

Human Resources Management – BUS 212

Course Syllabus – Fall 2007

W.L. Martin, PhD
Office Location: Lower Madsen
Office Ph.: 847-317-6402
e-mail: wmartin@tiu.edu (e-mail is preferred contact method)

Office Hours: Mon. and Tues. 3:30-5:30 p.m. (some exceptions for meetings)
Wed. and Thurs. 11:00-12:00 p.m.
Drop-in's welcome

Class meeting time: MWF 1:15-2:05 or 2:15-3:05

Text: Noe, Raymond A.; Hollenbeck, John. R; Gerhart, Barry; and Wright, Patrick M. *Fundamentals of Human Resource Management*, Second Edition (2007) McGraw Hill/Irwin Publishing. ISBN: 13-978-0-07-293425-0.

COURSE DESCRIPTION: This course considers personnel processes within a framework of manpower resources development and utilization. The roles, functions, and activities of the Human Resources Department will be outlined and discussed (e.g. recruitment, selection, and training). In addition, the impact of the Human Resources function of both the organization (management) and the individual will be discussed.

COURSE OBJECTIVES: At the end of the course, you should be able to:

- understand the importance of strategic HRM
- appreciate the different facets and functions of HRM
- understand job analyses and their importance to organizations.
- conduct an effective, legal interview
- consider the assessment and training needs of an organization
- understand different performance appraisal methods
- appreciate different forms of employee benefits
- recognize legal issues that affect human resources
- be better prepared for progression in the marketplace.

COURSE REQUIREMENTS:

Course Project: (15% of course grade). You will work with a partner to research a topic related to recent developments in Human Resources Management. For your project, you will be expected to write a paper (at least 15 pages), present your findings to your classmates, and develop an assessment tool to make sure your classmates understand your topic. You and your partner will select your topic during the second week of class. Due dates for the papers will vary depending upon when we discuss the topic in class, so be cognizant of your workload in your other courses when you sign up. Because your paper will be integrated with the rest of the course curriculum, no late projects will be accepted for this assignment. More specifics of the assignment will be discussed in class. Both group members will share the same grade.

Peer Assessments: (10% of course grade) You will be tested on each of course project presentations (above). Assessments will be developed by your peers as part of their course project presentations and will be discussed during their presentations. Of note, if Dr. Martin does not view presenting teams' assessment as displaying sufficient rigor, she will substitute the assessment with one she develops.

Tests: (60% of course grade. Four at 15% each). There will be four scheduled tests covering reading assignments, lectures, and course exercises. Approximately 50% of exam material will be from both lecture and text, 25% will be exclusively from the text, and 25% will be exclusively from lecture.

If you know you will be unable to make a test, you must make arrangements with Dr. Martin **prior** to the start of the test. This does not include simply leaving a voice-mail/e-mail or note saying you will not be there. If agreement is not reached before the exam begins, you will receive a two full grade penalty (-20 points) on the make-up exam. If you miss an exam because of an emergency, you will be required to provide documentation of the emergency in order to take a make-up exam. A grade penalty may be imposed on the make-up exam.

Calculators are the only electronic devices that are allowed in tests. You will not be allowed to share calculators or use PDA's, cell-phones or laptops during examinations.

Homework: (5% of course grade). Many of the concepts covered in this course can best be learned by doing rather than memorizing definitions from a textbook. Homework will be assigned to help you understand yourself and practice key course concepts. Homework will be graded on the following basis: "+ = concept mastered," "✓ = pass", "- = low-pass," and "0 = fail." Total points will be curved at the end of the semester to determine letter grades for homework. Homework will not be accepted more than one class period after which it was originally due. Late homework, including homework turned in after class has begun, will be penalized.

Class Participation and Attendance: (10% of course grade). Much of the learning in this class will come from in-class discussions and exercises. Because of this participation is critical. You are expected to have read all assignments prior to class, and will be expected to contribute to discussions and participate in exercises. On days when class participation is low, pop quizzes will be used for your day's grade.

Please note, attendance does not equal participation. An attentive student who regularly attends class but does not contribute to class discussions will receive a "C" for participation. You are allowed to miss three classes without a grade penalty. Thereafter, your grade will be lowered 5 points for each absence. Absences for school related events will not be penalized if they are verified by the Dean's office and if alternative assignments are submitted for any work missed.

In addition to penalties for poor attendance, participation grades will be lowered for unprofessional or disruptive behavior including: arriving late to class, leaving class early, frequent or prolonged trips out of the classroom, not paying attention, doing other work in class, sleeping in class, and rude or monopolizing behavior. Electronic and other devices used for non-class related activities—such as cell-phone use, text-messaging, game playing or web surfing—will be confiscated and your grade will be severely penalized. Please turn off all electronic devices, including cell-phones and pagers, before class. If you have an electronic device go off and disrupt the class, your participation grade will be lowered.

If you are feeling ill or if you feel you cannot stay awake or be attentive, please do not come to class that day. Your grade will be substantially penalized if you sleep in class or display prolonged periods of inattention.

During every class session, attendance will be taken. Attendance will be taken of physical bodies. If you are not in your seat at the scheduled start time, you will be counted late or absent even if your "stuff" is in the room. If you do arrive late, please remind Dr. Martin at the end of class so that you will not be counted absent. A tally will be kept of each time you are tardy. This will be considered when your final course grade is calculated.

Attendance leniency may be given for personal or family crises. If you encounter a special situation this semester, please discuss it with Professor Martin. Professional documentation of your situation may be required.

Lateness Policy: All assignments are due at the beginning of class on the day assigned. Assignment turned in after the first five minutes of class, but still during the class period, will receive a one-third letter grade penalty. (Ex. A "B" paper will receive a "B-.") Assignments not turned in during class (including a 10 minute post-class grace period), but still turned in by the end of the day assigned, will receive a two-third letter grade deduction. Any assignment not turned in on the day assigned will receive a full letter grade deduction for each class period that it is late. The maximum deduction will be 50 points. (Assignments never turned in will receive a 0, not an F.)

ACADEMIC CONDUCT: Do not share or copy homework answers. You may work with others on homework, but you must submit your own work. If two or more people submit identical work or have cheated in other ways, all will receive 0's on the assignment—no matter who copied from whom. In addition, all individuals involved will be referred to the Dean's office for disciplinary review. The Trinity College policies regarding academic honesty will be followed.

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| GRADING: | Course Project: | 15% |
| | Peer Assessments | 10% |
| | Tests (four at 15% each) | 60% |
| | Homework | 5% |
| | Attendance and Participation | 10% |


Grading will be on the following 100 point scale:

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|-------------------|---------------|----------------|
| A+ = 98 and above | A = 93 to 97, | A- = 90 to 92, |
| B+ = 88 to 89, | B = 83 to 87, | B- = 80 to 82, |
| C+ = 78 to 79, | C = 73 to 77, | C- = 70 to 72, |
| D+ = 68 to 69, | D = 63 to 67, | D- = 60 to 62, |
| F = Below 60 | | |

Note: This syllabus will probably be revised during the semester.

Human Resources Management – BUS 212

Fall 2007 Tentative Readings and Assignments*

| Date | Readings, Class Discussion |
|------------|---|
| Aug. 22 | Introduction |
| 24 | Chapter 1: Managing Human Resources |
| 27 | Chapter 2: Trends in Human Resource Management |
| 29 | Chapter 2 continued |
| 31 | Research Topic Selection and Research Methods |
| Sept. 3 | Labor Day—No Class |
| 5 | Chapter 3: Providing Equal Employment Opportunity and a Safe Workplace |
| 7 | Chapter 3 continued |
| 10 | Chapter 4 Analyzing Work and Designing Jobs |
| 12 | Chapter 4 continued |
| 14 | Chapter 4 continued |
| 17 | TEST – Chapters 1, 2, 3, and 4 |
| 19 | Chapter 5: Planning for and Recruiting Human Resources |
| 21 | Chapter 5 continued |
| 24 | Chapter 6: Selecting Employees and Placing them in Jobs |
| 26 | Chapter 6 continued |
| 28 | Chapter 6 continued |
| Oct. 1 | Chapter 7: Training Employees |
| 3 | Chapter 7 continued |
| 5 | Chapter 7 continued |
| 8 | TEST – Chapters 5, 6, and 7 |
| 10 | Chapter 8: Managing Employees' Performance |
| 12 |  Fall Break—No Class |
| 15 | Chapter 8 continued |
| 17 | Chapter 8 continued |
| 19 | Chapter 9: Developing Employees for Future Success |
| 22 | Chapter 9 continued |
| 24 | Chapter 9 continued |
| 26 | Chapter 10: Separating and Retaining Employees |
| 29 | Chapter 10 continued |
| 31 | TEST – Chapters 8, 9, and 10 |
| Nov. 2 | Chapter 11: Establishing a Pay Structure |
| 5 | Chapter 11 continued |
| 7 | Chapter 11 continued |
| 9 | Chapter 12: Recognizing Employee Contributions with Pay |
| 6 | Chapter 12 continued |
| 12 | Chapter 12 continued |
| 14 | Chapter 13: Providing Employee Benefits |
| 16 | Chapter 13 continued |
| 19 | Chapter 13 continued |
| 21, 23, 26 | Thanksgiving Break—No Class |
| 28 | Chapter 16: Creating and Maintaining High Performance Organizations |
| 30 | Chapter 16 continued |
| Dec. 3 | Chapter 16 continued |
| 5 | Chapter 16 continued |
| 7 | Course wrap up |
| 10 | 1:15 class Final Exam—Chapters 11, 12, 13 and 16 1:00-2:00 p.m. |
| 12 | 2:15 class Final Exam—Chapters 11, 12, 13 and 16 1:00-2:00 p.m. |

* This schedule is subject to change