Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: HRM 280 HR Risk Management and Emerging Issues

Number of credits: 3 Credits

Course Description: This course covers risk management in human resources and introduces basic risk management concepts to avoid or mitigate potential liabilities in an organization. Topics include legal compliance, crisis management, employment and discrimination issues, and emerging issues in human resources through case studies and application.

General Education Goals/Objectives: Upon successful completion of this course, you will be able to:

1. Identify legal compliance challenges and analyze employment practice compliance systems.
2. Identify crisis management policies and/or issues by evaluating contingency plans, potential HR crisis, and designing a crisis contingency plan to reduce liability.
3. Identify types of HR risk and the goals of risk management.
4. Explain a socially responsible risk management strategy.
5. Identify employment and discrimination issues by analyzing employment selection process and strategies to minimize risk.
6. Explain claims processing requirements (workers compensation).
7. Explain how to minimize risk by conducting audits (I-9, workers compensation, employee records).
8. Identify and recognize health, safety, and security policies and issues.
9. Create or evaluate emergency response plans.
10. Identify statutory reporting requirements (OSHA).
11. Identify and communicate new state and federal laws within human resources.
12. Identify current and future challenges in HR management.

Instructor: Jason Sutheimer, SPHR, SHRM-SCP, CWP
Office Hours: By Appointment
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Lecture/Lab Schedule: Not Applicable

Textbook(s):   Managing Risk: The Human Resources Contribution, Author: J. Stevens, ISBN# 978-0406971456

Course Requirements:

1. Completion of introduction (15 points), online assignments (375 points), tests (50 points), and discussions (90 points)

2. Final research paper on current, trending, and critical issues in human resources as a final project (100 points).

Grading Scale: The final grade is based on the percent of total points a student earns.

90-100% = A   80-89% = B   70-79% = C   60-69% = D   Below 60% = F

Tentative Course Outline:

Week 1:   Introduction to risk management

Week 2:   Changing the mindset and setting the scene

Week 3:   Organisational and human factors

Week 4:   Human resources policies and procedures

Week 5:   Federal employment laws related to hiring

Week 6:   Human resources administration

Week 7:   Business transformation

Week 8:   Workers compensation

Week 9:   Building partnerships – the way forward

Week 10:   Getting started – increasing your contributions

Week 11:   Pulling it together

Week 12:   Occupational Safety and Health Administration (OSHA)

Week 13:   Create and evaluate emergency response plans

Week 14:   Conducting Audits

Week 15:   Final project

Week 16:   Final project

Final Week: Final project due

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance "human" nature in the work environment.

Course Policies:

Assignments	Late work will incur point deductions which is 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to request to submit assignments early or notify your instructor before the assignment due date.
Discussions	Discussions and bonus questions are due when the due date is indicated. There will be no late submissions allowed for discussion to ensure all students participate and provide meaningful discussion throughout the week.
Tests	Tests are due when the due date is indicated. There will be no late submissions, unless arrangements were made ahead of time and an acceptable excuse to missing.

Academic Integrity: The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

Plagiarism: To plagiarize is to "steal and pass off the ideas or words of another and one's own" (Webster's Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an "o" for the assignment.

Disabilities and Special Needs: Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

Student E-mail Policy: The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.