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OFFICE OF THE  
SENATE COUNCIL

## 1. General Information

1a. Submitted by the College of: AGRICULTURE

Date Submitted: 3/12/2013

1b. Department/Division: Merchandising, Apparel and Textiles

1c. Contact Person

Name: Vanessa P. Jackson

Email: [vanessa.jackson@uky.edu](mailto:vanessa.jackson@uky.edu)

Phone: 859-494-4662

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

## 2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: RTM 425

2c. Full Title: Human Resource Management

2d. Transcript Title: Human Resource Management

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Demonstrate knowledge of human resource management and its role in retail business including: employment, training, performance management, compensation, and providing a safe, ethical and fair environment.

2k. Prerequisites, if any: **None**

2l. Supplementary Teaching Component:

3. Will this course taught off campus? **No**

If YES, enter the off campus address:

4. Frequency of Course Offering: **Spring,**

Will the course be offered every year?: **Yes**

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: **Yes**

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: **40**

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: **Yes**

Will it be of interest to a significant number of students outside the degree pgm?: **No**

If Yes, explain: [\[var7InterestExplain\]](#)

8. Check the category most applicable to this course: **Relatively New – Now Being Widely Established,**

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: **No**

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: **Yes**

If YES, list affected programs: **Students in both Merchandising, Apparel and Textiles and Hospitality Management and Tourism majors within the newly developed Retailing Tourism Management Department will take this as a core course**

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: **No**

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: **Yes**

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: **No**

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? **NO**

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? **NO**

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|LGRABAU|Larry J Grabau|College approval for ZCOURSE\_NEW RTM 425|20121130

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE\_NEW RTM 425|20130308

**Courses** | **Request Tracking**

**New Course Form**

https://myuk.uky.edu/sap/bc/soap/rfc?services=

[Open in full window to print or save](#)

Generate F

**Attachments:**

Upload File

	ID	Attachment
<a href="#">Delete</a>	1752	<a href="#">RTM 425 Syllabus Revised.docx</a>

First 1 Last

Select saved project to retrieve...  Get  New

(\*denotes required fields)

**1. General Information**

- a. \* Submitted by the College of:  Submission Date:
- b. \* Department/Division:
- c.
  - \* Contact Person Name:  Email:  Phone:
  - \* Responsible Faculty ID (if different from Contact):  Email:  Phone:
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year <sup>1</sup>
- e. Should this course be a UK Core Course?  Yes  No

If YES, check the areas that apply:

- Inquiry - Arts & Creativity
- Composition & Communications - II
- Inquiry - Humanities
- Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci
- Statistical Inferential Reasoning
- Inquiry - Social Sciences
- U.S. Citizenship, Community, Diversity
- Composition & Communications - I
- Global Dynamics

**2. Designation and Description of Proposed Course.**

- a. \* Will this course also be offered through Distance Learning?  Yes <sup>4</sup>  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>3</sup> for each meeting pattern type.
 

<input type="text" value="3"/> Lecture	<input type="text"/> Laboratory <sup>1</sup>	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain: <input type="text"/>		
- g. \* Identify a grading system:  Letter (A, B, C, etc.)  Pass/Fail  Graduate School Grade Scale
- h. \* Number of credits:
- i. \* Is this course repeatable for additional credit?  Yes  No
  - If YES: Maximum number of credit hours:
  - If YES: Will this course allow multiple registrations during the same semester?  Yes  No



## j. \* Course Description for Bulletin:

Demonstrate knowledge of human resource management and its role in retail business including: employment, training, performance management, compensation, and providing a safe, ethical and fair environment.

## k. Prerequisites, if any:

None

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both3. \* Will this course be taught off campus?  Yes  No

If YES, enter the off campus address:

## 4. Frequency of Course Offering.

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain:

5. \* Are facilities and personnel necessary for the proposed new course available?  Yes  No

If No, explain:

## 6. \* What enrollment (per section per semester) may reasonably be expected? 40

## 7. Anticipated Student Demand.

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

## 8. \* Check the category most applicable to this course:

- Traditional – Offered in Corresponding Departments at Universities Elsewhere  
 Relatively New – Now Being Widely Established  
 Not Yet Found in Many (or Any) Other Universities

## 9. Course Relationship to Program(s).

a. \* Is this course part of a proposed new program?  Yes  No

If YES, name the proposed new program:

b. \* Will this course be a new requirement <sup>5</sup>for ANY program?  Yes  No

If YES <sup>5</sup>, list affected programs::

Students in both Merchandising, Apparel and Textiles and Hospitality Management and Tourism majors within the newly developed Retailing Tourism Management Department will take this as a core course

## 10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

- Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- The chair of the cross-listing department must sign off on the Signature Routing Log.
- In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- In order to change a program, a program change form must also be submitted.

Rev 8/09

[Submit as New Proposal](#)   [Save Current Changes](#)

## RTM 425

### Human Resources Management

**Instructor: Dr. Vanessa Prier Jackson**

**Office Address: 315C Erikson Hall**

**Email Address: [vanesa.jackson@uky.edu](mailto:vanesa.jackson@uky.edu)**

**Office hours: By appointment only**

#### **Course Description**

This course will provide students with a review of essential HR management concepts—including fundamental practices, methods, topics, and relevant legal findings—in a highly readable and accessible format.

#### **Objectives:**

1. To introduce the basic levels and types of human resource management in RTM.
2. To provide an overview of the various processes involved in staffing, training, and retaining employers in RTM firms.
3. To communicate the personal attributes and behaviors associated with successfully supervising and evaluating employees.

#### **Outcomes: After completing this class, a student should be able to:**

- 1) Define the theories, concepts and processes related to human resource management in RTM.
- 2) Comprehend the roles and responsibilities of HR professionals in RTM.
- 3) Interpret data in an attempt to explain what environmental influences affect human resource management in RTM.
- 4) Develop a set of goals for staffing, training and development functions in an identified company.
- 5) Use job analysis and job descriptions as management tools.
- 6) Evaluate employee job performance.

#### **Possible Textbook (2-3 Suggestions)**

A Framework for Human Resource Management, by Gary Dessler Prentice Hall; 6 edition (August 4, 2010) ISBN-13: 978-0132556378

The Essential HR Handbook: A Quick and Handy Resource for Any Manager or HR Professional, Sharon Armstrong and Barbara Mitchell. Career Press (August 1, 2008) ISBN-13: 978-1564149909

### **Description of Class Assignments:**

**Quizzes:** Quizzes will be given on weekly bases to determine if you are actually reading and listening in class. They will be a mixture of multiple choice and essay questions related to the topic of the week.

**Discussion Board Entries:** The questions are posted in blackboard under discussion. Discussion board questions are designed to evaluate your application of information attained in class and through other sources. To answer the question, you must identify another source to support your answers. The answer should be a minimum of 300 words. List your source at the end of your answer in APA format. **Once you have posted your answer, read some of the postings by your class mate. Post a response to their answer. DO NOT just say I agree or disagree. Make sure your response is at least 100 words.**

**Article summaries on HRM in Retailing and HMT:** You will get credit for bringing in current events/news articles on human resources related to retail and HMT businesses. These article summaries are to be presented in class according to the schedule. You must give your name, title of the article, what topic it reflects from class and what were your findings. Lastly, you must write a one page summary of the article to be posted on black board for other students.

**Learning Activities** will be interviews with persons you know that work in the field or just consumers. You will be able to interview them by e-mail. Once you have conducted the interviews, write a one page summary of your findings. These activities will be graded and will be used as part of class discussions. You must copy and paste the interview into your one page summary at the top of the first page. This does not count as part of your one page summary. Please use the dropbox in blackboard to turn in this assignment.

**Case Exercises:** The concepts presented in the text, readings and lectures will be applied through a set of case exercises. Each case has a set of questions or exercises as part of the assignment. These exercises will be available online in blackboard or handed out in class. Please use the drop box in blackboard to turn in the assignment. Spelling and grammar errors will reduce your grade. Answers to the questions should include educational reasoning based on lecture notes, reading of the text and articles. Failure to do so will warrant a zero on the assignment.

**HRM Plan for a Small Business in RTM.** You will be part of a group and throughout the semester you will assemble a HRM plan for a small business. This plan will serve as a portfolio of documentation related to all aspects of the practical side of managing people in your area of study. Included in this plan will be an organizational chart, copies of forms acquired or created, employee documents such as job descriptions, and letters of communication, including a letter of termination. This plan will be assemble in and out of class. This project must be done professionally and will be a major part of your grade.



Course Requirements:	Points
• Quizzes (8@ 25)	200
• Discussion Board Exercises (8@10)	80
• Article reviews on HRM in Retailing (2 @ 20)	40
• Midterm Exam	100
• Final	100
• Learning activities (Case Exercises & others)7@10	70
• HRM Plan (Group) for a small business	<u>100</u>
	<b>690</b>

### Grading Scale

- 90%-100% A
- 80%-89% B
- 70%-79% C
- 60%-69% D
- 59%-below E

You will receive a midterm grade to alert you as to how you are performing in the class.

### Blackboard Access Required:

- a. All learning notes, announcements, assignments, etc. will be posted on Blackboard. Be sure to check Blackboard daily and if you do not, you may not receive important information that can affect your grade.
- b. The course WEBSITE on UK's blackboard will provide:
  - i. Syllabus, Lecture Notes, Supplemental Readings
  - ii. Grades will be posted in Blackboard
  - iii. E-communications with instructors, teaching assistants, team members and fellow students

Students with disabilities will be provided with the necessary technological assistance.

### Attendance Policy:

Students are expected to be present for every meeting of the class. Punctual attendance is mandatory for this course. The absentees must show the legitimate evidence for their absence, and must secure the excuse from the instructor in advance as early as and whenever possible.

**Unexcused absences of more than 4 class sessions will result in an E grade.** The absentees are to take full responsibilities for all consequences as the result of missing any class meeting. You will not be given the chance to make up missed points unless you are absent for a reason listed at [www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html).

## **Excused Absences**

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

## **Scholastic dishonesty:**

**Scholastic dishonesty is not tolerated.** Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website:

<http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online

<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student’s assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

**Accommodations due to disability:**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me (J karnes) with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

**Students with disabilities will be provided with the necessary technological assistance.**

**Classroom Policies:**

When you arrive in class, all cell phones and ipads and other technology must be turned off and put away. If you are caught with your phone out, you will be asked to leave immediately. The class period will be considered as an absent day.

DATE	TOPIC	CLASS ACTIVITY	READINGS	ASSIGNMENT
	INTRODUCTION TO CLASS			
	<b>Module 1:</b> Introduction To Human Resource Management			
	HR Management: Overview			
	DB 1			
	HR Management: HRM in Today's Workplace			
	Human Resource in RTM			
	Quiz 1			
	Learning Activity 1			
	<b>Module 2:</b> Finding and hiring to Achieve Organizational Objectives			
	Where to Find the Right People			
	Posting a Truthful Job Description			
	Quiz 2			
	Important Laws to Remember			
	Thought-provoking Interview Questions & What NOT to Say			
	DB 2			
	Quiz 3			
	Learning Activity 2			
	<b>Module 3:</b> Compensation and Benefits			
	Determining Pay Rates for Positions			
	Hourly, Salary and Incentive-Based Pay			



	If Money Doesn't Motivate			
	DB 3			
	Quiz 4			
	Learning Activity 3			
	<b>Module 4:</b> Staying Within Compliance & Creating A Safe Workplace			
	Employee Policies and Records			
	Laws, Topics and Issues			
	Ethics in RTM			
	Managing Equal Opportunity and Diversity			
	DB 4			
	Quiz 5			
	Learning Activity 4			
	<b>Module 5:</b> Training, Employee Recognition And Discipline			
	Employee Orientation			
	Personal, Management and Leadership Development			
	Motivating and Recognizing Staff Members			
	Training Tools			
	Performance Assessments and Reviews			
	Dealing with difficult Employees			
	Taking Disciplinary Action			
	DB 5			
	Quiz 6			



	Learning Activity 5			
	<b>Module 6:</b> Professional Development			
	Training and Development Activities			
	Individual Career Development Plan			
	Management Trainee Programs			
	DB 7			
	Quiz 7			
	Learning Activity 6			
	<b>Module 7:</b> Calling It Quits			
	Legal Termination			
	When An Employee Quits			
	Cuts and Layoffs			
	DB8			
	Quiz 8			
	Learning Activity 7			