

# Human Resource Management

# Syllabus

## Spring Semester 2014

Professor: Larry A. Flick

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**Office Hours:** E-mail, phone

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

**Required Text:** **Managing Human Resources**, 16th Edition by Scott A. Snell; George W. Bohlander - MindTap ISBN: 9781285381275; Print Edition ISBN: 9781111532826

### **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 5 **exams** during the semester. The exams will cover the text and material presented in class. No make-up exams will be given. You are required to take all 5 exams. The average of the exams will count 50% of your grade.

Two **papers** will be required based on topics assigned (see Class Schedule). Each paper will count 10% for a total of 20% of your grade.

There are eight **case problems** assigned. The cases are linked from the Class Schedule and the answers are to be submitted in writing (typed) on the day specified on the class schedule. Together the case's will be worth 10% of your grade.

Your attendance and participation in class will count 20% of your grade.

Grading summary:

<b>5 Exams</b> - (No make-ups) each worth 10%	50%
<b>2 Written Assignments</b> - each worth 10%	20%
<b>8 Case Problems</b>	10%
<b>Attendance and Participation</b>	20%

**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 Bb Learn 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 our Disabled Student Counselor.

**Online Learning Portfolio (Digication) Requirement**

All students are required to maintain an online learning portfolio using a TRCC designed template. Through this electronic tool students can see their own growth in college wide learning. The student can keep an continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select random works to improve the college experience for all. No names will be attached to the assessment work, it will remain private and anonymous for college improvement purposes. In class outlines students will find recommended assignments which support various college wide learning abilities. The student will have a tool which can integrate their learning from the classroom, college, and life and allow for another opportunity of learning at TRCC! Students will be able to make multiple portfolios.