

Human Resource Management

Syllabus

Spring Semester 2010

Professor: Larry A. Flick

College Office: 860-383-5277

Home Phone: 860-635-0044

Home Office/Fax: 860-635-2244

Cell Phone: 203-858-6672

e-Mail: lflick@trcc.commnet.edu (however, please use Bb Vista e-mail)

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

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

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	25%

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 John Perch, Disabled Student Counselor.

Human Resource Management

Spring Semester 2010

Class Schedule

Week	Dates:	Assignments:	Chapters / Papers, etc.
1	1/21	Introduction	Review of Syllabus & Class Schedule, Explore Web Site, Orientation to Blackboard Vista , eMail Forwarding , understand how to use the Discussion Board, how and where to submit assignments, how to communicate through the Blackboard Vista eMail system, submittal of your commitment to our Honor Code & short bio. & picture...click here for YouTube introduction...also click here for interesting comments from a student at Humber Business School.
2	1/24 to 1/30	Read - Ch 1	Changing and Strategic Nature of Human Resource Management
		View	Media Road Map - Flick Flash Summaries for Ch 1 & 2
		Web Site Review	Society for Human Resource Management - http://shrm.org
		Ch 1 - Case	Where Do You Find the Bodies?? (Due on Discussion Board by 1/30 midnight)
3	1/31 to 2/6	Ch 2	Organization/Individual Relations & Employee Retention
		View	Media Road Map - Flick Flash Summaries for Ch 3
		Web Site Review	TalentKeepers - http://www.talentkeepers.com/TalentKeepers
		Ch 2 - Case	Inside the Clothing Store (Due on Discussion Board by 2/6 midnight)
4	2/7 to 2/13	Ch 3	Equal Employment & Diversity Management
		View	Media Road Map - Flick Flash Summaries for Ch 4 & 5
		Web Site Review	Equal Employment Opportunity Commission - http://eeoc.gov
		Ch 3 - Case	Discrimination (Due on Discussion Board by 2/13 midnight)
5	2/14 to 2/20	1st Paper	Article Review on Managing Equal Employment (To be submitted under "Assignments" on or before 2/20 midnight)
6	2/21 to 2/27	1st Exam	Chapters 1 - 3 & Media Road Map - Flick Flash Summaries for Ch 1 through 5 (Available 2/24 at 9:00 am through 2/27 midnight)
7	2/28 to 3/6	Ch 4	Staffing
		View	Media Road Map - Flick Flash Summaries for Ch 6, 7, & 8
		Web Site Review	Uniform Guidelines on Employee Selection Procedures - http://uniformguidelines.com
		Ch 4 - Case	The Reluctant Receptionist (Due on Discussion Board by 3/6 midnight)
8	3/7 to 3/13		Spring Break
9	3/14 to 3/20	Ch 5	Training & Talent Management
		View	Media Road Map - Flick Flash Summaries for Ch 9 & 10
		Web Site Review	American Society for Training & Development - http://www.astd.org
		Ch 5 - Case	Developed Today, Gone Tomorrow (Due on Discussion Board by 3/20 midnight)

10	3/21 to 3/27	Ch 6	Performance Management & Appraisal
		View	Media Road Map - Flick Flash Summaries for Ch 11
		Web Site Review	U.S. Office of Personnel Management - http://opm.gov/perform/overview.asp
		Ch 6 - Case	Unequal-Equal Supervisors (Due on Discussion Board by 3/27 midnight)
11	3/28 to 4/3	2nd Paper	Article Review on Talent Management & Development (To be submitted under "Assignments" on or before 3/30 midnight)
		2nd Exam	Chapters 4 - 6 (Available 3/31 at 9:00 am through 4/3 midnight)
12	4/4 to 4/10	Ch 7	Compensation Strategies & Practices
		View	Media Road Map - Flick Flash Summaries for Ch 12
		Web Site Review	The Riley Guide - http://rileyguide.com/execpay.html
		Ch 7 - Case	Scientific Turmoil (Due on Discussion Board by 4/10 midnight)
13	4/11 to 4/17	Ch 8	Variable Pay & Benefits
		View	Media Road Map - Flick Flash Summaries for Ch 13 & 14
		Web Site Review	Wilson Group - Rewards That Work - http://wilsongroup.com
		Ch 8 - Case	Benefiting Connie (Due on Discussion Board by 4/17 midnight)
14	4/18 to 4/24	Ch 9	Risk Management & Employee Relations
		View	Media Road Map - Flick Flash Summaries for Ch 15 & 16
		Web Site Review	Occupational Safety & Health Administration - http://www.osha.gov/
		Ch 9 - Case	George Faces Challenges (Due on Discussion Board by 4/24 midnight)
15	4/25 to 5/1	Ch 10	Labor Relations
		Web Site Review	National Labor Relations Board - http://www.nlrb.gov , and AFL-CIO - www.aflcio.org
		Ch 10 Case	The Wilson County Hospital (Due on Discussion Board by 5/1 midnight)
16	5/2 to 5/8	3rd Paper	Article Review on Risk Management & Employee Relations (To be submitted under "Assignments" on or before 5/8 midnight)
17	5/9 to 5/15	3rd Exam	On Chapters 7 - 10 (Available 5/9 at 9:00 am through 5/15 midnight)