

A - New Course Proposal V. 7.2022 : Entry # 3385**DEAN Decision**

Approved

Date

10/02/2024

Is this course intracollegiate or intercollegiate?

Intracollegiate

SCHOOL EPC Decision

Approved

Date

11/15/2024

Begin Form**Today's Date**

10/01/2024

Your Name:

Bradley Venable

Your Email:bvenabl1@highpoint.edu**Are you a Department Chair?**

Yes

By checking below, I certify that my department chair has seen and approved the new course that I am proposing.

Yes

Please select the appropriate school overseeing this proposal:

Business

When should this proposal take effect?

Fall 2025

Information for the Registrar**Choose the department designator from the list below.**

MGT

A - New Course Proposal V. 7.2022 : Entry # 3385**Proposed Course Number?**

3120

Is this course cross listed?

No

Does this course replace a current course?

No

What is the title of the new course?

Staffing, Recruitment & Selection

Write the catalog description of your proposed course:

This course emphasizes the staffing cycle, developing student expertise in the application of internal and external recruitment and selection systems designed to promote effective management of human capital and sustained competitive advantage. Major topics will include: employment laws governing the employment relationship, HR's role in staffing management, hiring and employee discharge practices and applicant tracking via HR information systems

How many credit hours will this course be?

4

How will the course be graded?

Letter grade

Please select the course repeat option for this course:

Not repeatable for credit

What is the offering cycle for this course?

Alternate years

Does your course have any prerequisites?

Yes

Please list all prerequisites this course requires:

MGT 2220. MGT 2220 will introduce HR topics, covered in more depth in this course

Gen Ed and Academic Programs**Is this course part of Gen Ed?**

- No

Does this course count towards a major or a minor?

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Yes

Please list the Major / Minor and if it is Required or Elective

This course will be required for the proposed Human Resource Management minor.

Is this course part of an academic program?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Information for Curriculum Review**Rationale and evidence for new course's consistency with departmental mission:**

The course will support the need for the students that will be directly exposed to the ever evolving and very important part of Human resources management when it comes to hiring practices, recruitment, etc. This is applicable in ALL Business environments. The Phillips School of Business and the Department of Management feel strongly that this important component should be an offering to business students that will ultimately become business managers. Adding new relevant course offerings, such as this new course, will bolster the offerings that current industries are seeking in new graduates. This course will help prepare them for that.

List all student learning outcomes for this course.

Students will be able to explain the impact of organizational staffing on the performance of the organization.

Students will be able to identify and discuss the various functions and activities that occur in the organizational staffing process.

Students will be able to identify and discuss ways in which legislation and regulations impact organizational staffing decisions.

Students will be able to evaluate whether a given job description and job specification encompass all aspects of the job to which they correspond.

Students will be able to conduct a job analysis to evaluate the job requirements of a given position.

Students will be able to formulate a plan for recruiting for a given position that corresponds directly to the requirements for that job.

Students will be able to formulate a plan for selection for a given position that corresponds directly to the requirements for that job.

List any units or content areas that will be required for all sections of this course.

Staffing

Developing a recruiting plan

Understanding recruiting methods

Hiring and Firing

A - New Course Proposal V. 7.2022 : Entry # 3385**List any assignments, tests, or other assessments that will be required for all sections of this course.**

Team presentations
Group projects and group presentations
Exams
Quizzes
Class discussion

List any readings or other materials that will be required for all sections of this course.

Judge, Kammeyer-Mueller & Heneman (2022), Staffing Organizations, 10th ed.

List any course policies that will be required for all sections of this course.

Academic Integrity, Honor Code, attendance policy, plagiarism, due dates, class participation, class discussion.

If you would like to specify how requirements for contact hours must be met for all sections of this course, please indicate below. (e.g., if any experiential learning activities will replace seat time)

Contact hours will primarily be based on the determined class time each week. This will include lectures, group projects, class discussion, presentations, case study discussions.

Sample Syllabus

- [MGT3120-01-Fall-2025-Syllabus-amended-with-prereq-approved.docx](#)