

Human Resource Management

Syllabus

Fall 2010

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Required Text: Human Resource Management: Essential Perspectives, 5e, by Mathis & Jackson, published by South-Western Cengage Learning (ISBN: 978-0-324-59241-2)

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 three **exams** during the semester. The exams will cover the text and supplemental material including those presented in the Media Road Map. No make-up exams will be given. You are required to take all 3 exams. Each exam will count 15% for a total of 45%.

Three **papers** will be required based on topics assigned (see Class Schedule). Each paper will count 10% for a total of 30% of your grade.

There are ten **case problems** assigned that include approximately 23 questions. 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 20% of your grade.

Class participation in discussions will be worth 10% of your grade.

Grading summary:

3 Exams - 15% each (No make-ups)	45%
3 Written Assignments - 10% each	30%
10 Case Problems - 2.5% each	15%
Attendance & Participation	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 fourth.

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 the Disabled Student Counselor.

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On-ground Class Schedule

Week	Date:	Assignments:	Chapters / Papers, etc.
1	8/26	Introduction	Review expectations, Syllabus & Class Schedule, Explore Web Site, etc.
2	8/31	Ch 1	Changing and Strategic Nature of Human Resource Management
	9/2	Web Site Review Ch 1 - Case	Society for Human Resource Management - http://shrm.org Where Do You Find the Bodies??
3	9/7	Ch 2	Organization/Individual Relations & Employee Retention
	9/9	Web Site Review Ch 2 - Case	TalentKeepers - http://www.talentkeepers.com/TalentKeepers Inside the Clothing Store
4	9/14		Class Project
	9/16	Ch 3	Equal Employment & Diversity Management
5	9/21	Web Site Review	Equal Employment Opportunity Commission - http://eoc.gov
		Ch 3 - Case	Discrimination
	9/23	1st Paper	Article Review on Managing Equal Employment (Due at class on 9/23)
			Class Project

6	9/28	1st Exam	Chapters 1 - 3
	9/30	Ch 4	Staffing
7	10/5	Web Site Review	Uniform Guidelines on Employee Selection Procedures - http://uniformguidelines.com
		Ch 4 - Case	The Reluctant Receptionist
	10/7		Class Project
8	10/12	Ch 5	Training & Talent Management
	10/14	Web Site Review	American Society for Training & Development - http://www.astd.org
		Ch 5 - Case	Developed Today, Gone Tomorrow
9	10/19	Ch 6	Performance Management & Appraisal
	10/21	Web Site Review	U.S. Office of Personnel Management - http://opm.gov/perform/overview.asp
		Ch 6 - Case	Unequal-Equal Supervisors
		2nd Paper	Article Review on Talent Management & Development (Due at class on 10/21)
10	10/26		Class Project
	10/28	2nd Exam	Chapters 4 - 6
11	11/2	Ch 7	Compensation Strategies & Practices
	11/4	Web Site Review	The Riley Guide - http://rileyguide.com/execpay.html
		Ch 7 - Case	Scientific Turmoil
12	11/9	Ch 8	Variable Pay & Benefits
	11/11	Web Site Review	Wilson Group - Rewards That Work - http://wilsongroup.com
		Ch 8 - Case	Benefiting Connie
13	11/16	Ch 9	Risk Management & Employee Relations
	11/18	Web Site Review	Occupational Safety & Health Administration - http://www.osha.gov/
		Ch 9 - Case	George Faces Challenges
14	11/23		Class Project
	11/25	Thanksgiving	No Class
15	11/30	Ch 10	Labor Relations
		3rd Paper	Article Review on Risk Management & Employee Relations (Due at class on 11/30)
	12/2	Web Site Review	National Labor Relations Board - http://www.nlr.gov , and AFL-CIO - www.aflcio.org
Ch 10 Case		The Wilson County Hospital	
16	12/7		Class Project
	12/9	3rd Exam	On Chapters 7 - 10
17	12/14		Return Exams