

MGMT 4560
Planning and Staffing
Fall 2021

Instructor: K. Darby Atchley
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Text: Gatewood, Field, & Barrick (2016). *Human Resource Selection (8th Edition)* Cengage Learning, Inc: Boston, MA.
ISBN: 9781305102682
(Ebook: <http://services.cengagebrain.com/course/site.html?id=4590855>)

Course Description

This course introduces the student to organizational planning and staffing as the cornerstone of all human resource management functions. Well done, staffing strengthens the organization. Poorly done, it undermines the organization's performance. Students will learn techniques and tools (e.g., job analysis) to facilitate effective person/job matches and person/organization matches with a focus on identifying and building the human capital necessary for organizational performance. Students will focus on both internal and external selection as components of an overall staffing strategy and plan.

Course Learning Objectives

1. Describe and discuss the nature of staffing and staffing models.
2. Describe and discuss the effect of economic conditions and labor markets on the staffing process.
3. Explain the impact of specific laws and regulations on the staffing process.
4. Utilize the processes of job analysis and measurement in staffing.
5. Describe and discuss the processes of external and internal recruiting and selection and the role that strategy must play in these processes in order to achieve successful selection.
6. Learn more about staffing manuals and the required documents that go into them

Course Policies

Preparation and participation. You are expected to prepare for each class session in advance by reading the assigned material. You are expected to be familiar with the material and are encouraged to make comments and raise questions. Students may submit e-mails with questions about the course material. These communications will be considered part of class participation.

Academic honesty. East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. As per the University's Academic Honesty Policy, I reserve the right to either assign a grade of zero (0) for the assignment OR assign a failing grade for the class in the case of a policy violation in this class. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. <https://www.etsu.edu/academicintegrity/>

Disability statement. It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to eligible students by Disability Services. Disability Services is located in the D.P. Culp Center, Room 326, telephone 439-8346. <http://www.etsu.edu/students/disable/>

CBAT Communications Lab Information

For more information or to schedule an appointment, email CBATCOMMLAB@etsu.edu.

Fall 2021 Hours:

- Monday: 1:00pm - 7:00pm
- Tuesday: 10:30am - 3:30pm
- Wednesday: 10:30am - 3:30pm
- Thursday: CLOSED
- Friday: 8:00am - 12:00pm / Noon

To access the CBAT Communications Lab online, students should check their D2L home page to see if they have a D2L "class" named CBAT Communications Lab. If so, they are able to go in and use the resources found under Content. If a student does not see the Communications Lab class, please email us at CBATCOMMLAB@etsu.edu and we can add you to the D2L page.

Course Requirements

Your final course grade will be **tentatively** calculated as follows (changes to this point system will be announced in class) – the instructor reserves the right to make changes.

Midterm exam	200	<u>Percentages</u>	<u>Grade</u>
Final exam	200	93-100%	A
Discussion Boards	200	90-92%	A-
Homework Assignments	200	88-89%	B+
Total	800	83-87%	B
		80-82%	B-
		78-79%	C+
		73-77%	C
		70-72%	C-
		68-69%	D+
		63-67%	D
		60-62%	D-
		< 60%	F

Exams. A mid-term and a final exam will be given (200 points each). Questions may include multiple choice, true/false, fill-in-the-blank, short answer, and essay questions. Questions will be drawn from material from the text, other assigned readings, and the material covered in class. Exams will be given online during the dates noted on the course schedule. Make-up exams will not be allowed.

Discussion Posts: There will be a discussion board post due (almost every week). They may be about course content or HR related topics.

Homeworks. You will complete three homework assignments throughout the semester. For each exercise, you will submit a written response (no more than 1 page) to a question posed in class. Homeworks will be turned in through the dropbox function in D2L. Late assignments will not be accepted.

Mini Project: There will be a mini project announced through the semester. The information will be announced in class.

University Syllabus Attachment: <https://www.etsu.edu/curriculum-innovation/syllabusattachment.php>

- [Face-Covering Policy](#)

- [Important Dates](#)
- [Academic Integrity and Misconduct](#)
- [Discrimination and Harassment](#)
- [Student Rights and Freedoms](#)
- [Diversity Statement](#)
- [Prerequisites](#)
- [Academic Accommodations for Students with Disabilities](#)
- [Permits and Overrides](#)
- [Class Attendance](#)
- [Where to go for help?](#)
- [Sexual Misconduct/Title IX Statement](#)
- [Technical Resources](#)

Tentative Course Schedule: TBA – will be announced in class.