the sidewalk for human feces. I use an App to report when I see human poop on the sidewalk to the city government, which occurs every day. Several pairs of shoes

have been ruined because of it. This creates a wellbeing dilemma for me, and I'm sure my co-workers probably feel the same way.

I'm now interested in learning more about wellbeing and if there are sub-findings of the Gallup study related to career and community. In addition, for the class project for this class, I may interview some of my co-workers to learn what their thoughts are on these five parts of wellbeing to see if they feel the same way as me or not. If we have the same issues maybe we can work as a group to approach management to see if there are any resources or support so they can offer to improve the wellbeing of their workforce.

Students will submit their journals using Canvas three times during the semester for assessment. Journal personal reflection entries (not assignment or academic progress entries) will be assessed on an A-F grade scale using the following percentage values for each class session based on 1-3 in the paragraph above:

- **(1) What?** = 59-76% (F to C grade if you only cover "What," which is equal to a summary of the session) of the session points for the reflection assignment.
- **(2) So What?** = What? + So What? = 77-94% (C+ to A- grade) of the session points for a connection to a lecture, class exercise, or reading reflecting some degree of critical analysis/thinking. One or two sentences that indicate that you agree or support a summary without providing supporting information will result in a 77-78% or C+ grade for the session entry.
- **(3) Now What?** = What? + So What? + Now What? = 95-100% (A grade) of the session points for a concrete action plan or evidence of action taken based on 1 and 2 above. Remember, typing one sentence that indicates you want to learn more about a subject is not enough to meet this standard. You need to include more details to support what you plan to do to reach the graduate business degree level.

If you miss a class session, you still need to provide a personal reflection based on the course material or subject covered in the missed session. You can easily do this by reading the textbook, and reviewing the PowerPoint slides for the session if there are any. The instructor may provide PowerPoint slides for the session but may be limited to those provided by the textbook publisher. Please be mindful of copyrighted course material. If you start the course late, you can use this material to make-up those session entries you missed. The library has printed desk copies of the textbook that are available to you.

When submitting your journal, it is a running journal so the second submission will also include what you submitted for the first submission, and what you included in the first and second submission will also be included in your third submission.

The last entry for your first and second journal submissions (J1 and J2) will be your personal reflection summarizing your academic progress to date. You do not need to have an academic progress reflection for each class session. Be careful that you do not confuse this with your personal reflection entry for your class session. They are two different things. This academic progress summary is graded as CR/NC/PC.

An academic progress reflection title, and your reflection on your academic progress in this course is one that is based on your earned points/grades, or any other coursework where you have received feedback from me to date. You should reflect on to what degree are you working to achieve the personal goal(s) you identified in your personal goals statement assignment, and to what degree are you achieving the course's learning outcomes and objectives.

Example of the structure for a January 24 Class Session Journal Entry:

- January 24 1: Personal Goals assignment.
- January 24 1: A journal entry for the class session required in J1 that starts with:
 - A title with the date of the class session (labeling by class session without the date will result in a reduction in 0.25 points).
 - Your personal reflection on the topic/subject directly to the coursework or class discussion of the January 24 class session. You must title your entry as a "Personal Reflection." Not using the correct title will result in a reduction in 0.25 points.

J1 Point Distribution (Due 2/22, Covers 1/25 to 2/15):

- Personal Goals Statement Assignment: 1.5 points (CR/NC/PC scale)
- Personal Reflection of class session topic/subject: 4 x 1.5 pts. = 6 points (A-F scale)
- Personal Reflection of your Academic Progress: 1 point (CR/NC/PC scale).
 - A personal reflection summarizing your academic progress to date. This needs to include to what degree you are achieving your personal goals for this course, and should try to evaluate to what degree you are achieving your institutional, program, and course student learning outcomes.
- Total points for J1 = **8.5 points**.

J2 Point Distribution (Due 4/5, Covers 2/22 to 3/29):

- Personal Reflection of class session topic/subject: 5 x 1.5 pts. = 7.5 points (A-F scale)
- Personal Reflection of your Academic Progress: 1 point (CR/NC/PC scale).
 - A personal reflection summarizing your academic progress to date. This needs to include to what degree you are achieving your personal goals for this course, and to what degree are you achieving your institutional, program, and course student learning outcomes.
- Total Points for J2 = **8.5 points**.
- Journal 1 should be in the same document and Journal 2 will be an addition.

J3 Point Distribution (Due 5/10, Covers 4/5 to 5/3):

- What Have I Learned From This Course Assignment = 1.5 points (CR/NC/PC scale)
- Personal Reflection of class session topic/subject: 5 x 1.5 pts. = 7.5 points (A-F scale)
- Total Points for J3 = **9 points**.
- Journals 1 and 2 should be in the same document and Journal 2 will be an addition.

I have sent a MS Word Journal template that you can use for this class and/or you can use the same headings in software of your choice that creates documents that can be uploaded to Turnitin. The format of the Journal template is below:

1. Journal 1

2. Personal Goal(s) of the course
3. Personal Reflections for each session organized by the date of the session.
4. Academic Progress
5. **Journal 2**
6. Personal Reflections for each session organized by the date of the session.
7. Academic Progress
8. **Journal 3**
9. Personal Reflections for each session organized by the date of the session
10. Academic Achievement based on your personal goal(s) for the course

- 2) **First Assignment: Personal Goals Statement:** This introductory assignment is designed to help you think about why you are taking this course and how it connects with your overall learning goals for your degree program. Prepare a paper (at least 100-200 words) that identifies your personal goals for this course in specific and detailed terms. Include a description of how you plan to meet your goals that is specified in a weekly time schedule for this semester. If you want, you can set weekly goals and a time schedule. Graded on a Credit/Partial Credit/No Credit grading scale. (Adapted from Weimer, 4.1.15). **This assignment is part of your course journal (J1).**

- 3) **Last Assignment: What Have You Learned From This Course:** Write a self-evaluation (at least 100-300 words) where you analyze how well you met your personal goals for this course. If your goals changed, discuss how, and if unanticipated goals surfaced, describe what they were. End your paper by assigning yourself an overall grade based on your performance in the course. (Adapted from Weimer, 4.1.15). **This assignment is part of your course journal (J3).**

- 4) **Reading Assignments: Please refer to the course schedule at the end of this syllabus.** When you see a textbook chapter listed for a specific day, it means that you should read the chapter and be familiar with the concepts **before** coming to class because it will provide a framework for what we discuss in class for the session. You are accountable for all the material within the assigned textbook chapters so if there is a concept that you are having trouble Explaining, please raise the issue during our class.

- 5) **Individual Homework Assignments from Chapters in the Textbook: Please refer to the course schedule at the end of this syllabus.** When there is more than one question to be answered for the assignment, the overall grading points will be equally divided between the number of questions for a particular assignment. These homework assignments are graded on the A-F grading scale. They are submitted when your journals are due.

- 6) **Entry Ticket: Short-Answer 1-Question Quiz on Session Homework Reading Assignment:** There are discussion questions at the end of each chapter in your textbook. During the first 20-minutes of each class session, you will have to answer **one** discussion question from the chapter (I will provide paper, but you need to have your own writing instrument). For sessions that cover two chapters, you will still only have to answer **one** discussion question in class, and you will only have to prepare for the two questions from that chapter listed in the table below. In the table below, I have identified four discussion questions from each chapter, and I will select the question from those four that you will need to answer in the first 20-minutes of our class session.

You can write out your answers to these four questions before class and bring them to class to copy them to your answer sheet or retrieve them from your electronic device. If you are unable to arrive at class and complete the quiz within the first 20-minutes of class time limit, or you are absent from the class session, you can make up the quiz by taking a 5-question multiple-choice quiz for the chapter before the end of the course. The multiple-choice quiz will not be based on the discussion questions, and for missing a session with two chapters, two questions will be from one chapter and three questions will be from the other. Grading is on the A-F grading scale.

This Entry Ticket Quiz is used to record class session attendance, and attendance is not recorded after the first 20 minutes of class unless you have contacted the instructor before the class session and made arrangements.

- 7) **Chapter Exams:** There will be five multiple-choice exams. Exam-1 will only cover Chapter 1, and the other four exams will cover multiple chapters. The exams are open resources and you can use the Internet, notes, smartphone, etc. to assist you. The only two things you cannot do is talk to each other and text each other. The exams are graded on an A-F scale.

Individual: Course Work Institutional (ILO), and Program Student Learning Outcomes (PLO) & Course SLOs

I/G Assignment (I = Individual, G = Group)	Course Grade Weighting	ILOs	BA-PLOs	Instructor's Course LOs
I/Journal (x3 submissions, 26 total points) (A-F grade scale)	26%	1,2,3,4, 5,6,7	1,2,3,4	1,2,3,4,5,6,7,9
I/Chapter Exams (x4)	45%	1,2,3,4, 5,6,7	1,2,3,4	1,2,3,4,5,6,7,9
I/ Chapter 1 Multi-Choice Evaluation (Assessment)	5%	1,2,3,4, 5,6,7	1,2,3,4	1,2,3,4,5,6,7,9
I/ Textbook Homework Assignments (x3)	19%	1,2,3,4, 5,6,7	1,2,3,4	1,2,3,4,5,6,7,9
I/ Entry ticket quiz (x13)	5%	1,2,3,4, 5,6,7	1,2,3,4	1,2,3,4,5,6,7,9

As you review the table above, you will notice that each assignment is connected to institutional, program, and course learning goals and outcomes. You should also see that you will have multiple opportunities to achieve most goals and outcomes throughout the course so you can build your level of competence. In addition, when you review the schedule of assignments below, you will see that you will receive feedback on your coursework throughout our course and that you can use it to improve your competency. You will also see that you will receive feedback to improve your performance for those assignments with high point values, so you have the opportunity to improve your work before a final submission.

Course Grade Weighting:

Category	Percent	Point(s)
Individual Journal (1 st submission 8.5 pts., 2 nd submission 8.5 pts., 3 rd submission 9 pts.)(Includes PG, LL, and AP points)	26%	26
Individual: Exam-1: Week 3 Chapter 1 Review Evaluation: 20 Multiple-Choice questions, open resources (Textbook, Internet, PowerPoint slides, notes, etc.), 35 minutes to complete	5%	5
Individual: Exam-2 (Chapters 2-4)(11.2 points), Exam-3 (Chapters 5-7) (11.2 points), Exam-4 (Chapters 8-11) (11.2 points), Exam-5 (Chapters 12-16)(11.2 points). A-F grade scale.	45%	45
Individual: Chapter Homework Assignments (x3, 6.33 points each)	19%	19
Individual: Chapter Entry Ticket Quiz (x13, 0.3846 point each)	5%	5
Total:	100%	100

Grading

As you will see below, the criteria or standard for each grade is defined. This is done because you need to understand how performance is evaluated in order to prepare for your work career. As an employee, you will have standards of performance and your work will be compared to your performance objectives. To what degree you achieve those objectives will determine if you continue to be employed, promoted, or receive some other form of organizational reward. There is nothing more frustrating if a student asks:” What do I need to do to earn an ‘A’ grade?” This question can be answered in this class. Also, if you have questions concerning a grade you received for an assignment, please refer to the corresponding grade definition below. If this does not answer your questions, please contact me.

As in any course I teach, you may ask for a re-evaluation of your grade for an assignment. I am happy to do so. However, this can mean that the existing grade may go up, stay the same, or be lowered. If you would like to challenge a grade for an assignment, you must submit an e-mail request no more than two class sessions after you have received the original grade.

Point/Grade Conversion

100-95	A	76-74	C
94-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-60	D
83-80	B-		
79-77	C+	59 or <	F

A = Superior performance. A superior performance. The assignment is well-written and contains an interesting and insightful analysis. The assignment has a central theme or idea and has supporting points. The analysis or argument is supported by primary academic resources. For a grade of 100%, the standard is publication quality.

A- = Excellent performance. The analysis and/or argument is interesting, clear, logical, and sound. However, it is not as original, or the analysis and argument is not as in-depth as an “A” paper. The analysis, argument, or approach is not as well researched and supported as in an “A” paper.

B+ = Very good performance. The analysis, approach, argument is reasonably clear. The ideas are not as clearly expressed as in the “A” or “A-“categories, but the analysis, approach, or argument contains some interesting points. There are some

supporting references from primary sources; however, more supporting references would have strengthened the analysis, argument, or approach.

B = Good performance. A good performance that demonstrates a competent grasp of the course material. The analysis, approach, or argument is not as effectively structured as it should have been. There are a few interesting ideas or points within the paper. However, the analysis, approach, or argument would have been strengthened with more thought, insight, creativity, and organization. The applicable theories and concepts are briefly covered in the key points of the analysis, the approach, or the argument. However, serious improvement in these areas is required. Reliance more on secondary data sources than primary sources of data. The ideas are not as clearly expressed as in the “B+” category above.

B- = Above Average performance. An above average performance. Performance indicates a competent understanding, but not to the degree as indicated in the “B” grade category above. Argument, approach, or analysis primarily based on secondary reference sources. There are some problems with the organization and structure of the argument, analysis, or approach.

C+ = A marginally above-average performance. The structure and organization of the approach, analysis, or argument is often ineffective, unclear, or unpersuasive. The central theme is either absent or unclear. Supporting references are based solely on secondary sources. Performance is not to the “B-“ grade level above.

C = Average performance. An average level of performance that indicates an acceptable comprehension of the basic concepts and theories being studied. The argument, approach, or analysis is sometimes incoherent with significant organizational and structural problems. Communication is an acceptable level for a university student. Supporting references are limited and based solely on secondary sources.

C- = Below-average performance. A below-average performance based on deficient studying of the course material and secondary research sources. Significant grammar, style, and punctuation errors to the degree that communication is unclear. There is no identifiable approach, argument, or analysis.

D+ = Poor performance. A poor level of performance with very little evidence of organization and structure. Serious grammar, punctuation, and style errors. Very little evidence of an argument, analysis, or approach.

D = Very poor performance. A very poor level of performance. There is virtually no evidence of a thoughtful expression of analysis, argument, or approach. Incoherent and unclear communication, structure, and organization.

F = Failing performance. Work is not acceptable and/or timely. Academic credit is not earned. Performance borders on plagiarism.

Schedule & Homework Assignments

<i>Session</i>	<i>Course Outline</i>
January 24	<ul style="list-style-type: none"> ● Introduction to course and syllabus review. ● Review of Institutional, BA Program & Course Student Learning Outcomes. ● Training on completing educational learning reflection journals: https://www.niu.edu/citl/resources/guides/instructional-guide/reflective-journals-and-learning-logs.shtml. ● First Assignment: Personal Goals Statement (Include in Journal #1). ● Individual Homework (Due at the start of class on 1/31): Read Chapter 1
January 31	<ul style="list-style-type: none"> ● Class Session Topic: Chapter 1 ● ET-1 (Entry Ticket)

	<ul style="list-style-type: none"> • Individual Homework (Post to Canvas by 2/21): (HM-1) Chapter 1: Key Terms Review, page 29 (only need to include your answer for each term in your submission). • Individual Homework (Due at the start of class on 2/7): Read Chapter 2.
February 7	<ul style="list-style-type: none"> • Class Session Topic: Chapter 2. • Individual Homework (Due at the start of class on 2/14): Read Chapter 3. • ET-2 • Exam-1: Chapter 1: 20 multiple-choice questions to be completed in 35 minutes. You may use any resource during the exam: Textbook, notes, PowerPoint slides, Internet, phone, tablet, laptop. Only restrictions are that you can't talk/text other students and can't leave the classroom unless you need to use the restroom. The evaluation is valued at 5-points.
February 14	<ul style="list-style-type: none"> • Class Session Topic: Chapter 3. • ET-3 • Individual Homework (Due at the start of class on 2/21): Read Chapter 4.
February 21	<ul style="list-style-type: none"> • Class Session Topic: Chapter 4. • ET-4 • Individual Homework (Due at the start of class on 2/28): Read Chapter 5. • Individual Homework (Post to Canvas by 4/4): (HM-2) Chapter 4 Key Terms Review, page 132 (only need to include your answer for each term in your submission). • <i>DUE TODAY: POST YOUR JOURNAL (J-1) ON CANVAS (Covering 1/24 to 2/14 class sessions).</i>
February 28	<ul style="list-style-type: none"> • Class Session Topic: Chapter 5. • ET-5 • Individual Homework (Due at the start of class on 3/7): Read Chapter 6. • Exam-2: Chapters 2-4, 35 Multiple-Choice questions, 70 minutes to complete and graded on an A-F scale. Open resources (Internet, notes, smartphone, computer, PowerPoints, textbook, etc.). The only things you cannot do are talk to each other and text each other.
March 7	<ul style="list-style-type: none"> • Class Session Topic: Chapter 6. • ET-6 • Individual Homework Post to Canvas by 4/4): (HM-3) Meyers-Briggs Self-Assessment Exercise 6.1, page 180. Complete the self-assessment using this link that is also in your textbook: http://www.humanmetrics.com/. When submitting your assignment only include your 4-letter MB assessment result. • Individual Homework (Due at the start of class on 3/21): Read Chapter 7.
March 21	<ul style="list-style-type: none"> • Class Session Topic: Chapter 7. • ET-7 • Individual Homework (Due at the start of class on 3/28): Read Chapter 8.
March 28	<ul style="list-style-type: none"> • Class Session Topic: Chapter 8. • ET-8 • Individual Homework (Due at the start of class on 4/4): Read Chapter 9.

	<ul style="list-style-type: none"> • Exam-3: Chapters 5-7, 35 Multiple-Choice questions, 70 minutes to complete and graded on an A-F scale. Open resources (Internet, notes, smartphone, computer, PowerPoints, textbook, etc.). The only things you cannot do are talk to each other and text each other.
April 4	<ul style="list-style-type: none"> • Class Session Topic: Chapter 9. • ET-9 • Individual Homework (Due at the start of class on 4/11): Read Chapters 10 and 11. • <i>DUE TODAY: POST YOUR JOURNAL (J-2) ON CANVAS (Covering 2/21 to 4/4 class sessions).</i>
April 11	<ul style="list-style-type: none"> • Class Session Topic: Discussion of Chapters 10 and 11. • ET-10 • Individual Homework (Due at the start of class on 4/18): Read Chapters 12 and 13.
April 18	<ul style="list-style-type: none"> • Class Session Topic: Discussion of Chapters 12 and 13. • ET-11 • Individual Homework (Due at the start of class on 4/25): Read Chapter 14. • Exam-4: Chapters 8-11, 35 Multiple-Choice questions, 70 minutes to complete and graded on an A-F scale. Open resources (Internet, notes, smartphone, computer, PowerPoints, textbook, etc.). The only things you cannot do are talk to each other and text each other.
April 25	<ul style="list-style-type: none"> • Class Session Topic: Discussion of Chapter 14. • ET-12 • Individual Homework (Due at the start of class on 5/9): Read Chapter 16. • Individual Homework (Post to Canvas by 5/9): (HM-3) Skills Builder 14.1, page 507.
May 2	<ul style="list-style-type: none"> • Class Session Topic: Chapters 16. • ET-13 • In-Class Group Exercise (2 points, related to concepts in chapters 12, 13, 14, 16).
May 9	<ul style="list-style-type: none"> • <i>DUE TODAY: POST YOUR JOURNAL (J-3) ON CANVAS (Covering 4/4 to 5/2 class sessions).</i> • Exam-5: Chapters 12-16, 35 Multiple-Choice questions, 70 minutes to complete and graded on an A-F scale. Open resources (Internet, notes, smartphone, computer, PowerPoints, textbook, etc.). The only things you cannot do are talk to each other and text each other. • Any late submission of past due assignments for partial credit NOT ACCEPTED after today. • Assignments due today NOT ACCEPTED after May 16.