

School of Business

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A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last week of an 8-week session to a student who is passing, but has not completed a term paper or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of 8-week session unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## Tentative Schedule

Week/ Date	Topics Covered	Reading and Homework
1 10/14	Chapters 1 Staffing Models and Strategy	Discussion Board #1 Read Chapters 2 & 3
2 10/21	Chapters 2 & 3 Social and Legal Environment Planning	Discussion Board #2 Read Chapters 4 & 5
3 10/28	Chapters 4 & 5 Job Analysis: Requirements, Competencies, and Rewards External Recruitment	Discussion Board #3 Read Chapters 6 & 7 <b>Research Topic</b>
4 11/4	Chapters 6 & 7 Internal Recruitment Measurement	Discussion Board #4 Read Chapters 8 & 9 <b>Articles Review</b>
5 11/11	Chapters 8 & 9 External Selection External Selection II	Discussion Board #5 Read Chapters 10 & 11 <b>Research Intro and References</b>
6 11/18	Chapters 10 & 11 Internal Selection Decision Making	Discussion Board #6 Read Chapters 12 & 13

11/25	Thanksgiving Holiday	No Class
7 12/2	Chapters 12 &13 Final Match Staffing System Management	Discussion Board #7 Read Chapter 14 <b>Research Paper</b>
8 12/9	Chapters 14 Retention Management	Discussion Board #8  <b>Last Day: 12/14</b>
<b>NOTE: No late work accepted without prior approval</b>		

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## **Additional Information**

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**Communication:** Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also check the class Blackboard site for any important announcements, instructions, and so forth, on a regular basis.

All of the information included on this syllabus, and more is posted on this class's Blackboard page. Please be sure to read through all of it thoroughly and ask any questions of me you need