

University of California, Santa Barbara, Extension Program
EFFECTIVE RECRUITMENT, SELECTION, AND RETENTION
Spring 2011

Course #: BUSAD X450.1 – 026 (4 Units)

Time and Location:

Mondays, September 19 through November 21 (10 meetings), UCSB Ventura Center

Instructor: Phyllis Sigerist, SPHR-CA, GPHR, Bilingual Consultant and Trainer,
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For email correspondence, please put “UCSB class” in the subject line.

Required Text: *Staffing the Contemporary Organization*, Donald L. Caruth, Gail D. Caruth,
and Stephanie S. Pane, 3rd Edition, Praeger Publishers, Inc., ISBN: 0-313-35670-4.

Prerequisite: Fundamentals of Human Resource Management or instructor’s approval.

Course Objective: Finding the right employees to fit an organization’s needs is a challenging task. This course examines concepts essential for effective staff recruitment, selection, and retention. Students also examine the diverse ways organizations view employees, and what organizational practices are effective to retain quality staff.

Course Requirements: Students will be expected to attend and participate in all class sessions and be prepared to discuss topics, cases, or other projects assigned. Class participation, including group participation, is essential for student development and will count towards grades. Students are expected to respect the instructor and each other, and to not speak while others are speaking.

Students are expected to use the Internet for additional information and resources, including homework assignments and other required materials.

Course Grade: The course grade is determined by the student’s class attendance and participation, completion of homework assignments, exams, and an oral presentation to the class. There are 520 points possible. Here’s the breakdown of points:

Attendance and participation:	20 points possible per class – 200 total
Homework assignments:	10 points possible per assignment – 90 total
Exams:	200 points possible
Presentation:	30 points possible

To earn an A in the class - total of 468 total points or more

To earn a B in the class - total of 416 to 487 total points

To earn a C in the class - total of 364 to 415 total points

To earn a D in the class - total of 312 to 363 total points

Less than 312 points = F in the class

The Learning Zone: On the instructor's web site is the Learning Zone, which contains materials for this class, including the course outline and syllabus, homework assignments and other relevant materials, and supplemental course materials. **Anything listed under *Read or Homework Assignment Due* is mandatory.** The materials listed under Supplement Materials are not mandatory but they will help students. To access the Learning Zone, go to <http://www.psconsultingonline.com/learningzone.htm> - this goes directly to the Learning Zone.

Exams: This course has three take-home exams. Each exam covers several chapters in the text and will include supplemental materials that are distributed in class as well as materials available online, such as the PowerPoint presentation. Exams should be completed and submitted by individual students and they are not group projects.

The take-home exams are distributed in class one week prior to the due date. If students miss this class, they should contact the instructor and ask that the exam be FAXED or emailed to them. Take-home exams will be collected at the beginning of the class in which they are due. If students miss the class when the take-home exam is due, they should FAX or email the exam to the instructor by 10:00 PM the day of the missed class. Late exams will not be accepted and will receive no credit.

Homework Assignments: Students are expected to complete homework assignments weekly, in addition to reading the text and additional reading materials listed. Homework assignments are available online at <http://www.psconsultingonline.com/learningzone.htm> or in the textbook, and will not be handed out in class. Please see the listing of homework assignments to determine where the assignment is located.

All homework assignments must be typed. Homework assignments should be completed and submitted by individual students and they are not group projects. To receive full credit, homework assignments must be complete, with thorough answers and explanations to all questions. Don't copy word-for-word from the text or PowerPoints for your answers.

If students miss any class sessions they are expected to send the homework assignment to the instructor by email or FAX by 10:00 PM the day of the missed class. Late homework assignments WILL NOT be accepted and will receive no credit. However, homework assignments can be submitted to the instructor at any time before they are due.

Class Presentation: Each student is expected to present a relevant topic orally to the class. PowerPoint may be used but is not required. The presentation should be for a minimum of 10 minutes and no longer than 15 minutes. The instructor will assign the dates for the oral presentations. By the second class meeting each student is expected to submit a typed paragraph to the instructor which includes the topic and bullet points of what will be covered in the presentation. The instructor will let each student know if his/her topic is relevant and then approve/disapprove it. The oral presentation is worth 25 points and the written paragraph is worth 5 points.