

## MGMT 452: Human Resource Management

M W 4:10 p.m. – 5:40 p.m.  
Fall 2009

**REQUIRED TEXT** Noe, R.A., Hollenbeck, J.R., Gerhart, B., & Wright, P.M. (2009). *Fundamentals of Human Resource Management (3rd ed.)*. McGraw-Hill.

**PREREQUISITES FOR MGMT 452** Admission to upper division standing, Mgmt 321 and senior standing, or consent of instructor.

**COURSE DESCRIPTION (Catalog Description)**. The course discusses concepts applied in providing the organization with the people needed to perform its functions. It covers critical areas such as recruiting, selection, training, and performance appraisal. The course also covers relevant laws that guide the organization in its employment practices in the workplace.

Whether you end up running a small engineering firm, have a psychology practice, or become a sales manager for NAPA Auto Parts, you will deal with some or all of the following HR practices: recruiting and selecting employees, evaluating employee performance, and making promotion and discipline decisions. These are the “people” functions in an organization. People make the difference in a competitive business world, and this course provides an overview of the laws and practices dealing with the personnel in an organization. In this course we will examine the above-mentioned topics as well as such issues as sexual harassment, fair labor practices, personnel planning, compensation, and health and safety issues. I hope you find this course interesting and helpful, not only for the program requirement it fills, but for the knowledge it provides which will help you in your career.

**COURSE CONTENT OBJECTIVES** By the end of the semester, the “A” student will have demonstrated a good understanding of the following issues in human resource management:

- Understand the part that the human resource function plays in creating and executing an organization’s strategy.
- Identify the major laws that affect the legality and shape the use of various employment practices
- Know key issues relevant to successful management of the workforce across cultures.
- Demonstrate competence in applying knowledge of sound employee selection practices to a real organization.
- Be able to decide upon appropriate means of appraising an employee’s performance based on the task they perform and the purpose of the appraisal.
- Explain the key factors involved in creating a fair and motivating compensation system in an organization.
- Know what rights employees have in the workplace and how to create a fair discipline mechanism that can turn around employee performance
- Understand the current trends union-management relations and how to improve those relations.

**COURSE PERFORMANCE OBJECTIVES** The “A” student will also demonstrate proficiency in the skills listed below. These skills are based on the college of business mission statement which lists a goal of developing student competencies in the following areas: (1) oral and written communication, (2) critical and creative thinking, (3) quantitative analysis, (4) ethics, (5) technology usage, and (6) global business knowledge. These competencies will be developed in this course in the following ways:

- **Oral communication.** Oral communication will be emphasized in class discussions. In most class sessions there will be assigned exercises or discussion questions.
- **Written communication.** You will hone your writing skills via formal case analyses and two papers. Grading emphasis will be placed on the depth of analysis, grammar, and the flow of your writing.
- **Critical thinking.** You will be expected to apply critical thinking skills to the case analyses as well as to a variety of other smaller assignments. Many of the business situations discussed in class relate to unstructured business problems as opposed to structured problems where specific problem solving techniques can be applied in a sequential fashion.
- **Quantitative analysis.** A small portion of the course material is quantitative in nature. Consequently, little will be required in this course relating to the use of quantitative reasoning. Most of the critical thinking relates to qualitative issues.

- **Ethics.** The ethical treatment of employees is an important issue in any company, and the topic is discussed in several chapters. In addition, you will be required to review and discuss in class several articles that deal with ethical dilemmas in areas such as health care coverage and unionization.
- **Technology usage.** You will need to use internet resources to conduct research for several assignments. In addition, you will obviously need basic computer knowledge to complete the course.
- **Global business knowledge.** Issues relating to international business will be covered very little in this course. The course focuses heavily on US practices relating to managing a workforce.

**GRADING** Grading is based on the following items.

	<u>Points</u>	<u>%</u>
Exam 1	100	15.0
Exam 2	100	15.0
Exam 3	150	22.0
Quizzes	100	15.0
Project	80	12.0
Article Reviews/Short Assgn.	60	9.0
Participation in Discussions	30	4.5
Case	30	4.5
Article Discussion Leader	<u>20</u>	<u>3.0</u>
<b>Total Points Possible</b>	670	100%

**Final Course Grades.** Overall course grade will be based on the following percentages (percentages may be altered if class scores warrant)

A	90 - 100%	C	70 - 79%	F	≤ 59%
B	80 - 89%	D	60 - 69%		

**Exams.** Each exam will consist of multiple choice and essay questions. Exam 3 will include a comprehensive portion covering topics from Exam 1 and Exam 2. Each exam will contain questions dealing with both the assigned readings and the in-class lectures and discussions. If a serious conflict arises that will prevent you from taking an exam (e.g., illness, funeral, etc.), you must notify me before the exam. Failure to take an exam at the time scheduled on the syllabus will result in a score of 0 for that exam.

- **Make-up exams.** Make-up exams will be given if I authorized your absence prior to the exam. Make-up exams may vary in content and format from the original exam.

**Quizzes.** There will be 10 quizzes. There will be one quiz for most chapters covered in the course. This is designed to keep you current in your reading. The quizzes may take place the first day that we cover material in a particular chapter. The quiz may cover both textbook and lecture material. Each quiz is worth 10 points and will consist of 5 questions (mostly multiple choice but occasionally a short answer may be required).

**Project on Selection Practices.** You will interview a business manager who is involved with the hiring process at his or her organization. The manager may be a family member, friend, acquaintance. The project will consist of describing the practices the organizations uses in selecting new employees and critiquing those practices based on information discussed in the text and in class. Minimum length should be 6 double-spaced pages. The Project is worth 80 points. Detailed instructions regarding format and content will be posted on the class web site.

**Article Reviews and Short Assignment.** You will read articles relating to topics in each chapter with the exception of one chapter. In that chapter, there will be a short assignment instead of an article. Each article review and the short assignment are worth 5 points each. For each article you read, you will provide a summary and comments/impressions of the article on a form that is available on the class web site. The short assignment will have separate instructions.

**Participation in Discussions.** You will be expected to attend class and participate in the discussions on the articles you read as well as on the short assignment. Participation in each discussion will be worth 2.5 points.

**Case.** There will be one required case analyses. It will be worth 30 points. Detailed instructions regarding format and content will be posted on the class web site.

**Article Discussion Leader.** You will lead the class in a discussion of one of the assigned outside reading articles. This may occur individually, or in a group, depending on the class size. In addition to leading the class discussion on a particular article, you will also write a brief (at least 2 pages) summary and commentary on the article. Detailed instructions for your role as a discussion leader are available on the class web site. The assignment will be worth 20 points.

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**IMPORTANT POLICIES** Please read the following policies.

**Academic Misconduct.** Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

- **Cheating** - using or attempting to use unauthorized materials information, study aids, or computer-related information.
- **Plagiarism** - representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one's own.
- **Fabrication** - presenting as genuine any invented or falsified citation or material.
- **Misrepresentation** - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

Dishonesty on assignments will not be tolerated. If you are found to be dishonest on any assignment (e.g., exams, case analyses, short assignments, etc.) you will receive a score of "0" for that assignment. In addition, you will be reported to the office of Vice Chancellor of Student Affairs.

**Communication Courtesy.** All members of the class are expected to follow rules of common courtesy when addressing the class. Please place yourself in the shoes of others, and refrain from stating anything inappropriate or offensive. Please, use clean language! In a business setting, vulgar language will leave a very poor impression of you. Please, no swearing, sexual connotations, ethnic slurs, etc., in your comments.

**Late Policy.** The case assignment and the article discussion leader paper **WILL NOT BE ACCEPTED LATE**. If either of these assignments is late, you will receive a 0 for that assignment. All other assignments (e.g., article reviews and short assignments) will receive a penalty if they are turned in after the deadline. Below are listed the **PENALTIES** associated with the late assignments that will be accepted:

- 50% (turned in after I collected the assignments but before the end of the next class meeting time)
- 100% (after the end of the next class meeting time)

An assignment is considered late if I receive it after the papers have been collected. This means if I collect an assignment at the beginning of class, and you arrive late, your assignment will also be considered late. This also means that you will not be able to skip class to finish an assignment. If you place it under my door or in my mail box and I receive it after I have collected the papers during class, it will be late.

Late assignments should be handed to me personally or placed in my mailbox on the 3rd floor. If placed in my mailbox, **a secretary in the business office must place the time, date, and initial the paper to verify the time it was turned in.**

**Returned Assignments.** If you have a dispute over a grade received on an assignment that was returned to you, you must provide the original assignment as evidence. Consequently, please keep a file of all assignments returned to you during the semester.

**Dropping the Course.** You may drop the course by Feb. 4, 2009 and receive a partial refund. You may drop the course and not receive a refund but still receive an automatic "W" on your transcript if you drop by Mar. 12, 2009. If you drop the course after this date, you will need a form which requires my signature and your advisor's signature. Whether or not you receive a "W" grade will depend on the grade that you have earned as of the date you drop the course. A "W" will be assigned if your grade is a "D" or higher. If your grade is an "F," you will receive the grade of "F" for the course. If you stop attending and do not drop, unfortunately your grade will be an "F." After Apr. 8, 2009, you will not be allowed to drop the course.

**Special Accommodations.** Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Support Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with DSS staff to verify your eligibility for any classroom accommodations and for academic assistance related to your disability. Disability Support Services is located in the Academic Support Center and can be reached at 657-2283. Please advise me of any disability and the desired accommodations at the first class attended.

**Disclaimer.** This syllabus is not a contract, and the content and assignments in the course can be changed by the professor.

#### **Other Classroom Rules**

No crunchy food / no slurping drinks ● Please turn off your cell phone ● Don't walk in front of me if you come in late