

Course	HRMG 5000 –Developing and Managing Human Resources Fall 2, 2009	
Instructor	Name: Dr. Bob Trodella Phone: 949-661-9032 Email: drbobtr@cox.net	
Intent of the Course	To provide students with the background to be successful HRM professionals, to manage human resources effectively, to be knowledgeable consumers of HRM activities and to become aware of important issues in current HRM practice.	
Course Level Learning Outcomes	<ol style="list-style-type: none"> 1. Students will know and explain the important terminology, facts, concepts, principles, analytic techniques, and theories used in the field of human resources management. 2. Students will be able to effectively apply important terminology, facts, concepts, principles, analytic techniques, and theories in the field of human resources management when analyzing complex factual situations. 3. Students will be able to effectively integrate / synthesize important facts, concepts, principles, and theories in the field of HRM when developing solutions to multifaceted problems in complex situations. 4. Students will be able to develop appropriate strategies for implementing solutions to human resources management problems that reflect their knowledge and explaining of the interrelationships among training, staffing, compensation, and employment law. 5. Students will be able to evaluate the quality of their proposed solutions to human resources management problems against appropriate criteria, including organizational constraints. 6. Students will be able to use basic statistical techniques to analyze human resources management issues. 7. Students will be able to explain basic financial and accounting information used by human resources managers. 	
Textbooks	Text: Human Resource Management (11 th ed) Author: Dessler Publisher: Pearson/Prentice Hall ISBN: 978-0-13-174617-6 APA format text- in lieu of purchasing the text students may consult www.apa.org	
Grading	Mid Term Project	40%

	<p>Term Project 45%</p> <p>Attendance/<u>Active</u> participation/Article presentation 15%</p> <p>Grading Scale: A = 93-100, A- = 90-92, B+ =87-89, B = 84-86 B- = 80-83, C = 70-79, F = 69 and below.</p>
Activities	<ol style="list-style-type: none"> 1. Each student will be required to give at least one oral presentation on a journal article reference a current human resource issue. Specific requirements will depend on class size and will be discussed the first night of class. 2. The term project will consist of a written paper discussing an interview with an HR manager. Typical questions, format, length, etc. will be discussed the first night of class. Part of the paper will include the student's comments comparing interviewee responses verses course discussions and material in the text book. 3. The mid term will be a research paper on a subject list supplied by the instructor. <u>All</u> papers submitted will be in APA format.
Policy Statements: University Policies	<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 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</p>

	<p>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</p> <p>"The University reserves the right to drop students who do not attend class the first week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor directly. The instructor may give ample 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 unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class."</p>
Course Policies	Please notify the instructor of any foreseeable absences caused by work commitments.
Weekly Schedule	<p>Session 1: Course introduction, requirements, and discussion of chapter 1</p> <p>Session 2: Discuss chapters 2 & 3, student article presentation, group exercise.</p> <p>Session 3: Discuss chapters 4 & 5, article presentation, group exercise.</p> <p>Session 4: Discuss chapters 6 & 7, article presentation, group exercise.</p> <p>Session 5: Discuss chapter 8 & 9, <u>Midterm Project</u> due.</p> <p>Session 6: Discuss chapters 10, & 11, article presentation, group exercise.</p> <p>Session 7: Discuss chapters 12 & 13, article presentation, group exercise.</p> <p>Session 8: Discuss chapters 14 & 15, article presentation, group exercise.</p> <p>Session 9: Discuss chapter 16 & 17 <u>Final Project</u> due.</p>
Course Content	<p>Introduction to HRM</p> <ul style="list-style-type: none"> • A Brief History of HRM • Strategic Importance of HRM • HRM and Organizational Effectiveness • Objectives of HRM Function • Who Performs HRM Activities • HR Department Operations

Strategic Management Approach to HRM

- A Diagnostic Approach to HRM
- External Environmental Influences
- Strategic Challenges Facing HRM
- People and HRM Diagnostic Framework
- Desirable End Results

Equal Employment Opportunity (EEO): Legal Aspects of HRM

- How Did EEO Emerge?
- EEO Laws
- Enforcement
- Affirmative Action in Organizations

Global HRM

- A Diagnostic Model and Global HRM
- The Expatriate Manager in the Multinational Corporation
- Host Country Nationals and the Global Corporation
- The Legal and Ethical Climate of Global HRM
- Labor Relations and the International Corporation

Human Resource Planning and Alignment

- A Diagnostic Approach to Human Resource Planning
- Strategy and Human Resource Planning
- The HR Planning Process
- Human Resource Information Systems

Job Analysis and Design

- The Steps in Job Analysis
- The Uses of Job Analysis
- Methods of Data Collection
- Specific Quantitative Techniques

- Job Descriptions and Specifications
- Job Design

Recruitment

- A Diagnostic Approach to Recruitment
- External Influences
- Interactions of the Recruit and the Organization
- Method of Recruiting
- Realistic Job Previews
- Alternatives to Recruitment
- Cost-Benefit Analysis of Recruitment

Selection

- A Diagnostic Approach to the Selection Process
- Selection Criteria
- The Selection Process
- Cost-Benefit Analysis for the Selection Decision

Appraising and Managing Performance

- A Diagnostic Approach to Performance Evaluation
- A Case for Using Formal Evaluation
- Format of Evaluation
- Selected Evaluation Techniques
- Potential Problems in Performance Evaluations
- The Feedback Interview

Compensation: An Overview

- A Diagnostic Approach to Compensation
- Objective of Compensation
- External Influences on Compensation

- Internal Influences on Compensation
- Compensation and Motivation
- Compensation Decisions

Compensation: Issues and Policies

- Determination of Individual Pay
- Methods of Payment
- Issues in Compensation Administration

Administering Benefits and Services

- A Diagnostic Approach to Benefits and Services
- Mandated Benefits Programs
- Voluntary Benefits
- Income in Retirement
- Employee Services
- Flexible Benefit Plans and Reimbursement Accounts
- Managing an Effective Benefits Program
- Cost-Benefit Analysis of Benefits

Developing Human Resources

- Orientation
- Training
- Managing the Training Program
- Training and Development: Instruction Methods
- Management Development: An Overview
- Development: Individual Techniques
- Development: Group Techniques-Team Building
- Development: Organization wide Techniques
- Evaluation of Training and Development

Career Planning and Development

- A Diagnostic Approach to Career Planning and Development
- Career Development: A Commitment
- Career Development for Recent Hires
- Career Development During Midcareer
- Career Development for Preretirement
- Career Planning and Pathing
- Career Development Programs: Problems and Issues

Labor Relations and Collective Bargaining

- A Diagnostic Approach to Labor Relations
- Early Collective Action and Union Formation
- Labor Legislation Overview
- Structure and Management of Unions
- The Union Organizing Campaign
- Union Security
- Public Employee Associations
- Collective Bargaining
- Failure to Reach Agreement
- Administering the Contract
- The Changing Climate of Unionization in the U.S.

Employee Rights and Justice

- A Diagnostic Approach to Discipline
- Categories of Difficult Employees
- The Discipline Process
- Approaches to Discipline
- The Disciplinary Interview: A Constructive Approach
- Legal Challenges to Discipline and Termination

Promoting Safety and Health

- Causes of Work-Related Accidents and Illness

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| | <ul style="list-style-type: none">• A Diagnostic Approach to Safety and Health• Government Responses to Safety and Health Issues• Preventative Health Programs: A Wellness Approach• Safety and Health Issues• Evaluations of Safety and Health Programs |
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