

Course	HRMG 5000 / JC / Managing Human Resources
Term	Spring 2, 2010 – Saturday #1 – 8:00 am – 5:00 pm 3/13, 3/27, 4/10, 4/24, 5/8 (8am-Noon)
Instructor	Name: George Foster Cell Phone: (904) 992-9125 Work Phone: (904) 247-5890 Email: foster02george08@bellsouth.net or gfooster@coab.us
Catalog Description	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.
Prerequisites	None
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 (or synthesize) important facts, concepts, principles, and theories in the field of human resources management when developing solutions to multifaceted human resource management problems in complex factual 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.																						
Materials	<p>Mathis, R.L. and Jackson, J.H. (2008). Human Resource Management. (12th Edition). South-Western College Publishing. ISBN# 0324542755.</p> <p style="text-align: center;">To Order Textbooks go to the local North FL website www.webster.edu/jack and click on Order Textbooks to select a vendor</p> <p style="text-align: center;">Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery</p> <p>Supplemental Reading:</p> <ul style="list-style-type: none"> • Passports Articles • <u>Research Paper Guidelines and Sample Paper</u> – See website @ www.webster.edu/jack and click on the Student Resources category. 																						
Grading	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assignments</th> <th style="text-align: right;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td>• Individual Project Paper & Presentation (Including Passports Internet Research)</td> <td style="text-align: right;">20 Points</td> </tr> <tr> <td>• Chapter Exams (2 @ 20 points each)</td> <td style="text-align: right;">40 Points</td> </tr> <tr> <td>• Homework Assignments:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">➤ Session 4 - Job Description, Classification and Pay</td> <td style="text-align: right;">5 Points</td> </tr> <tr> <td style="padding-left: 20px;">➤ Session 5 - Behavioral questions</td> <td style="text-align: right;">3 Points</td> </tr> <tr> <td style="padding-left: 20px;">➤ Session 7 – Harassment test and discussion</td> <td style="text-align: right;">3 Points</td> </tr> <tr> <td>• 3 - Internet Articles and Presentation (3 pts each)</td> <td style="text-align: right;">9 Points</td> </tr> <tr> <td>• SHRM Student Meeting Attendance and Paper 2 @ 5 points each</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>• Class Participation and Attendance</td> <td style="text-align: right;"><u>10 Points</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">100 Points</td> </tr> </tbody> </table> <p>Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.</p>	Assignments	Maximum Points	• Individual Project Paper & Presentation (Including Passports Internet Research)	20 Points	• Chapter Exams (2 @ 20 points each)	40 Points	• Homework Assignments:		➤ Session 4 - Job Description, Classification and Pay	5 Points	➤ Session 5 - Behavioral questions	3 Points	➤ Session 7 – Harassment test and discussion	3 Points	• 3 - Internet Articles and Presentation (3 pts each)	9 Points	• SHRM Student Meeting Attendance and Paper 2 @ 5 points each	10 Points	• Class Participation and Attendance	<u>10 Points</u>	TOTAL	100 Points
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<p>Activities</p>	<ul style="list-style-type: none"> • Lectures used to convey an understanding of mandatory topics. • Simulations and role-plays used to promote application and analysis of theory and methods. • Self-assessment tools and activities used to demonstrate acquisition of HRM competencies. • Facilitated discussions of readings and journal articles. • Cases used to promote application, analysis, and solution of organizational problems. • Use of examinations <p>Individual Project Paper (Including Passports Internet Research):</p> <ul style="list-style-type: none"> • During Session 1, the instructor will provide details regarding format and sources for the research paper. • The paper must meet specifications for length (8-10 pages of text), grammar, organization, and references. • An abstract is required to accompany the paper. • A MINIMUM of five (5) articles/resources must be from Passports and used to satisfy the requirements of the research project. There is no limitation on the number or type of other resources that may be utilized. All references and citations must be in proper APA format. • The paper will include a review of the articles/resources, a discussion of what insights the student obtained from the articles, and a discussion of the student's recommendations to managers based on these articles. <ul style="list-style-type: none"> ➤ Effectiveness is judged by the ability of the student to identify and address the issue. Unique and interesting insights offered by the student will be rewarded with additional points. In addition, the effectiveness of the final work-product will be considered in terms of keeping the interest of the reader. ➤ Oral presentation will include Power Point presentation lasting no more than 10 minutes. <p>Chapter Exams:</p> <ul style="list-style-type: none"> • Each exam is worth 20 points, for a total of 40 points. 																

- Exams will cover material from the textbook and class discussions.

Homework Assignments:

- Students will be evaluated based on their written responses to the homework assignments, as listed in the syllabus. The homework assignments are worth 11 points in total. Further information will be handed out the first class meeting.

Internet Articles and Presentation:

- Each student will be required to select **3 topics** of interest for the course.
- The first topic is due Session 2 of class.
- Each article summary/presentation is worth 3 points for a total of 9 points.
- For each topic selected, the student will:
 - Obtain one (1) article from Passports (must be at least 2 pages in length)
 - Prepare a one-page, double-spaced, typewritten summary of the article, highlighting the key points of the article and relating the article to the textbook.
 - Develop three (3) questions to stimulate discussion of the key points.
 - Submit copies of summary, article, and questions to the instructor.
 - Present article summary to class and lead class in discussion.

SHRM Student Meeting Attendance and Paper:

- Students will be required to attend 2 scheduled meetings of the student chapter of SHRM (Society of Human Resource Management).
- See Calendar for Meeting Dates.
- 10 points of your grade is determined on your attendance these two meetings
- A one-page paper for each meeting, outlining key concepts of the speaker's presentation and individual thoughts regarding application of the topic in the workplace, will be required at the next class session

Class Participation and Attendance:

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. 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 of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED:**

	<p><u>Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.</u></p> <ul style="list-style-type: none"> • Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor’s Letter, etc.) as to absence relating to non-completion of class work. These must be faxed to 904-262-1459 or dropped off to Webster University by the Monday after the term ends. • Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise. • Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes. • Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class. • A maximum of 10 points will be awarded based on the level and quality of participation and preparation. • Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points. • All assignments are due as detailed in the Course Schedule. • Late assignments will be accepted, if they are turned in <i>no later</i> than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point. • Late assignments will not be accepted for the final assignments the last session of the course to allow timely completion and grades to be submitted.
<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</p> <p>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</p> <p>Please be aware that, should you choose to drop or withdraw from</p>

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.

Special Services

If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.

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.

Student Assignments Retained

From time to time, student assignments or projects will be retained by the Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.

<p>Course Policies</p>	<ul style="list-style-type: none"> • This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class. • In line with the university’s policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action. In this course we will use turnitin.com, an electronic database, which assists students and faculty with academic work. <p>PARTICIPATION POLICY</p> <p>Your participation grade will be based on the following criteria:</p> <ul style="list-style-type: none"> • Quantity of high-quality participation • Quality of participation (your comments and insights in class reflect in-depth knowledge of HRM theories and frameworks and the ability to apply them to real and simulated situations) • Balanced involvement in classroom discussion, showing a readiness to share airtime with your classmates. <p>Make-Up Requirements</p> <ul style="list-style-type: none"> • For each class hour missed, a one (1) page, double-spaced, typed paper, with one (1) reference will be submitted by the end of the term. The instructor will assign the topic. A four (4) hour class will require four (4) pages supported with (4) references from popular or academic press. • This paper will be graded and incorporated in the class participation grade. If the make-up work is not submitted, the student's final grade will be reduced one (1) letter grade. • Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.
<p>Weekly Schedule</p>	<p>Pre-Assignments for Sessions 1 & 2:</p> <ul style="list-style-type: none"> • Read Chapters 1-5 of the text. • Find 1 Passports article on one topic from Chapters 1-5 and write a 1-page summary of the article and 3 questions to lead a class discussion on the article. Bring article, summary and questions to class. (See details under Scoring Criteria: Internet Article and report)

Additional Information	Session 1	A.M. Session (8-NOON) THEME: Nature of Human Resource Management Topics: <ul style="list-style-type: none"> • Introduction to course, getting acquainted, going over course outline, clarifying student responsibilities and expectations, lecture/discussion procedures, case studies, individual papers, examinations and grading procedures • Chapter 1: Changing Nature of Human Resource Management • Chapter 2: Strategic HR Management and Planning • Select groups for ongoing class project, identify type of company and specific position for analysis (explained in class)
	Session 2	P.M. Session (1-5PM) THEME: Retention, Legal Framework & Diversity Topics: <ul style="list-style-type: none"> • Chapter 3: Organizational/Individual Relations and Retention • Chapter 4: Legal Framework of Equal Employment • Chapter 5: Managing Equal Employment and Diversity • Article summary as assigned Assignments for Sessions 3 & 4: <ul style="list-style-type: none"> • Read Chapters 6-10 • Prepare for exam on Chapters 1-8 • Write 1-2 page job description for position • Hand In behavioral based questions • Take home harassment test
	See Calendar	Attend meetings of the student chapter of SHRM (Society of Human Resource Management).
	Session 3	A.M. Session (8-NOON) THEME: Job Analysis, Recruiting and Selection Topics: <ul style="list-style-type: none"> • Hand in take home harassment test and be prepared to discuss. • Chapter 6: Jobs and Job Analysis • Chapter 7: Recruiting in Labor Markets • Chapter 8: Selecting Human Resources • Hand in statements regarding project topics • Article summary as assigned

	Session 4	<p>P.M. Session (1-5PM) THEME: Training and Development Topics:</p> <ul style="list-style-type: none"> • Mid-term exam on Chapters 1-8 • Chapter 9: Training Human Resources • Chapter 10: Careers and HR Development • <i>Review job descriptions (group exercise)</i> • Identify recruitment strategy for position (group exercise) <p>Assignments for Sessions 5 & 6:</p> <ul style="list-style-type: none"> • Read Chapters 11-14 • Classify position using point factor system and hand in score sheet • Prepare reference lists (in APA format) for project • Prepare summary and 3 questions for Passports article on 1 topic from Chapters 7-12
	See Calendar	Attend meetings of the student chapter of SHRM (Society of Human Resource Management)
	Session 5	<p>A.M. Session (8-NOON) THEME: Performance Management and Compensation Topics:</p> <ul style="list-style-type: none"> • Chapter 11: Performance Management and Appraisal • Review/Approval of references for research paper • Chapter 12: Compensation Strategies and Practices • Article summary as assigned • Select type of performance appraisal (group exercise)
	Session 6	<p>P.M. Session (1-5PM) THEME: Variable Pay and Benefits Topics:</p> <ul style="list-style-type: none"> • Chapter 13: Variable Pay and Executive Compensation • Chapter 14: Managing Employee Benefits • Article Summary as Assigned <p>Assignments for Sessions 7 & 8:</p> <ul style="list-style-type: none"> • Read Chapters 15-17 • Prepare summary and 3 questions for Passports article on 1 topic from Chapters 13-17

		<ul style="list-style-type: none"> • Complete Research Paper
	Session 7	A.M. Session (8-NOON) THEME: Health/Safety and Employee Rights Topics: <ul style="list-style-type: none"> • Chapter 15: Health, Safety and Security • Chapter 16: Employee Rights and Discipline • Article summary as assigned
	Session 8	P.M. Session (1-5PM) THEME: Union/Management Relations Topics: <ul style="list-style-type: none"> • Turn in research paper • Chapter 17: Union/Management Relations • Article summary as assigned Assignments for Session 9: <ul style="list-style-type: none"> • Prepare for Final exam on Chapters 9-17 • Prepare oral report on research paper
	Session 9	P.M. Session (1-5PM) THEME: Final Exam and Presentation Topics: <ul style="list-style-type: none"> • Final Exam on Chapters 9-17 • Power Point presentations on research Papers

Reviewed by: *J. Ewing*

Job Title: Faculty Coordinator

Date: 12/10/07

Revised 12/8/07