

# Human Resource Management

# Syllabus

## Fall Semester 2008

**Professor: Larry A. Flick**

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**Office Hours:** E-mail, phone, & online chats

**Course Web Site:** <http://my.commnet.edu>

**Required Text:** Human Resource Management, 12e, by Robert L. Mathis & John H. Jackson, Published by Thompson South Western

### **Course Description:**

This course deals with the development and direction of human resources. Areas of discussion include affirmative action, recruitment, selection, placement, grievances, wages, discipline, instruction of employees and their evaluations, OSHA, ERISA, and time management and other topics (Previously called Personnel Management).

### **Rational:**

This course focuses on designing management systems to ensure that human talent is used effectively and efficiently to accomplish organizational goals. Regardless of the size of a company employees must be recruited, selected, trained, and managed effectively. They also must be compensated and provided benefits. Additionally, appropriate legal HR systems are needed to comply with numerous laws. We will concentrate on how HR has moved from an "Administrative" focus to a "Strategic" focus and how various HR Metrics show how HR makes a significant contribution to the organization.

### **Objectives:**

You will learn how Human Resource Specialists define their jobs and objectives and meet various challenges they face: how they address international challenges and provide equal employment opportunity: and how they recruit, select, train, develop, evaluate, and compensate human resources.

### **Grades:**

There will be five **exams** during the semester. The exams will cover the text and supplemental material and subjects discussed in the virtual class room. No make-up exams will be given. You are required to take all 5 exams. Each exam will count 12% for a total of 60%.

Three one page **papers** will be required based on topics assigned (see Class Schedule). These assignments will count 10% each for a total of 20% of your grade.

**Participation** in the classroom will count 10% of your grade.

Grading summary:

<b>5 Exams</b> = 12% each (No make-ups)	60%
<b>3 Written</b> (1 Page Papers) = 10% each	30%
<b>Class Participation</b>	10%

**Academic Integrity:**

Any student who cheats on an exam will receive a grade of ZERO for the exam. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College. With our online students, you will be expected to do your own work without collaboration with others. Online tests will be taken with the utmost integrity following all instructions provided.

**Honor Code:**

During this course all assignments (quizzes, written reports, & exams) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Reports and exams are not to be collaborative efforts. Students must agree to write their own papers and take the exams according to the rules set forth.

**Procedure for Class Cancellation**

The professor will notify the Academic Dean's office, will post the cancellation on the class Vista web site, will post a voice mail at his college telephone number, and will e-mail all students of the cancellation.

**Withdrawal Policy:**

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students may withdraw from class without the instructor's signature through the tenth week of class. The signature of a faculty member or advisor is required from the beginning of the eleventh week until the end of the thirteenth week. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar. Verbal withdrawals cannot be accepted.

**Disabilities Statement:**

If you have a hidden or visible disability which requires classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to register with John Perch, Disabled Student Counselor.

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### On-ground Class Schedule

Week	Week of:	Assignments:	Chapters / Papers, etc.
1	9/2	Introduction	Syllabus, Class Schedule, Explore Web Site
	9/4	Ch 1	Changing Nature of Human Resource Management
2	9/9	Ch 2	Strategic HR Management & Planning
	9/11	Ch 3	Organization/Individual Relations & Retention
3	9/16	Ch 4	Legal Framework of Equal Employment
	9/18	Ch 4	Legal Framework of Equal Employment
4	9/23	<b>Ch 1 - 4</b>	<b>1st Exam</b>
	9/25	Ch 5 <b>1st Paper Due</b>	Managing Equal Employment & Diversity <b>Article Review on Managing Equal Employment</b>
5	9/30	Ch 6	Jobs & Job Analysis
	10/2	Ch 7	Recruiting in Labor Markets
6	10/7	Ch 8	Selecting Human Resources
	10/9	Ch 8	Selecting Human Resources
7	10/14	<b>Ch 5 - 8</b>	<b>2nd Exam</b>
	10/16	Ch 9	Training Human Resources
8	10/21	Ch 10	Talent Management & Development
	10/23	Ch 10	Talent Management & Development
9	10/28	Ch 11	Performance Management & Appraisal
	10/30	Hand-outs <b>2nd Paper Due</b>	Readings on Talent & Performance Management <b>Article Review on Talent Management &amp; Development</b>
10	11/4	<b>Ch 9 - 11</b>	<b>3rd Exam</b>
	11/6	Ch 12	Total Rewards & Compensation
11	11/11	Ch 13	Variable Pay & Executive Compensation
	11/13	Ch 13	Variable Pay & Executive Compensation
12	11/18	Ch 14	Managing Employee Benefits
	11/20	<b>Ch 12 - 14</b>	<b>4th Exam</b>
13	11/25		<b>No Class - Thanksgiving</b>
	11/27		<b>No Class - Thanksgiving</b>
14	12/2	Ch 15	Risk Management & Worker Protection
	12/4	Ch 15	Risk Management & Worker Protection
15	12/9	Ch 16	Employee Rights & Responsibilities
	12/11	Ch 16 <b>3rd Paper Due</b>	Employee Rights & Responsibilities <b>Article Review on Employee Rights</b>
16	12/16	Ch 17	Union/Management Relations
	12/18	<b>Ch 15 - 17</b>	<b>5th Exam</b>