

# **HMD 205 Managing Human Resources in the Hospitality Industry Spring 2022**

## **Class and Office Information**

<b>Instructor:</b>	
<b>Time and Location:</b>	
<b>Office Location:</b>	
<b>Office Hours:</b>	
<b>Phone:</b>	
<b>Course Website:</b>	
<b>Email:</b>	

## **Required text and materials:**

Title: Fundamentals of Human Resource Management (2nd edition) Interactive e-book

Authors: Robert N. Lussier and John R. Hendon ISBN: 9781544385501

Make sure you have your textbook by Monday 8/23. You have assignments due on the reading the first week of class.

*Use this link if you do not have a copy of the required textbook yet and would like to purchase the eBook version for a lower price. [Purchase an eBook version of the text.](#)*

- 2) Enter your access code in the "Redeem Code" field.
- 3) Begin reading your eBook in VitalSource Bookshelf.

## **COURSE DESCRIPTION**

Recruitment, selection, compensation, training, and performance appraisal of employees and

2. Develop knowledge of the global and multicultural hospitality industry.
3. Understand issues in ethic, diversity, and inclusion.
4. Grading Plan

### **Course Grading**

Individual course grades will be assigned based on the student's average percentage overall graded activities. The grading scale is absolute and NOT curved. University policy prohibits

## **Course Expectations**

*Assigned*

hours, I am available during scheduled appointments also. I want to help each one of you succeed in this course.

Projects will be discussed in chat rooms, E-mail and telephone conversations.

Assignments will be posted as stated on the class calendar.

### ***Participation***

This includes your active participation in class activities and exercises. You may demonstrate these skills in many ways, that is, by demonstrating a high level of professionalism in the classroom, and making valued contributions to discussions. Regular online attendance and constructive contributions to class discussions are a requirement of the course.

**Use of the Text** Since class material, projects and assignments are based on the text, you are expected to read the assigned chapter each week in order to be prepared for in-class activities.

### ***Professionalism***

You are expected to act in a professional manner in all of your interactions related to this course; both with your fellow students and with me. Professional social behavior, in terms of what is considered correct or unacceptable, is extremely important. In the event of a disagreement or misunderstanding, students must carefully follow conflict management processes with the intent of clarifying issues instead of exhibiting anger and impatience.

The quality of your future performance in the Hospitality Industry depends on the degree of professionalism which you exhibit. It is expected that students conduct themselves in a mature and professional manner in every class session. Professionalism includes constructive participation in course activities, contribution to discussion postings, and completion of assignments. **REMEMBER:** class participation accounts towards your final grade. final grade will depend on the degree of professionalism which you demonstrate in this course.

### ***My Commitment to Your Success***

You will see that I am truly committed to making this course interesting and a great learning  
it12 T1 12 Tf12 W\*BT/F1 12 Tf1 0 0 1 96.3 619.95 Tm0 g0 G(i)7(nc)7(1959G



## ***Rebelmail***

Rebelmail is

official email system for students and by University policy, instructors and  
. Rebelmail is one of the primary

7. Explore disagreements and support assertions with data and evidence.
8. If you want to send a personal message to the instructor or to another student, use email rather than the discussions (see above Email Protocols).
9. A helpful hint: Compose your message in your word-processing application in order to check spelling, punctuation, and grammar then copy and paste your composition into the thread.
10. Break up large blocks of text by breaking them into paragraphs
11. Use the Help! topic for assistance or for questions about course material or assignments.

## **University Policies**

### **Public Health Directives**

Face coverings are currently mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct

misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct> .

### **Auditing a Course**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the

course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked in

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that \_\_\_\_\_ or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or \_\_\_\_\_ is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular

option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty policy, and an infringement on the right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

## **Rebelmail**

Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

## **Tutoring and Coaching**

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

## **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3 301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

## **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity

A successful learning experience requires mutual respect and trust between the students and the points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

### **UNLV Land Acknowledgement**

UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudu, or Desert People. We honor and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.