

Course	HRMG 5000, Developing and Managing Human Resources.
Instructor:	<p>Norline Jenkins-DePeiza, PhD. Phone: 540-720-3063, (O) 540-287-6112 Email: jefnor@netzero.com or depeiza@webster.edu</p>
Course Description and Intent	<p>This course is a comprehensive view of personnel policy development with emphasis on the interdependence of personnel and operating functions. Students analyze personnel functions of recruitment, development, training, compensation, integration into the workforce, and maintenance of personnel for the purpose of contributing to organizational, societal and individual goals. The objectives are:</p>
Course Level Learning Outcomes	<ul style="list-style-type: none"> ❑ Explain and describe the benefits of concepts in the human resources management (HRM) field. ❑ Summarize the major functions of HRM, including job analysis, recruitment/ selection/placement, training and development, compensation and benefits, and employee/labor relations. ❑ Using guidelines presented in class/textbook, assess the effectiveness of HRM functions in particular and HRM programs in general. ❑ Using the internet and online databases or scholarly and professional publications, conduct relevant HRM research. ❑ Present research findings to colleagues in written and oral form.
Course Outline, Schedule and Assignments	<p><u>Week 1</u> Introduction to course. Read: Chapters 1, The Challenge of HRM and Chapter 2, EEO and HRM.</p> <p><u>Week 2</u> Team members identified. Read: Chapters 3, Job analysis, Employee Development, and Flexible work Schedules; Chapter 4, Human Resources Planning; and Chapter 5, Selection .</p>

Week 3 Team projects selected.
Read: Chapters 6, Training and Development; Chapter 7, Career Development; and Chapter 8, Appraising and Improving Performance.
Assignment Due: Website Review due

Week 4 Read: Chapters 9, Managing Compensation; Chapter 10, Pay for Performance Incentive Rewards; and Chapter 11, Employee Benefits.

Week 5 Read: Chapters 12, Safety and Health; and Chapter 13, Employee rights and Discipline.
Assignment Due: Written Report and 10 Minute Presentation

Week 6 Read: Chapters 14, The Dynamics of Labor Relations; and Chapter 15, International HRM.

Week 7 Team project reports due.
Read: Chapters 16, Creating High- Performance Work Systems

Week 8 Final examination distributed.

Week 9 Final examinations due.

<p>Course Activities</p>	<p>The course relies heavily upon student participation, in-class problem solving, input in class discussions, case analysis, and hands-on projects. Supplementary material will be provided through lectures and Web Resources. Human resources management theory will be investigated through guided class discussion of the required text. In all aspects of the class, heavy emphasis is on student involvement and initiative in independent study and field research into human resources planning models in organizations. Preparation for class is essential.</p> <p>Students will be required to perform the following courses activities</p> <p>Team Exercise: Complete a team project consisting of developing an operating human resource management system in an organization chosen by the team. A written report, in the form of a consultant’s study, and an oral presentation by the team are required. Additional instructions will be distributed.</p> <p>Written Report: Prepare a written report on one current (1999 or later) book or 3 peer reviewed journal articles on human resource management. The report should include a bibliographical citation in an accepted academic format, a brief description of the content, and a discussion of the significance of the book or article. Each student will make a brief oral presentation of the report. Report length no more than 10 type written pages. Additional instructions will be distributed.</p> <p>Website Review: Review and report on the format, content and utility of five (5) web sites applicable to the topic of human resource management. Additional instructions will be distributed.</p>				
<p>Textbook</p>	<p>Sherman, A., Bohlander, G., Snell, S., <u>Managing Human Resources, 13th Ed.</u>, 2004, South - Western Publishing. (ISBN 0-324-20119-2)</p>				
<p>Suggested Waiver Policy</p>	<p>Students who have completed a graduate-level staffing or selection course in another educational institution may waive this course if the topics were similar to this course. Courses in industrial-organizational psychology may be similar enough to waive this course, but it depends on the topics in the course. Courses focusing exclusively on human resources planning or recruiting are not comparable and waivers should not be granted based on those courses.</p>				
<p>Other</p>	<p>The Instructor reserves the right to modify class assignments and other in and out of class assignments, as necessary, to cover the required materials. Class attendance does not equate to class participation.</p>				
<p>Grading</p>	<p>GRADING:</p> <table data-bbox="440 1881 1321 1955"> <tr> <td>Final Examination</td> <td>25%</td> </tr> <tr> <td>Report on book or article</td> <td>25%</td> </tr> </table>	Final Examination	25%	Report on book or article	25%
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	Team Project	25%
	Web site and assessment tool review.	15%
	Professor's evaluation of student's quality of class participation	10%
	Total.	100%

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