

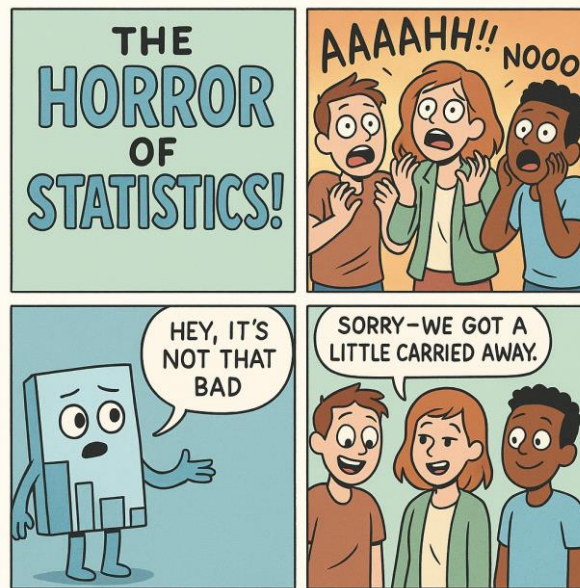
COURSE SYLLABUS

Rutgers University, School of Management and Labor Relations

Statistics for Human Resource Management

Rutgers University

37:533:440:E1



Instructor:	Rania Elanwer, Ph.D.
Email:	re308@rutgers.edu
Course Meeting:	Asynchronous
Student Hours:	<p>I will hold student hours each week in my personal ZOOM room:</p> <p>- Day and Time: Wednesday from 9:00am-10:00am https://rutgers.zoom.us/my/re308</p> <p>*If the available time does not work for you, no worries. Send me an email to set up an alternative time.</p>
Course Website:	Canvas.rutgers.edu (please regularly check Canvas for syllabus, course info, and other announcements)

Required Course Materials:	<p>The course materials include the interactive text, <i>Informed Decisions Using Data, Seventh Edition</i>, by Michael Sullivan III, along with the accompanying MyLab Statistics platform, an interactive learning, homework, and assessment tool.</p> <p>Please refer to instructions posted on Canvas in how to get access to the e-textbook and the MyLab Statistics Platform.</p> <p>Please note: This is an online e-book so no hard copy of a text will be required.</p>
Required Software:	<p>You are required to use Microsoft Office (specifically Word and Excel) for projects and data analysis. Students can access these tools for free through the University Software Portal: https://software.rutgers.edu/info/login/</p> <p>Once you have Microsoft Excel, please enable the Data Analysis ToolPak. The process is straightforward, and you can find guidance here: https://support.microsoft.com/en-us/office/load-the-analysis-toolpak-in-excel-6a63e598-cd6d-42e3-9317-6b40ba1a66b4</p>

COURSE DESCRIPTION: This course is designed to introduce statistical concepts and analyses that are critical to Human Resource professionals. Emphasis will be placed on the basic concepts of quantitative analysis including models used to explore causality, an introduction to multivariate analysis, and the use of Microsoft Excel, a computer program used for statistics. Importantly, the course will focus on understanding, applying, and interpreting statistical techniques, rather than on the derivations of methods. Students are expected to take the material/concepts presented in class and apply them through a series of homework assignments, projects and quizzes. The overall goal of the course is not only to help students understand the mathematical/statistical concepts presented but also to assist in the application of these procedures.

COURSE OBJECTIVES: The major objectives of this course are:

1. To develop an understanding of the role played by statistics in the overall process of organizational research.
2. To learn an array of descriptive procedures for displaying statistical information in graphic and narrative form.
3. To learn a variety of tests and procedures that can be useful in data analysis, subsequent hypothesis testing and decision-making activities.
4. To demonstrate a critical understanding of how these tests can be used, their major weaknesses and strengths, and the critical assumptions underlying their legitimate application.

5. To provide a foundation of statistical knowledge for pursuing more advanced statistical methods in future courses.
6. To learn to apply statistical concepts, scientific reasoning, and logic to organizational problems, such as adverse impact or discriminatory hiring decisions.

COURSE POLICIES: I expect you to prepare for and be engaged in *all* course activities. Preparation and active engagement greatly enhance your learning as well as those of your classmates.

COURSE PORTAL: The Canvas learning management system will be the primary home for this course, so you must be familiar with this mode of interaction as it will house the syllabus, Lectures, PowerPoint slides for the lecture notes, assignments, and contact information. To access Canvas, you must use your net ID and password. All course announcements are posted to Canvas and sent to your Rutgers email address. You are responsible for regularly checking your Rutgers email address or forwarding your Rutgers email to an address that you do check on a regular basis.

In addition to Canvas, the course will utilize the MyLab platform associated with our e-textbook to deliver assignments and quizzes. Accordingly, please ensure that you have access to the MyLab platform and are able to navigate it effectively to complete all assigned coursework.

EVALUATION CRITERIA AND POLICY:

1. *Exams* (60%).
2. *Homework* (20%).
3. *Final Project* (15%).
4. *Oral Presentation* (10%)

Late Assignment Policy:

Assignments:

Weekly assignments will be assigned throughout the course. Late submissions will not be accepted. However, each student is permitted one late assignment submission without penalty (a "freebie"). Any additional late submissions beyond this allowance will not be accepted under any circumstances.

Exams:

There will be three exams administered over the duration of the course. Make-up exams or late submissions will not be permitted. To account for unforeseen circumstances, the lowest exam score will be dropped, providing students the flexibility to miss one exam without penalty.

Academic Integrity: Each student's homework and examinations must be done independently. You are allowed to discuss with each other orally about the assignments and its relation to

materials covered in class, but you are to complete your own work. Copying other's work is strictly forbidden, and if found, all students involved will receive a 0 on that assignment.

The use of AI-based applications (e.g., ChatGPT, Bard, or similar tools) is **not permitted** in this course for any assignments, quizzes, or projects. All submitted work must reflect your own original effort and understanding. Use of unauthorized AI tools will be considered a violation of the university's academic integrity policy and may result in disciplinary action.

All incidents of academic dishonesty are reported to the HRM Program, the SMLR Academic Integrity Facilitator, as well as the Rutgers University Office of Student Conduct. All academic integrity violations are retained in a student's records for 10 years and will be disclosed to any employer or graduate school that requests that information. Consult the official Rutgers University document entitled "Academic Integrity at Rutgers University" regarding your responsibilities for maintaining academic integrity:

<http://academicintegrity.rutgers.edu/>.

Grading System: Grades will be assigned using the following scale. No curve or score adjustments will be given.

Letter Grade	Percentage of Points	Letter Grade	Percentage of Points
A	100 to 90	C	70 to 74.9
B+	85 to 89.9	D	69.5 to 60
B	80 to 84.9	F	< 59.9
C+	75 to 79.9		

ACCOMMODATIONS: I am committed to providing a welcoming and accessible classroom for all students. Students who need accommodation due to a disability should provide me with the appropriate documentation from the Office of Disability Services for Students as early in the semester as possible.

University Statement on Accommodations: "Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with me to discuss the accommodations as early in the course as possible. To begin this process, please complete the Registration form on the ODS website at: <https://ods.rutgers.edu/students/registration-form>."

INTELLECTUAL PROPERTY OF COURSE MATERIAL: All materials generated for this class, including but not limited to the syllabus, in-class materials, and exercises, may not be

copied, sold or made available to third parties (including note-taking services), published, broadcasted, reprinted, included in your blog, posted on any websites or sent via text messaging from your phone without the explicit written permission of the professor. Any material that is distributed without such consent will be seen as a direct violation of academic integrity.

RUTGERS DIVERSITY STATEMENT

The Division of Student Affairs works to create an environment of inclusion which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities, and perspectives. Our practices reflect awareness and understanding of the complexity of identity and the increasing interconnectedness of our world. It is our responsibility to promote and maintain a community of compassion, embracing the rich dimensions of diversity, and facilitating opportunities for understanding and the expression of both individual and shared truths.

Class Schedule Subject to modification at professor's discretion.

Week	Date	Topic	Reading	Assignments Due
1	05/27	- Introduction to Statistics and Statistical Thinking - Data Collection	Chapter 1	Assignment 1
2	06/02	- Organizing and Summarizing Data - Data Visualizations - Graphical Misrepresentation of Data	Chapter 2	Assignment 2 Exam 1
3	06/09	- Numerically Summarizing Data - Measures of Central Tendency	Chapter 3	Assignment 3
4	06/16	- Describing the Relation Between Two Variables - Linear Regression - The Process of Implementing a Statistical Analysis Process in HR	Chapter 4	Assignment 4 Exam 2
5	06/23	- Probability	Chapter 5	Assignment 5
6	06/30	- Hypothesis Tests Regarding a Parameter	Chapter 10	- Exam 3 - Final Project - Oral Presentation