



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.

Pre-/Co-requisites: None

Course 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: Crystal Beggs

Office Hours: By Appointment

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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

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning

Outcome(s):

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/ Bonus Questions	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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email 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 campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are

required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.