



## **COURSE SYLLABUS**

Course: **WCOB 2033 Acquiring and Managing Human Capital**

Prerequisite: WCOB 1023, WCOB 1033, ECON 2023, and WCOB 1012 each with a grade of "C" or better

### **COURSE DESCRIPTION:**

Study of the process of acquiring and managing Human Capital, focusing on the organizational behavior, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees; emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social, human, and environmental dynamics.

### **COURSE OBJECTIVES:**

Upon the successful completion of this course, students will be able to:

1. Recognize the importance of human capital in society and in business organizations
2. Understand the challenges inherent to managing human capital effectively
3. Critically assess their knowledge about human capital and the limitations of that knowledge
4. Be proactive in seeking broader knowledge regarding human capital
5. Develop frameworks for taking action when faced with ambiguous human capital challenges
6. Critically assess themselves as human capital and use this information for self development

### **TEXT:**

A custom text is available from U of A bookstore. I will post additional readings to Blackboard throughout the semester.

### **BLACKBOARD:**

Students are required check Blackboard (and the email account linked with Blackboard) every day (<https://learn.uark.edu/>) for announcements pertaining to the course. I use Blackboard to convey information regarding assignments, power point slides, assigned readings, grades, extra point opportunities, projects, changes to the schedule, etc.

### **STUDENTS WITH DISABILITIES:**

It is the Walton College policy that reasonable accommodations will be made for students with disabilities. Students must request any accommodations from their instructor in addition to requesting accommodations from the Center for Educational Access. Please contact the Center for details on seeking accommodations for disabilities. And please contact me as soon as possible at the beginning of the semester to discuss any accommodations that you will need in this class.

### **INCLEMENT WEATHER:**

Classes will be cancelled according to University policy. To determine if the University is closed due to weather, please check the University website or tune into local radio or television. If class will be cancelled even though the University is open, I will post an announcement on Blackboard.

### **ACADEMIC HONESTY:**

Academic honesty and integrity is expected of all students and any form of academic dishonesty will not be tolerated.

“Academic dishonesty involves acts that may subvert or compromise the integrity of the educational or research process at the University of Arkansas, when such acts have been performed by a UA student. Academic dishonesty includes, but is not limited to, any act by which a student gains or attempts to gain an academic advantage for him/herself or another by misrepresenting his/her or another’s work or by interfering with the independent completion, submission, or evaluation of academic work.”

“As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.”

“Each University of Arkansas student is required to be familiar with & abide by the University’s ‘Academic Integrity Policy’ which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a course or assignment should immediately contact their instructor.”

### **EVALUATION:**

Attendance: Attendance is important for success in this class. We take attendance randomly throughout the semester and strongly encourage students to attend class every day. Ten percent (10%) of your course grade is based on class attendance.

### **Class Participation & Homework Activities:**

You will have the opportunity to complete many in-class and at-home activities throughout the semester. All of these activities are designed to assist you with learning the course material and studying for exams. Fifteen percent (15%) of your course grade is based on class participation/homework activities.

### **Exams:**

We will administer four (4) exams during the semester (three during the regular term & one comprehensive final). Each regular term exam is worth fifteen percent (15%) of your course grade and the comprehensive final exam is worth thirty percent (30%) of your course grade. Exams are multiple-choice. Electronic devices (calculators, laptops, cell phones) are never allowed during exams. You will perform any necessary calculations by hand. If you miss an exam without an official University Excused absence you will receive a zero (0) on the exam. Makeup exams are strongly discouraged. All makeup exams in this course are essay format.

WCOB Core Common Final Exam Policy: Students are required to take a common final exam in this class at the university scheduled common final exam time: Wednesday, Dec 12th, 6:00-8:00 pm. Please note that we will make exceptions only for students who have a University Excused absence or a specific conflict with another officially scheduled final exam. Final exam times are found on the university final exam schedule. Please note: exceptions will NOT be made for any non-University Excused absence. These include: early-travel departure dates, vacations, business trips, weddings, attending other graduations, oversleeping, etc.

<b><u>Course Evaluation Form</u></b>	<b>Grade Weight</b>	<b>Possible Points</b>
Attendance	10%	100
In Class Participation & Homework Activities	15%	150
Exam I	15%	150
Exam II	15%	150
Exam III	15%	150
Exam IV - Final Exam (Comprehensive)	30%	300
Total	100%	1000

**Grading Scale:**

900 - 1000	= A
800 - 899	= B
700 - 799	= C
600 - 699	= D
0 - 600	= F

**COURSE CALENDAR\***

\*subject to change by the instructor. Any changes will be announced in advance.

Week 1 Aug. 21 - 23	Chapter 1 The Challenge of Human Resources Management Chapter 4 Equal Employment Opportunity and Human Resource Management
Week 2 Aug. 28 - 30	Chapter 4 continued Chapter 2, The Markets for Labor, Capital, and Land
Week 3 Sep. 4-6	Chapter 3 Introduction to Macroeconomics Chapter 5 Personality, Perception, and Attribution
Week 4 Sep. 11-13	Chapter 6, Organizational Culture Socialization and Training (Slides and Handout Only)
Week 5 Sep. 18-20	Chapter 7 Creating High-Performance Work Systems Strategy and HR Planning Slides
Week 6 Sep. 25-27	Review Exam 1, Chapters 1 - 7 and additional slides
Week 7 Oct. 2-4	Chapter 8 Expanding the Talent Pool: Recruitment and Careers Chapter 9 Employee Selection
Week 8 Oct. 9-11	Chapter 10 Motivation at Work Chapter 11 Learning and Performance Management
Week 9 Oct. 16-18	Monday and Tuesday, Fall Break, NO CLASS Chapter 12 Performance management and the Employee Appraisal Process
Week 10 Oct. 23-25	Chapter 13 Managing Compensation Chapter 14 Pay-for-Performance: Incentive Rewards

Week 11 Oct. 30-Nov. 1 Exam 2, Chapters 8 -- 14	Review
Week 12 Nov. 6 - 8	Chapter 15 Jobs and the Design of Work Chapter 16 Work Teams and Groups
Week 13 Nov. 13 - 15	Chapter 17 Leadership and Followership Chapter 18 Attitudes, Emotions, and Ethics
Week 14 Nov. 20-22	Chapter 19, Stress and Well-Being at Work Thursday, Thanksgiving Break, NO CLASS
Week 15 Nov. 27-29	Employee Turnover (Slides Only) Review
Week 16 Dec. 4-6	Exam 3, Chapters 15 - 19 and Slides Review for Final
Wednesday, Dec. 12	Comprehensive Final 6:00 - 8:00 p.m. Place TBA