

14-59a
 LSC: AP 9/11/14
 UWUCC: App 10/21/14
 Senate: App 11/4/14

REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

Professor Dr. Lisa M. Dupnock
 Department Hospitality Management
 Email l.m.dupnock@iup.edu
 Course H^{OSP} 256 Human Resources in the Hospitality Industry

Received
 SEP 29 2014
 Liberal Studies

Please provide answers to these questions on the next page:

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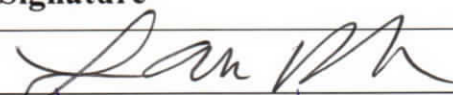

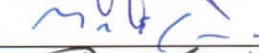

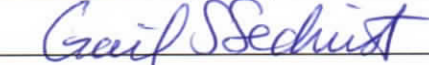
1. Include the most recent syllabus for the Type II course.

Addendum: This does not have to be the syllabus of record, since the syllabus of record could potentially be rather dated. These syllabi are not meant to replace the syllabus of record; rather they represent how the department is currently teaching a particular Type II W course. These syllabi **do not** have to be revised using the Liberal Studies objective format.

Liberal Studies

2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Addendum: This section should show how the department is going to support the W nature of a Type II course, not repeat what is being taught in the course. For example, there is no need to repeat the writing criteria (5000 words, essays exams, research papers etc.) in this section as the type of writing and/or assignments might change over the years. The responsibility relies on the department and they should explain how it will be supporting the W course to ensure that it is being taught in the proposed manner. That may be creating a community of writers within the department or a yearly meeting(s) to discuss Type II offerings. It might also be associated with particular outcomes from the course (often in accredited programs).

Approvals:	Signature	Date
Professor (s)		8-28-14
Department Chair		8-28-14
College Dean		8.29.14
Director of Liberal Studies		9/30/14
UWUCC Co-chair(s)		10/21/14

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Professor Dr. Lisa M. Dupnock Department Hospitality Mgmt
Course HRIM 256 Human Resources in the Hospitality Industry

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SYLLABUS OF RECORD

I. Catalog Description

HRIM 256 Human Resources in the Hospitality Industry

3c-01-3cr

Prerequisites: HRIM 150 or Food and Nutrition major

Examines human resources management in the hospitality industry. Topics include cultural diversity, legal requirements, job analysis, recruitment and selection, training and development, performance appraisal, compensation, and benefits administration.

II. Course Outcomes:

The student will be able to:

1. Describe contemporary theory and practice relating to the management of the human resources within an organization as part of the total management system.
2. Describe the techniques involved in the procurement, development, and maintenance of human resources such as those relating to selection, training, motivation, remuneration, and insurance.
3. Explain the concept of union-management relations and the processes by which unionization takes place, union agreements are negotiated, and grievances administered.
4. Explain the challenges faced by human resources managers in today's hospitality-healthcare workplace.
5. Discuss the legal issues surrounding the recruitment of human resources.
6. Conduct a job analysis and prepare a job description and a job specification.
7. Explain the importance of cultural awareness to effective human resources management practices in the hospitality and healthcare industries.
8. Define an Employee Assistance Program and its' role in employee retention.
9. Describe the relationship between career development/counseling and performance development/counseling between; career development and succession planning; between development reviews and performance appraisals.
10. Describe the characteristics of a good orientation program.
11. Understand the importance and role of literacy initiatives in the workplace.

III. Course Outline

<u>CLASS</u>	<u>CHAPTER- TOPIC</u>	<u>ASSIGNMENTS DUE</u>
8/26	Introduction/Ch. 1	
8/28	Ch. 1- Employment Laws and Application	Read Chapter 1
9/2	Ch. 2 – Job Analysis and Job Design	Read Chapter 2
9/4	Ch. 2- Job Analysis and Job Design	
9/9	Ch. 3- Planning and Recruiting	Read Chapter 3
9/11	Group Selection and Planning Session	Case Study #1 Due Pg. 113 “Mini Case Study”
9/16	Ch. 4- Selection	Read Chapter 4
9/18	Ch. 4- Selection, Quiz #1	
9/23	Ch. 5- Orientation, Socialization, and Culture	Read Chapter 5
9/25	Ch. 5- Orientation, Socialization, and Culture	
9/30	Ch. 6- Training and Development	Read Chapter 6
10/2	Ch. 6- Training and Development	Case Study #2 Due Pg. 213, “Case Study”
10/7	Ch. 7- Evaluating Employee Performance	Read Chapter 7
10/9	Ch. 7- Evaluating Employee Performance, Quiz #2	
10/14	Ch.8- Compensation and Labor Issues	Read Chapter 8
10/16	Ch.8- Compensation and Labor Issues	
10/21	Ch.9 – Incentive and Benefits Administration	Read Chapter 9
10/23	Ch.9- Incentive and Benefits Administration	
10/28	Ch. 10- Labor Union	Read Chapter 10
10/30	Ch. 10- Labor Union	Case Study #3 Due Pg. 348, “Mini Case Study”
11/4	Ch. 11- Negotiation and Collective Bargaining	Read Chapter 11
11/6	Ch. 11- Negotiation and Collective Bargaining, Quiz #3	
11/11	Ch. 12- Health, Safety, and EAP’s	Read Chapter 12

11/13	Ch. 13- Turnover, Discipline, and Exits	Read Chapter 13 Case Study #4 Due Pg. 440, "Case Study"
11/18	Ch. 14- Social Responsibility and Ethics	Read Chapter 14
11/20	Quiz #4, Group Work	
11/25	NO CLASS BREAK	
11/27	HAPPY THANKSGIVING- NO CLASS BREAK	
12/2	Presentations (Team #1, 2, 3; 20 minutes each)	
12/4	Presentations (Team #4, 5, 6; 20 minutes each)	
12/9	FINALS WEEK	

IV. Evaluation Methods

Class Participation (28 class periods x 10 points)	= 280 points
Case Study Assignments (4 assignments x 25 points each)	= 100 points
Quizzes (4 x 25 points each)	= 100 points
Group Project (Assignments and final presentation)	= 100 points

Attendance and Class Participation - Students will be evaluated for their attendance and participation during the 14 instructional class periods. A student who is not present cannot receive the full participation grade for the missed class session. If a student has to miss class and notifies the instructor prior to the absence, the student may obtain 1/2 of the participation grade for that day by submitting a one page summary report of the topics discussed during the missed class. Class participation will be based on the preparedness of each student, not only with regards to the assigned material, but also participation in new technologies that will be used throughout the semester. At the end of each class, the participation of each student will be evaluated and assigned a point value up to 10 points. Excellent participation will receive 10 points, Good participation 8-9 points, average participation 7 points; etc).

Case Study Assignments – Students will be evaluated on their responses to the assigned case studies throughout the semester. All questions at the end of the case study must be answered thoroughly, and in complete sentences. Completed assignments should be type written, and uploaded into D2L prior to the class in which it is due. Assignments will be evaluated on spelling, grammar, and correctness of the response.

Quizzes- Quizzes will be given on dates listed in the Course Outline. No make-up quizzes will be permitted.

Group Project - Students will be randomly assigned to an HR team. The HR team will work together to create the policies and procedures of their HR department. The team will be evaluated on meeting all deadlines, preparing documentation, and the oral final presentation. Evaluation of the project will be based on both individual contributions, and the overall performance of the team. More details will be distributed by the instructor.

V. Grade Scale

90 – 100%	= A	(480-580 points)
80 – 89%	= B	(380-479 points)
70 – 79%	= C	(280-379 points)
60 - 69%	= D	(180-279 points)
59% and Below	= F	(179 points and below)

The deadline for submitting course requirements is the due date specified on the syllabus. Assignments submitted after the deadline will be accepted but will be penalized one letter grade (10%) except in cases of serious personal illness or injury or other unusual circumstances discussed with the instructor in advance. Except for bona fide emergencies or unusual circumstances requiring arrangements mutually agreed upon between the student and instructor in advance of the due date, no assignment will be accepted for evaluation once evaluated assignments have been returned to the class.

Academic Integrity

IUP students are expected to maintain the highest standards of honesty and integrity. You are responsible for knowing and abiding by the IUP Academic Integrity Policy, (website: <http://www.iup.edu/teachingexcellence/nfo/acadintegrity.shtm>) including the definitions of cheating, plagiarism, and other violations of academic integrity. Plagiarism involves using the works, facts, or ideas of another person or source as if they were your own. It is illegal and violates both university policy and the principles of scholarship. To avoid plagiarism, you must properly cite other people's words, facts, and ideas that you incorporate into your work. If you paraphrase (put into your own words) or quote (use the author's exact words) from any source (including material from the Internet), the paraphrase or quote must be cited properly. Plagiarism, cheating, and other forms of academic dishonesty are grounds for receiving an F for an assignment or exam, an F for a course, and referral to the University Judicial Review and potential sanctions including suspension or expulsion from the university.

VI. Attendance Policy

As student learning is enhanced by class attendance and participation in discussions, the instructor encourages regular class attendance. The attendance policy of this instructor recognizes possible student need to miss class because of illness or personal emergency.

VII. Consultation:

Office Hours in Room 4 Ackerman Hall:

Tuesday and Thursday: 1:30pm-2:00pm; Wednesday: 10:00am-12:00pm, 1:30pm-2:30pm

* Other times available by appointment

Email: l.m.dupnock@iup.edu

IUP Office Phone: 724-357-3160

VIII. Required Textbooks, Supplemental Books and Readings

Woods, R.H., Johanson, M.M., and Sciarini, M.P., (2012). *Managing Hospitality Human Resources* (5th ed.). Lansing, Michigan: American Hotel & Lodging Educational Institute.

IX. Special Resource Requirements – Access to Desire To Learn (D2L).

X. Other

Technology is a great invention and I encourage you to use whatever technology you have to do class assignments. Use of technology can also be a distraction; to you and students around you. Solitaire, web-surfing, texting or other non-academic uses of technology will not be tolerated during class time. If your technology interrupts class time, you will be asked to leave class and will forfeit earned participation points for the class. Also, as a reminder the “Instructor of Record” for this course is listed at the top of this syllabus. Only work assigned and graded by the instructor of record will be used to determine your final grade. Course work which is either assigned or graded by any instructor other than the instructor of record will not be used in the computation of a student's final course grade.

IIIX. Bibliography

STATEMENT OF DEPARTMENTAL COMMITMENT

The Department of Hospitality Management, within the College of Health and Human Services, is committed to offering HRIM 256 Human Resources in the Hospitality Industry as a “W” course. The Department faculty, along with the Chairperson, will assume responsibility for insuring that any faculty member assigned to teach this course will abide by the syllabus, use the same or equivalent writing assignments, and be familiar with current theory and practice in writing-across-the-curriculum. This will be accomplished through a regular review of the course syllabus and dialog with the course instructor. The faculty member who currently teaches HRIM 256 is Dr. Lisa M. Dupnock. If Dr. Dupnock is unable to teach the course, the Chairperson would assign the course to a person who would be qualified and willing to teach in the prescribed “W” format. If the person assigned to teach the course has not already completed Writing / Teaching Excellence Workshops, he / she would be strongly encouraged to do so by the Chairperson.



Jeffrey A. Miller
Chairperson
Hospitality Management

LIST OF TYPE I, II, & III WRITING INTENSIVE COURSE REVISION NEEDS

Type I				Type II				Type III			
Renewal Needed	Date	Renewal Not Needed	Date	Renewal Needed	Date	Renewal Not Needed	Date	Renewal Needed	Date	Renewal Not Needed	Date
ECON-S. Jozefowicz	2002			CRIM 493	1993	SPAN 230	2010				
ENGL -J. Marsden	2000			EDEX 440	1994	SPLP 401	2012				
ENGL-A. Farrington	2005			EDHL 451	1992	THTR 311/ENGL 309	2012				
ENGL-C. Camp	2001			ELED 357	1993						
ENGL-C. Craig	2005			ENGL 122	1993						
ENGL-C. Orchard	2006			ENGL 324	1993						
ENGL-D. Downing	1992			ENGL/THTR 347	2007						
ENGL-H. Powers	2005			ENGL 436	1991						
ENGL-L. Alvine	1992			FCSE 350	2001						
FNLG-C. McCreary	2000			FCSE 450	1992						
GEOS -J. Lewis	2006			FDNT 362	2007						
GEOS-K. Coles	2007			FIN 422	1992						
GEOS-S. Hovan	1996			FSMR 434	1992						
HIST-A. Baumler	2003			GRMN 352	1992						
HIST-R. S. Moore	2004			GRMN 351	1992						
HIST-X. Wang	2000			HIST 401	2002						
HPED-E. Blair	1992			HIST 402	2002						
JRNL-P. Heilman	1990			HIST 403	2002						
JRNL-R. Jesick	1993			HIST 404	2002						
MATH-G. Stoudt	1992			HIST 480	1992						
MGMT-R. Soni	1997			HRIM 256	1993						
MUSC-S. Caulder	2004			HRIM 411	1990						
PHIL-B. Rives	2007			IFMG 460	2005						
PHIL-C. Caraway	1991			INDS 380	1991						
PHIL-E. Rubenstein	2004			JRNL 120	1993						
PHIL-M. MacLeod	2005			JRNL 220	1993						
PHIL-S. Begres	1992			MATH 271	1990						
PLSC-D. Chambers	1991			MATH 350	1993						
PLSC-G. Torges	2001			MGMT 402	1999						
PLSC-S. Jackson	1995			MGMT 403	1992						