MGT 315OL – Human Resource Management

Course Information

Course Meeting: Thursday 7-8pm, October 17 – December 5
Prerequisite: Mgt 306: Management Concepts
Credit: 3 hours
Instructor: Helen Bennett
Preferred method of communication: Email: Helen.bennett@brescia.edu
Office hours: 
   Mon 2pm – 5pm
   Tues/Wed 10am – 3pm
   Thurs 10am – 1pm
   Fri 9am – 1pm
By appointment
Office location: A158 – Administration Building

Text:


Although they may be used, no other readings are anticipated at the time of writing the syllabus.

Curriculum requirements:

An introductory course in management of human resources providing the foundation for upper division Management course.

Catalog description:

An introduction to the management of human resources in organizations with emphasis on the role of human resource manager. The course focuses on: job design, employee recruitment and selection, assessment and performance, compensation and benefits, legal constraints, retaining human resources, employee development, and employee-management relations.

Primary course objectives:

By the end of this course, students should be able to:

1. Define the elements of a job analysis and discuss their significance for HRM.
2. Discuss how to plan for human resources needed to carry out the organization’s strategy.
3. Identify the activities involved in performance management and discuss the purposes of performance management systems.
4. Identify the kinds of decisions involved in establishing a pay structure to include benefits and discuss the connections between pay (both base and incentive pay) and employee performance.
5. Summarize legal requirements for HRM policies including compensation, privacy, selection and termination.

6. Describe how organizations contribute to employees’ job satisfaction and retain key employees.

7. Identify the methods organizations use for employee development.

8. Discuss the purposes of performance management systems and explain how to provide performance feedback effectively.

Class Plan:

The students are expected to be prepared prior to class. Below is a checklist students may use as a guide to assist with class readiness.

Checklist for preparation prior to and during on-line class:

- **Read** assigned textbook material
- Actively participate in all Discussion Boards weekly. Students are expected to actively participate in the discussion board each week. Students are required to post an initial response to the discussion board prompt(s) no later than Tuesday at 11:59PM of the current week’s discussion board. Then each student must respond to the initial postings of at least two classmates.
- Complete Weekly Assignments: Each week students are expected to complete all graded assignments listed for the week. Graded assignments can range in terms of scope and design. All graded assignments, however, include clear instructions on how students shall complete the work. Graded assignments are due by Sunday at 11:59 PM of the current week.
- Complete Weekly Quizzes: Students are expected to complete the assigned quiz each week no later than Sunday at 11:59PM of the current week.

Evaluation:

Student grades are expected to be evaluated by the following weights. The instructor reserves the right to alter the weights should circumstances change.

<table>
<thead>
<tr>
<th>Evaluation Component</th>
<th>Total Points</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Weekly Quizzes (7 X 100 each)</td>
<td>700</td>
<td>50%</td>
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<tr>
<td>Weekly Assignments (7 X 100 each)</td>
<td>700</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>25%</td>
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<tr>
<td>Grand Total</td>
<td>1500</td>
<td>100%</td>
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Grading Scale:

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: below 60%
Class Participation and Discussion Boards

25% of your grade is based upon in class participation. Only, if you miss class for any reason that is accepted by the instructor, you will need to make up any in-class work to receive class participation for that missed day.

Weekly Course:

Below is the tentative weekly course outline. This schedule is intended to assist with prep and time management. Changes may be required and adjustments will be communicated by the instructor as necessary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lesson</th>
<th>Topics Covered</th>
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</table>
| 1    | Managing Human Resources and Trends in HRM                              | Review Syllabus and Introductions  
HRM contributions to an organizations performance.  
Types of skills needed for HRM.  
Typical careers in HRM.  
Employee empowerment and its role in a modern organization.  
Technological advancements and impacts to HRM.  
Employee/Employer relationships are changing and need for flexibility. |
|      | Read Chapters 1 and 2. Complete Weekly Assignment and Quiz.              |                                                                                 |
| 2    | Analyzing Work and Designing Jobs providing Equal Opportunity (EOE) and Safe Environments | Elements of a job analysis and recent trends.  
Methods for designing a job to assure efficiency and motivation  
Applying ergonomics to design safe jobs and planning for mental demands.  
Review major federal laws and agencies requiring EOE, occupational safety and health. |
|      | Read Chapters 3 and 4. Complete Weekly Assignment and Quiz.              |                                                                                 |
| 3    | Planning for, Recruiting and Selecting Human Resources                   | Planning for and recruiting human resources.  
Using temporary employees, contractors and outsourcing.  
Recruitment resources.  
Employee selection and job placement. |
|      | Read Chapters 5 and 6. Complete Weekly Assignment and Quiz.              |                                                                                 |
| 4    | Training and Developing Employees & Employee Performance Management     | Employee needs assessment and organizational analysis.  
Training, development and career management.  
Process of performance management. |
|      | Read Chapters 7, 8 and 9. Complete Weekly Assignment and Quiz.           |                                                                                 |
| 5    | Separating and Retaining Employees                                      | Voluntary and Involuntary turnover management.  
Review progressive discipline and legal requirements.  
Job satisfaction, withdrawal, dissatisfaction.  
Employee assistance programs and outplacement counseling |
<p>|      | Read Chapters 10. Complete Weekly Assignment and Quiz.                   |                                                                                 |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
<th>Read Chapters</th>
<th>Complete Weekly Assignment and Quiz</th>
<th>Key Points</th>
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<tbody>
<tr>
<td>6</td>
<td>Compensation</td>
<td>11 and 12.</td>
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<td>Establishing pay structure based upon legal requirements, minimum wage, overtime and competition. Decisions about pay structure. Recognizing employees’ contributions with pay; i.e., incentives for productivity and innovation</td>
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<tr>
<td>8</td>
<td>Wrap up and review for Final</td>
<td></td>
<td></td>
<td>Final Exam</td>
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Course Policies:

All work (unless explicitly stated by the instructor) MUST be completed on one’s own.

You are expected to complete all the class readings (text, posted assignments, discussion boards and other) BEFORE the on-line class meeting and to be active within class.

Professional standards for written assignments are expected: spelling errors, grammatical errors, poor organization and incomplete sentences will detract from your grade.

All Brescia University policies will be observed.

Courtesy and professional conduct will be expected in all class meetings.

Student Accomodations:

*Brescia University is committed to providing equal access to education for all students. Students who have a documented disability are invited to contact Dr. Dolores Kiesler (Office Admin 254 or call 270-686-4259) as soon as possible to determine eligibility and/or submit an accommodation request. If a student has a documented disability, he or she needs to provide the documentation at the initial meeting. If no documentation is available, the student should meet in order to determine the steps needed to accommodate his or her disability.*

Academic Dishonesty

Refer below for the "Academic Integrity" policy, as found in the Brescia Catalog, p. 45.

An instructor, who becomes aware of an act of deliberate academic dishonesty, including plagiarism, should report the student(s) involved to the Academic Dean and describe the disciplinary action proposed. (Note: “Plagiarism” is defined as the deliberate use of another’s ideas, work, or words as one’s own, without properly documenting and crediting the original source.) Purchasing or copying another’s work and using it as your own are examples of academic dishonesty.

If the incident is particularly damaging to the university community, or if the proposed disciplinary action seems out of proportion to the gravity of the incident, the Academic Dean may interview the student(s)
personally. After conferring with the faculty member, the Academic Dean will either support the proposed disciplinary action or recommend an alternative.

Academic dishonesty is so serious that a repeated offense may result in the Academic Dean’s decision to suspend or dismiss the student. Any student who feels that s/he has not had a fair hearing, or that the severity of the penalty is unwarranted, may appeal to the Academic Dean within ten (10) days for a hearing by an *ad hoc* board similar to that used for grade review appeals.