
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS BSMT 320 Fall 2020

Instructor Information:

Instructor Name	Desila Rosetti
Office Number:	505
Phone Number:	219 508-0976 CELL
Email:	drosetti@ccsj.edu
Office Hours:	My cellphone is provided to call or text at any time. 6:00am-6:00pm I will try and respond within 1 hour unless I am teaching.

Instructor Background: Desila Rosetti is an Asst. Professor teaching in the undergraduate Business Program. She has over 35 years of executive management training and development experience specializing in the areas of management development, quality improvement, strategic planning and human resources. She has a bachelor's degree from Purdue University and a masters from the University of Notre Dame.



She is a past president for the Indiana Association for Healthcare Quality, past chair of the Special Interest Groups for the National Association for Healthcare Quality, is a Certified Professional in Healthcare Quality, a Certified Training Consultant, a past examiner for the Indiana State Quality Award, past president of the Northwest Indiana Society of Human Resource Managers, past board member of the Society of Human Resources State Council, past board member of the Valpo Chamber, past member of the conference planning committee for the State SHRM Council, past member of the education committee of the Northwest Indiana Business Roundtable, Board of Directors, Porter County Community Foundation, board member of the Small Business Development Center (SBDC), and board member for the Center for Creativity. She is also President and Founder, of Organizational Development Solutions, Inc. a training and consulting company located in Northwest Indiana.

Course Information:

Course Delivery Method:	This class is being conducted HYBRID . I will be holding class online that you must attend on the day I have class scheduled online, and then WE WILL meet in person a minimum of three times this semester.
Course Time:	8:30-10:00 Tuesday AND Thursdays
Classroom:	260
Prerequisites:	None
Required Books and Materials:	Human Resource Management R. Wayne Mondy and Joseph J Martocchio 14 th edition

Learning Outcomes/ Competencies:

Students in this course will:

- Understand the changing role of human resources in today's work environment.
- Identify the key functions of human resource management
- Recognize the expanding role of human resource management in strategic planning
- Discuss the social, ethical and legal responsibilities of the human resources manager
- Engage in critical problem-solving and decision-making, applying key principles of human resource management.

This course meets the following program objectives:

1. Be able to engage the methods of inquiry and analysis of the liberal arts and sciences in relationship to the specific situations and problems of management in order to become reflective practitioners.
2. Have developed a general understanding and appreciation of the role of business and management in local, national, and world economics.
3. Demonstrate the capability to reflect on and engage critically with ethical issues in management, particularly questions of social responsibility of professional decision making.

Course Description: Students in this course will: understand the changing role of human resources in today's work environment; identify the key functions of human resource management; recognize the expanding role of human resource management in strategic planning; discuss the social, ethical and legal responsibilities of the human resources manager; and engage in critical problem-solving and decision-making, applying key principles of human resource management. Topics include human resource planning, the impact of the organization's strategic planning process, and how these areas fit within the context of behavioral sciences.

Learning Strategies

- Blackboard, Zoom and Face to Face interactions.
- Class presentations
- Team projects
- Text readings
- Quizzes on assigned readings and information provided in class.
- Lectures and discussions pertaining to the structure and its evaluation and application
- HR Projects and ability to manage the project on a timely basis
- Class assignments and class discussion
- Self-Reflection

Experiential Learning Opportunities:

- Problem-based learning activities based on real HR workplace scenarios
- Project-based learning including development of organizational policies and procedures
- Exposure through classroom presentations to a variety of HR topics such as workplace interviewing and hiring, comp and benefits, human relations, and workplace safety.
- Local business field trip and speakers (if resources are available)

Assessments:

Major Assignments:	1. Research and develop organizational job descriptions and policy and procedures. 2. Research and present on key HR topics. 3. Develop and present training program. 4. Participate in interviewing from the candidate and employer perspective.																
Assessments:	A variety of assessments will be used to determine course competency such as tests, quizzes, presentations, teamwork, and projects/papers.																
Class Participation:	Points will be assigned on a daily basis based on class participation and knowledge of the material assigned. In order to be counted PRESENT the student must be visible on camera and in an appropriate setting for the class session. If you turn off camera, you are absent.																
Grading Scale:	<table> <tr> <td>100% – 92%: A</td> <td>91% – 90%: A-</td> <td></td> </tr> <tr> <td>89% – 88%: B+</td> <td>87% – 82%: B</td> <td>81% – 80%: B-</td> </tr> <tr> <td>79% – 78%: C+</td> <td>77% – 72%: C</td> <td>71% – 70%: C-</td> </tr> <tr> <td>69% – 68%: D+</td> <td>67% – 62%: D</td> <td>61% – 60%: D-</td> </tr> <tr> <td>59% and below:</td> <td>F</td> <td></td> </tr> </table>		100% – 92%: A	91% – 90%: A-		89% – 88%: B+	87% – 82%: B	81% – 80%: B-	79% – 78%: C+	77% – 72%: C	71% – 70%: C-	69% – 68%: D+	67% – 62%: D	61% – 60%: D-	59% and below:	F	
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59% and below:	F																

Course Schedule: FIRST 5 Weeks

Date	Material to Cover	Class type	Assignment
8/25	Discussion of syllabus and course expectations. Introductions Begin Ch 1	Zoom-LIVE	Due 8/27 SHRM Research. See BB for directions. Read Ch 1-2
8/27	Finish Ch 1 Discuss SHRM Assignment Ch 2	Zoom Live	Due 9/1 Code of Ethics/Civility. See BB for directions.
9/1	Complete Ch 2 Code of Ethics Presentations	Zoom Live	Presentations-Code of Ethics. See BB for directions.
9/3	Read Chapter 3 and watch videos on Affirmative Action that are posted. Complete 3 Assignments and post to BB by 9/8	Online	Read Chapter 3 Due 9/8: Complete three Ch 3 assignments and post
9/8	Discuss chapter 3 and Chapter 3 Assignments	Zoom Live	Study guide chapters 1-3
9/10	Speaker Chapter 3	Zoom	9/15 Speaker Reflection
9/15	Test Chapters 1-3 In class discussion following test Next Project: Job Analysis	FACE to FACE	Read chapter 4 Job Analysis reading
9/17	Test follow up	Zoom Live	Job Analysis Discussed. Worksheet due 9/24

	Chapter 4		
9/22	Prepare response to Case Study and post BE END OF CLASS	Online	Due 9/22: Response to Case Study-Post BB 10:15 AM Due 9/22: See BB for Discussion Board on Case Study
9/24	Chapter 5: Recruitment Review ch 4 job analysis	Zoom Live	Read Chapter 5-6 Due 9/24: Job Analysis worksheets -Post BB Due 9/24: Job Descriptions
9/29	Chapter 6 Selection	Face to Face	Reading chapter 5-6 BB Assignments on recruitment and selection
10/1	Chapter 5-6 Recruitment Test review	Zoom Live	Study guide
10/6	Test 4-6, Ch 8 project	Face to Face	Test Chapter 8 T & D assignment discussed
10/8	Chapter 8	Work time	Project work on T & D assignment and presentations. Scavenger Hunt Ch 8
10/13	T & D Presentations	Face to Face	Reading chapter 7 Chapter 7 assignment
10/15	Ch 7 performance management lecture	Zoom Live	Chapter 7 assignment
10/20	Ch 7 performance management Project	Work time	Project work PM
10/22	Ch 11 Labor Guest Speaker	Zoom Live	Reading Chapter 11 Chapter 11 paper assignments Reflection paper-guest speaker
10/27	Ch 11 lecture	Zoom Live	Discussion chapter 11
10/29	Labor Presentations/paper	Zoom Live	Presentations
11/3	Labor Presentations/paper. Test review	Zoom Live	Presentations
11/5	Test 7 8 11	Face to Face	Reading ch 12 and ch 12 assignment
11/10	Ch 12	Zoom	Chapter work
11/12	ch 9	Zoom	Chapter work
11/17	Ch 10	Zoom	Chapter work
11/19	Test 9 10 12	Face to Face	
11/24	NO SCHOOL	No School	
11/26	NO SCHOOL	No School	
12/1	Ch 13 Safety and health	Zoom	Chapter 13 reading Health and Safety assignment
12/3	Safety and Health paper	Work Time	
12/8	Safety Project Due	Face to Face	
12/10	Reflections	Reflections	Reflections

I reserve the right to change this schedule to meet the needs of the class.

Student Responsibilities	
Safety Measures	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> • Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices. • Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.

	<ul style="list-style-type: none"> • Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track. • Disinfecting your personal space using the materials provided when you enter the classroom. • Maintaining physical distancing of at least six feet within classrooms and other common spaces. <p>Please note: To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
What to Do in Case of Illness	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to illness@ccsj.edu. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. Attendance will be taken each day. You must be on camera and in an appropriate setting for course work to be counted present. When we meet in person, you are expected to be in class. If you have a MD excuse, you can join via zoom.</p> <p>1. Attendance is taken at the beginning of each class period. If you are late, you are counted absent. As per the student handbook, students can be dropped for 3 unexcused absences.</p> <p>2. Students are expected to attend each session and will be held responsible—whether they are present or not—for any assignments due, materials covered, or announcements made in class. If assignments are due in class, assignments are late after scheduled class start time. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Based on the work missed, I will identify how the work should be completed.</p> <p>3. Attendance is mandatory on project days, test days, and face to face days. If you miss a test or project presentation, zero points will be awarded unless you are traveling with a sport team or can provide a medical slip from your physician.</p> <p>4. Attendance when others are speaking is mandatory as well. You will have points assigned regarding your evaluation of the project or maybe required to participate as part of the project.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work when due. Work can be turned in late, for reduced points at instructor's discretion. LIVE work can only be done in a face to face settings. No make ups are allowed without a documented COVID case on file for the day work is to be completed.</p> <p>All work will be checked for plagiarism. Any work found to be plagiarized will be given a zero. The second offence will be cause for dismissal from the course.</p>
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.

	<ul style="list-style-type: none"> • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions • Management of the classroom is the instructor responsibility. If the instructor feels a student’s behavior is unacceptable based on expectations discussed in class. The instructor will ask the student to leave the class and can ask for the student to be removed from class.
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You’ll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>You’ll also find a comprehensive guide to understanding what constitutes plagiarism, “What Is Plagiarism,” on the Specker Library Web page at https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p>Please note: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

Resources	
CCSJ Book Rental Program	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books</p>

	must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.
Disability Services	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .