DECSC

Business 21 Proposal: Online Course – Jan Novak

Human Resource Management

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1. Need/Justification

Human Resource Management is a fairly advanced course that provides students with training in the human resources function. It is a required course for our popular certificate in Management. The course primarily attracts evening students with full-time day jobs.

The intent of an online offering is to improve student access. We have historically offered this course only in the fall semester, and only in the evening. An online offering should increase demand by providing access to day students, students that need or want a flexible schedule, and students that simply prefer online study. This online section may attract enough additional students to justify offering the course every semester (one semester in the classroom, the other online).

2. Course Content Delivery

This course will be offered entirely online. Human Resource Management is a 3-unit lecture class, meeting on-campus for 51 hours each semester. The online course will require the same time commitment, structured as follows:

- 16 hours of threaded class discussion on course subject matter, much of which will require internet research (1 hour per week for 16 weeks)
- 17 hours of online quizzes and exams (11 multiple choice quizzes or case studies at 1 hour each, 3 exams at 2 hours each)
- 12 hours of reading lectures and hyperlinked material (45 minutes per week)
- 1 hour to complete a syllabus quiz and online preparedness evaluation
- 1 hour of interim and final course evaluations
- 6 hours of collaboration on team projects (via email and discussion boards)

In addition to this approximately 53 hours of structured time, students will have the option to attend an on-campus orientation offered by the business faculty several times during the first 10 days of each semester. The instructor will also be available by phone and email to consult with students.

3. Nature and Frequency of Instructor-Student Interactions

This course will be entirely online, and entirely asynchronous. At the beginning of the course, students will be required to take an online learning readiness survey and a syllabus quiz to ensure a strong foundation for the course. Each student will also prepare a set of goals for the course, which will be discussed via email with the instructor.

Each week's learning module will include instructor-authored lecture notes including hyperlinks to web resources, a discussion board topic and questions, and a multiple choice chapter quiz or case study. Some learning modules will also include an assignment segment for the group project, which will be the development of a job description and job specifications, compensation and benefits package, recruiting strategy, and selection process for a specified job.

Students will begin each week by reading the lecture notes, hyperlinks, and textbook assignments. By Thursday evening, each student will make an initial contribution to that week's discussion topic. By Sunday evening of each week, each student will have made at least two more substantive contributions to the discussion boards, and submitted all other assignments/quizzes/exams for the week.

The instructor will participate extensively in the class discussion boards, offering clarifications, new ideas for discussion, and positive reinforcement. Students will receive weekly grades for their discussion board contributions and their quizzes and exams. The instructor will provide written individual evaluations of all case studies and other assignments via email.

Chapter quizzes will be multiple choice questions and computer-graded, with results available to students immediately. Some weeks, students will submit case studies via the Assignments function in Blackboard, and the instructor will grade these and return comments and a "model case answer" via Blackboard. The three exams will be essay exams, and the instructor will provide a grade and written evaluations to each student via Blackboard.

The instructor will post all grades weekly. Halfway through the semester, each student will prepare a written evaluation of their progress vs. their stated goals for the course. These techniques should help students to stay focused throughout the semester.

The instructor will also contact students who have not participated for one week via email, and will phone students who have not participated for two weeks. The instructor will use the same methods to contact students who are in danger of failing the course or otherwise not achieving their goals for the course.

4. Assignments & Methods of Evaluation

Student progress will be evaluated as follows:

- Weekly quizzes or cases (30% of grade) will assess student learning of key investment concepts.
- Three exams (30% of grade) will assess student ability to apply key human resource management concepts to real-world situations through essay questions.
- Weekly discussion questions (20% of grade) will allow students to apply weekly learning to real world issues, and to interact extensively with other students and the instructor.
- A syllabus quiz and online learning readiness assessment, course goals memo, and interim progress report (5% of grade) will enable students to take control of their own learning and ensure that they are on track to achieve their goals.
- A team project (15% of grade) will require students to collaborate with each other via email and group discussion boards to apply their learning to build an entire HR plan for a hypothetical position.

On average, students will have two assessments each week, and will receive extensive feedback on their progress throughout the course.

5. Technical Support

The course management system for this course is Blackboard, which is very user friendly and has built-in support features. Blackboard can be accessed from any computer with internet access, whether at home, on campus, or in a local library, and is supported by the Chabot Blackboard Distance Ed. An overview of Blackboard and detailed instructions on operation of the class will be provided to all students during the first week. An optional on-campus online learning orientation is also offered by the business faculty at the beginning of each semester. Students must have an email account to participate in the course; free email accounts are available via Hotmail, Yahoo, and other providers. Students who have any difficulties will be able to contact their instructor via email or by phone. It is expected that many of the students who enroll in this class will have prior Blackboard experience.

6. Student Services

Students can register and drop the course online, and utilize library services online. Students can order textbooks online through the Chabot bookstore website, and links will be provided in the course syllabus to enable this. All campus services are also available to online students.

7. Accommodations for Students with Disabilities

Blackboard meets the basic requirements for accessibility for students with disabilities. Every effort will be made to accommodate students with special needs, and the instructor will meet with Chabot's instructional designer to review the course for accessibility.

8. Class Size & First Term to be offered

Class size will be limited to 44 students, as are the on-campus sections. The class would be offered for the first time in Spring of 2007.

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