



SURVEY OF HUMAN RESOURCE MANAGEMENT

SHRM500 — Survey of Human Resource Management, 3.0 hours

PROFESSOR

Lisa L. Bottoms, is the President of Bottom Line Consulting Group. She assists government, non-profit and businesses in strategy, program design, and organization design. She was formerly Program Director for Human Services, Child & Youth Development at The Cleveland Foundation (TCF). She has developed and led strategy in community-wide child and youth development and human services in both government and non-profit sectors. She has led the community-wide initiative MyCom–My Commitment, My Community, a public-private youth development initiative that has served over 102,000 young people since 2008 through mentoring, youth leadership, community service, out of school time activities, and summer and year-around youth employment. Lisa’s work spans multiple funders and several human services’ initiatives, including several public-private partnerships focusing on social enterprises, re-entry, faith and community programming for low-income children and families, anti-gang/anti-violence work as well as using a program related investment (PRI) for homeless women whose children are in foster care find housing. Lisa has led the program design and implementation of Cleveland Municipal School District’s in the Community Connectors grant that serves 2,500 8th graders with career and self- awareness programming working with Stedman Graham, business chamber, non-profits, teachers, principals and residents.

Prior to joining TCF, Lisa was Executive Director of Cuyahoga County Family and Children First Council, the county’s human services public policy and planning body for children and families. She was responsible for coordinating networks of services and supports across neighborhoods. She created system level changes, improved program practices, increased access to services and supports to improve outcomes. She managed Invest in Children, a national model for redesigning early childhood services. She developed public policy and programming to meet the needs of children in public systems and began funding key youth development programs such as Families and Schools Together, Wellness/Teen Pregnancy Program, Out of School and youth employment programs. In addition, Lisa was instrumental in creating the framework and receiving \$9.5M in federal funding for behavioral health wraparound services.

Lisa has served on numerous boards and is currently the Vice Chair of the Ohio Afterschool Network, a member of Leadership Academy’s class of 2000 and a member of Alpha Kappa Alpha Sorority. She has received several awards including the YWCA Women of Professional Excellence Award, David C. Sweets Distinguished Alumni Non-Profit Leader Award and Who’s Who in Black Cleveland. Since 1989, Lisa has taught dance (ballet, tap, modern and jazz) to youth ages 3-18.

CONTACT INFORMATION

E-mail: llbottoms@lakewood.edu
Cell Phone: 800-517-0857

ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University’s computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Robert L. Mathis, John H. Jackson, Sean Valentine, Patricia Meglich. Human Resource Management. 16th ed. Cengage, 2020.

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 60 Points
- Weekly discussion forums-Total of 80 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 190. To determine the final grade, the student's earned points are divided by 190.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

F < (Below 70%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This

process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1				Objective 1 Objective 2

- Human Resource Management in Organizations
 - Human Resource Strategy and Planning
- Study Course Syllabus
Read Chapters 1 & 2
Participate in the Discussion Forum
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #2	<ul style="list-style-type: none"> • Equal Employment Opportunity • Workforce, Jobs, and Job Analysis 	Read Chapters 3 & 4 Participate in the Discussion Forum Complete Assignment 1 Lesson Evaluation	Assignment 1 upon completion of the lesson	Objective 1 Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #3	<ul style="list-style-type: none"> • Individual/Organization Relations and Retention • Recruiting High-Quality Talent 	Read Chapters 5 & 6 Participate in the Discussion Forum Lesson Evaluation		Objective 3 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #4	<ul style="list-style-type: none"> • Selecting Human Resources • Training Human Resources 	Read Chapters 7 & 8 Participate in the Discussion Forum Complete Assignment 2 Lesson Evaluation	Assignment 2 upon completion of the lesson	Objective 4

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none"> • Talent, Careers, and Development • Performance Management and Appraisal 	Read Chapters 9 & 10 Participate in the Discussion Forum Lesson Evaluation		Objective 3 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> • Total Rewards and Compensation • Variable Pay and Executive Compensation 	Read Chapters 11 & 12 Participate in the Discussion Forum Complete Assignment 3 Lesson Evaluation	Assignment 3 upon completion of the lesson	Objective 5 Objective 6

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> • Managing Employee Benefits • Risk Management and Worker Protection 	Read Chapters 13 & 14 Participate in the Discussion Forum Lesson Evaluation		Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8	<ul style="list-style-type: none"> • Employee Rights and Responsibilities • Union-Management Relations 	Read Chapter 15 & 16 Participate in the Discussion Forum Complete the Final Exam	Final exam upon completion of the lesson

DESCRIPTION

Link human resource activities to business strategies. Examine specific management challenges faced by actual firms and the role of human resources. Learn about recruitment, employment planning and forecasting, testing, interviewing, training, organizing teams, appraising performance, compensation, financial incentives, benefits, labor relations, collective bargaining and more.

OBJECTIVES

1. Identify Human Resource functions
2. Examine the role that Human Resource plays
3. Assessing workforce supply and demand
4. Determine theories of unlawful discrimination
5. Identifying recruiting procedures
6. Assessing placement and testing practices
7. Identifying employee benefits
8. Assessing employee right and responsibilities