



RADFORD UNIVERSITY

MGNT 671 - Human Resources Analytics **Department of Management** **College of Business and Economics** **Radford University**

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Read the syllabus at least three times before the semester starts. A clear understanding of the expectations and requirements listed here will promote your chance of a satisfactory grade. **This is extremely important due to the exclusively online nature of the class.**

I. WELCOME TO MGNT 671 HR ANALYTICS

This course will survey critical HR topics with an analytical perspective. You'll develop a basic working knowledge of selection, compensation, performance evaluation, job coaching, diversity, legal issues, and current topics impacting human resources in the organization. You will end this course with a basic toolkit of the most critical HR analytic skills you should have to be an effective manager.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL GAIN COMPETENCY IN

- Distinguishing human resource management functions and responsibilities.
- Assessing human resource management activities such as forecasting requirements and availability of numbers and types of skill sets needed by an organization.
- Analyzing jobs and describing the job analysis process.
- Analyzing the legal environment surrounding human resource management functions.
- Analyzing recruitment sources and matching methods to sources
- Comparing and contrasting interview techniques and comprehending the advantages and disadvantages of each approach.
- Analyzing the use of employment tests and demonstrating concepts of validity, reliability, correlation, and test validation procedures.
- Analyzing the performance appraisal process, the methods used, and the problems encountered.
- Analyzing efforts in safety and health programs, employee assistance programs, health promotion programs and other efforts directed toward improving employee health and well-being.

II. COURSE PREREQUISITE

MBA standing. Please note: students who do not satisfy these conditions will be dropped from the course.

III. TEXTBOOK(S) AND REQUIRED MATERIALS (2 textbooks Plus Connect by McGraw-Hill):

1. *Textbook :Fundamentals of Human Resource Management Noe, 5th ed or newer. Section web address: Connect site is embedded on D2L*



2. Investing in People: Financial Impact of Human Resource Initiatives (2nd Edition)
Hardcover – December 18, 2010. by Wayne Cascio (Author), John Boudreau (Author)
ISBN-13: 978-0137070923 ISBN-10: 0137070926 Edition: 2nd, or softcover

This course has a D2L site. PowerPoint slides, additional notes, grading rubric, etc. will be posted on that site, as well as occasional important messages. **YOU ARE RESPONSIBLE FOR CHECKING D2L AND DOWNLOADING THE REQUIRED DOCUMENTS.**

IV. COURSE REQUIREMENTS AND GRADING:

Assignments/Portal	Pts	Frequency	Points
1. CONNECT (cases & exercises etc.)/Connect	10	25	250
2. Quizzes on analytics book(Cascio& Boudreau)/D2L	10	8	80
3. Analytical cases / exercise (D2L)	25	5	125
TOTAL			455

Grade Scale (Absolutely **NO ROUNDING**):

A = 90% - 100%, B = 80% - 89 %, C = 70% - 79 %, D = 60% - 69%, F = below 60 %

1. **CONNECT CONTENT** (case and exercise, self-assessment assignments)

Please log on D2L for the link

To view a complete list of assignments on Connect and the specific due dates, click on *Full Assignment List ->Expand All.*

- Case analyses or exercise:

There are case analyses (sometimes in an interactive video format), skills applications, decision making exercises, and other experiential development activities, which all support student success and build on content themes.

2. Quizzes

Non-comprehensive, based on chapters in the Cascio & Boudreau book, these quizzes are designed to reflect your understanding of the basic material and concepts covered by the textbook. Quizzes are timed, and the browser will automatically lock down when the quizzes are in session. You will progress from question 1 to 5 without the option of going backward. Students are only allowed to work independently. Two attempts are made available and this setup is also to combat some technical difficulties such as the system malfunctioning, etc. Please make sure your internet connection is stable before you start a quiz as the professor is not accepting any reasons for not finishing quizzes on time.

Be aware that all quizzes have a built-in timer (usually 10 minutes if not stated otherwise, from the second you start the quiz). Extra time is not allowed. Nor will I accept any reason not even computer glitches for late submissions.

3. Analytic cases and worksheets:

Students independently (otherwise would be considering academic cheating) work through human resources measurement examples, metrics, and formulas to demonstrate their understanding of the value of HR analytics to developing and maintaining a high-performance workforce.

See more details for the assignments and grading rubrics in the module on D2L.

V. General Online Class Rules:

Research has shown that adult learners generally appreciate it when their facilitator is clear and direct with them about expectations for course requirements and procedures. Here are a few expectations I would like you to know about as we begin this course.

- Students are expected to complete the material within the given timeframes. Late assignments or papers are **NOT ACCEPTED. Work not submitted in a timely fashion will not receive credit regardless of the reasons.** See a schedule table on D2L for all deadlines.
- When the official semester begins, you can expect me to respond to your emails (which will be the only viable channel for communications in this asynchronous online course) within 24 hours if it's a business day. Please ask questions about the course or assignment **only AFTER you have read the syllabus and carefully searched for an answer to your question.** I don't check emails or messages on D2L. Please use my regular email,

shuwang@radford.edu I will also communicate via your RU email (NOT the D2L email application). IT IS YOUR RESPONSIBILITY TO KEEP YOUR EMAIL BOX FREE, TO CHECK YOUR EMAIL, AND TO RESPOND IN A TIMELY FASHION.

- If there is a technical problem or program (CONNECT or D2L) glitch preventing you from completing or submitting an assignment, you need to try the following: clear the browser cache or change browsers. You should also contact the technicians directly for troubleshooting at Website: www.mhhe.com/support or Phone Support: 800-331-5094

If it's a D2L problem, call the campus Help Desk (x7500) for immediate assistance. If you are not familiar with Desire2Learn, plan to attend a D2L Our Turn session. Start [here](#).

In the meantime if the problem persists, email me with a screenshot or an error code (provided by the website) so that we can record the instance. If this record of an exact time stamp is missing, I will not be able to grant extensions or reopen the case.

- You can access your grades through Grades-D2L or CONNECT, and you should do so at least twice a week. If you have questions about a specific grade, you need to contact me within 5 business days of the grade assignment. **I will not answer questions on a grade that's been posted for 6 business days or longer.**
- HONOR CODE: By accepting admission to Radford University, each student makes a commitment to understand, support, and abide by the University Honor Code without compromise or exception. Violations of academic integrity will not be tolerated. This class will be conducted in strict observance of the Honor Code. Refer to your Student Handbook for details.
- By enrolling and remaining in this class till after the withdrawal deadline, each student makes a commitment to clearly understand and abide by all the rules and terms in the syllabus. You have agreed to ALL TERMS in the syllabus which is an academic contract.
- Based on my past online teaching experience and feedback, you should find that I am very responsive and supportive. Therefore, you should feel free to communicate directly to me about your questions, needs and concerns if any, regarding any aspect of the class.

VI. ACADEMIC DISHONESTY AND CHEATING:

Academic dishonesty refers to the use of unauthorized books, notes, or otherwise securing help on a test, copying tests, assignments, reports, or term papers. Any student caught engaging in any form of academic dishonesty will receive a failing grade for the semester in this course.

VII. COMPLIANCE WITH ADA

If you are seeking academic accommodations under the Americans with Disabilities Act at Radford University, you are required to register with the Disability Resource Office (DRO). To receive academic accommodations for this class, please submit your documentation to the DRO in the lower level of Tyler Hall Suites 54-69, by fax to 540-831-6525, by email to dro@radford.edu. After submitting documentation to our office, you will set up an interview with a Disability Services Specialist to discuss accommodations. You will be notified via email once your accommodation package is complete and ready to be picked up. Once you have picked up your accommodation package, you will need to meet with each course professor during their office hours to review and discuss your package. For more information and/or for documentation guidelines, visit www.radford.edu/dro or call 540-831-6350.

DISCLAIMER: The Professor reserves the sole right to assign final grades for the class, and to make any changes in any aspect of the course (including assignments, exams, grading requirements, etc.) as deemed necessary, although changes in the course will be announced with as much notice as possible.