

Course	HRMG 5800 - Staffing Term: Fall 1, 2009	
Instructor	Name: John Bonosoro Phone: 760-519-3000 (Cell) Email: jbonosoro@msn.com	
Catalog Description	This course introduces students to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting, and selection. Topics covered include: Job analysis, recruitment, selection, and performance assessment.	
Prerequisites	Managing Human Resources (HRMG 5000)	
Learning Outcomes	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in staffing. 2. Apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used in staffing when analyzing moderately complex factual situations involving staffing issues. 3. Develop appropriate solutions to multifaceted staffing problems involving moderately complex factual situations using appropriate facts, concepts, principles, analytic techniques, and theories from staffing. 4. Evaluate the quality of their proposed solutions to staffing problems against appropriate criteria, including fit with organizational strategies and human resources management strategies, as well as organizational constraints. 5. Develop basic labor forecasts using appropriate qualitative and quantitative techniques. 6. Create moderately complex recruiting plans using recruiting concepts and analytic techniques. 7. Develop and evaluate moderately complex test batteries that reflect and integrate appropriate employment law, reliability, and validity concepts. 	
Textbooks	Text: Staffing Organizations (6 th ed) Authors: Herbert Heneman, Timothy Judge Publishers: McGraw Hill ISBN: 978-0-07-353027-7	
Grading	a) Weekly Assignments 7 @ 8%	56%
	b) Presentation/Term Project	24%
	d) Final Examination	20%
Activities	REQUIRED WRITING COMPONENT: Written assignments should be APA style, include references (a minimum 5 non-internet references e.g.	

	<p>academic journals, books, professional publications) in addition to any internet resources used), and a bibliography. The assignments will be graded based on your ability to conduct research, cite sources to support arguments and write in a coherent, organized fashion expected at the graduate level.</p> <p>Written assignments for each week are due at the beginning of class. Assignments submitted late will incur a late penalty of 10% per day late. Students missing class are expected to email assignments prior to the beginning of the class missed.</p> <p>PASSPORTS: Students are required to use Webster University’s online library, PASSPORTS (http://library.webster.edu). PASSPORTS offers access to many scholarly and professional publications free of charge.</p> <p>REQUIRED USE OF TURN-IT-IN: You are required to use the Turn-it-in Plagiarism Database www.turnitin.com for your term project. The class number will be provided during the first class meeting and the password is “albert”.</p> <p>Completion of assigned reading is expected and critical to the effective conduct of the class and the success of your learning experience.</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you need accommodations for a disability, please let the instructor</p>

	<p>know at the beginning of the course so that they can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course</p> <p>Attendance: "The University reserves the right to cancel a student's course enrollment if the student does not attend class the first or second week of the term/semester. Students are expected to attend all class sessions. In the case of unavoidable absence (e.g., medical reason, work related travel), the student must contact the instructor directly and immediately. The instructor may give warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate academic penalty for incomplete or other make-up work, or for excessive or unexcused absences. A student who misses two class meetings per course without a documented reason or (advance) permission from the instructor should withdraw from the course."</p>
Weekly Schedule	Will be provided at the first class meeting.