

# Human Resource Management Course Syllabus

**Semester/Year:** Fall, 2009

**Credit Hours:** 3

**Class:** MGMT 640-01

**Room:** Reid 3319

**Meetings:** 8/24, 8/31, 9/10 (Th), 9/14, 9/21, 9/28, 10/5, 10/12.

**Time:** Mondays, 6:00 p.m. – 9:50 p.m.

**Instructor:** Barbara Crockett, MS

Instructor is available before or after class or by appointment.

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**Prerequisites:** MGMT-647; Organizational Behavior

**Textbook:** A Framework for Human Resource Management, by Gary Dessler 5<sup>th</sup> Edition, 2009

Pre-reading Assignment: Chapters 1 and 2

Familiarize yourself with the Desire2Learn site from Maryville's homepage. This will be a resource for learning. You sign into the site with your Maryville ID and password. Slides used in class will be posted here as well as the Discussion Threads.

## Course Objectives:

Demonstrate knowledge of human resource management and its role in business including: employment, training, performance management, compensation, and providing a safe, ethical and fair environment.

### A. Employment

1. Demonstrate what employers can or cannot do with respect to recruitment and selection by simulating the interview process.
2. Demonstrate basic methods of job analysis by writing a job description.
3. Describe the benefits and challenges of testing, reference checks, and interviews in the selection process.

### B. Training

1. Explain the process for developing a training plan.
2. Demonstrate techniques for training and development of employees by creating a training plan.

**C. Performance Management**

1. Demonstrate understanding of successful Performance Appraisal by conducting an effective appraisal.
2. Demonstrate knowledge of effective disciplinary practices by conducting a disciplinary interview.

**D. Compensation**

1. Explain the steps in establishing pay rates.
2. Explain the factors in establishing incentives.

**E. Providing a safe, ethical, fair environment**

1. Describe steps in the collective bargaining process.
2. Describe the supervisor's role in safety and how to improve the work environment.

**Attendance:**

Because of the concentrated nature of the MBA program, attendance in class is very important. Students who miss more than 6 hours (including arriving late or leaving early) will be required to withdraw from the course.

**NOTE: Attendance for the first class session is mandatory.**

Students may not register for a class unless they can attend the first session. Important information about the course and the instructor's expectations are given during the first session and it is imperative that all students be there. If you know that you will have to be absent for one session, please contact your instructor to ensure that absence from a particular session is acceptable.

**Grading** will be based on points to be distributed as follows:

75 points=**Articles** On assigned weeks each participant will be asked to research, read, and prepare a 1 page (double spaced type) paper on a current article pertinent to the topic assigned and be prepared to present in class. Turn in article with analysis. Article should be of some depth, typically 3 or more pages. Paper should include summary, student's reaction and topic's application to business as well as reference to article. Cite source on paper. Points will be taken off for exceeding summary length.

60 points=**Weekly Assignments and Case Studies** On assigned weeks there will be various assignments and case studies. See weekly Course work for details

30 points=**Comprehensive Case study.** Select one of the comprehensive case studies from Appendix A. In addition to the facts in the text, use 3 or more references to support your analysis of the key issues and your recommendations. Be prepared to present the case with others who selected that case and facilitate class discussion by presenting questions and presenting any additional research/references found on the topic. Analysis should be 3-4 pages in length.

25 points=**Interview** of an HR Manager Write up interview in 2-3 page (double spaced type) paper describing topics of study and manager's perspective in dealing with them. Interview should cover manager's role in the business (with examples), challenges this manager faces, major accomplishments and goals HR supports in this business.

40 points=**Final Exam** This exam will be essay and based on major topics covered in the course.

70 points=**Discussion Threads (DT)** Discussion Threads are completed for each session. Since Discussion Threads are used periodically for class discussion, they are due by 8:00 a.m. the morning of class to receive the 10 points credit. See Week by Week syllabus for assigned topics.

Please refer to Maryville's Student Handbook on academic integrity. Any idea which is not your own should be cited and credited to the source on all assignments.

Grammar and spelling are critical components of any written work. Grading will be impacted by your accuracy in this area.

### Academic Accommodations

Maryville University provides accommodations and supports for students with disabilities as defined by the Americans with Disabilities Act. If you have a documented disability and wish to discuss academic accommodations, please contact the course instructor and/or the Director of the Academic Success Center located in the University Library (314-529-6850).

### Communication

Students should check their Maryville email weekly as well as check for announcements and materials posted by instructor on Desire2Learn.

Points will translate to grades as follows:

270—300 points = A

240—269 points = B

210—239 points = C

180—209 points = D

Work is due on the dates assigned. Late work will lose 10 points.

### Course Work

|        | Date                 | Class Topics/Activities  |
|--------|----------------------|--|
|        | Prior to First Class | Read Chapters 1 and 2  |
| Week 1 | 8/24                 | Getting to know each other<br>Review Syllabus and expectations<br>Human Resources Today<br>Managing Equal Opportunity and Diversity<br>Case Study<br><br><i>Assignment</i> |

|        |      |  |
|--------|------|--|
|        |      | <p>Read Chapter 3</p> <p>Interview someone you know and complete Job Analysis Information Sheet on p. 111-112 (make photo copy and bring to class) This will be turned in.</p> <p>Find that same occupation on <a href="http://online.onetcenter.org">http://online.onetcenter.org</a> and print out duties. (KSAs) bring to class [20]</p> <p><b>DT Job Analysis</b></p>  |
| Week 2 | 8/31 | <p>Planning and Recruitment</p> <p>Perform Job Analysis-Create Job Description using format on p. 113 for job on which you performed analysis.</p> <p>Case Study Video</p> <p><b><u>Assignment</u></b></p> <p>Read Chapter 4</p> <p>Write out Video Case Study Reaction [20]</p> <p><b>DT Selection of Employees</b></p>   |
| Week 3 | 9/10 | <p>Testing and Selection of Employees</p> <p>Mock interviews to simulate employment selection</p> <p>Present HR manager interviews</p> <p>Case Study</p> <p><b><u>Assignment</u></b></p> <p>Read Chapter 5 and 6</p> <p>Article and analysis on topic of Employment, Recruiting, or Selection. [25]</p> <p><b>DT Training &amp; Development</b></p>  |
| Week 4 | 9/14 | <p>Training and Development of Employees</p> <p>Present Articles</p> <p>Develop Training Plan for employee</p> <p>Performance Management process and the Performance Appraisal</p> <p>Prepare and plan a performance appraisal</p> <p>Simulate the performance appraisal</p> <p>Case Study—Bandag Automotive</p> <p><b><u>Assignment</u></b></p> <p>Read Chapter 7</p> <p>Article and analysis on Performance Appraisals or T &amp; D [25]</p> <p><b>DT Performance Management</b></p> |
| Week 5 | 9/21 | <p>Compensation of Employees</p>   |

|        |       |  |
|--------|-------|--|
|        |       | <p>Share Articles<br/>Case Study</p> <p>Case Study: Angelo's Pizza</p> <p><b><u>Assignment</u></b><br/>Read Chapter 8<br/>Finalize HR Manager Interview<br/><b>DT Compensation</b></p>   |
| Week 6 | 9/28  | <p>Ethics and Fair Treatment<br/>Employee Discipline<br/>Simulate a disciplinary discussion and document results</p> <p>Case Study: Google</p> <p><b><u>Assignment</u></b><br/>Read Chapter 9<br/>Write out video case study [20]<br/><b>DT Disciplinary Process</b></p>                                   |
| Week 7 | 10/5  | <p>Labor Relations and the Collective Bargaining process<br/>The Labor Movement and the Law<br/>Union Drive and Election</p> <p>Case Study: Muffler Magic</p> <p><b><u>Assignment</u></b><br/>Article on Labor Relations or Health and Safety [25]<br/>Read Chapter 10<br/><b>DT Health and Safety</b></p> |
| Week 8 | 10/12 | <p>Protecting Health and Safety<br/>OSHA<br/>Supervisor's role in safety<br/>Major health problems at work</p> <p>Case Study: B P Texas City</p> <p>Exam</p>   |

**Syllabus is subject to change at instructor's discretion and to enhance the learning process.**

| Name | Case Study               | Date Due     |
|------|--------------------------|--------------|
|      | <b>Bandag Automotive</b> | <b>9/14</b>  |
|      | <b>Angelo's Pizza</b>    | <b>9/21</b>  |
|      | <b>Google</b>            | <b>9/28</b>  |
|      | <b>Muffler Magic</b>     | <b>10/5</b>  |
|      | <b>BP Texas City</b>     | <b>10/12</b> |