

<b>Course</b>	HRMG 5000 Managing Human Resources
<b>Term</b>	Spring 1, 200
<b>Instructor</b>	Name: DeMorris Smith Phone: 816-358-9736 Email: <a href="mailto:smdemo@webster.edu">smdemo@webster.edu</a>
<b>Catalog Description</b>	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, social and individual goals.
<b>Prerequisites</b>	None
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will know and explain the important terminology, facts, concepts, principles, analytical techniques, and theories used in the field of human resources management.</li> <li>2. Students will be able to effectively apply important terminology, facts, concepts, principles, analytical techniques, and theories in the field of human resources management when analyzing complex factual situations.</li> <li>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.</li> <li>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.</li> <li>5. Students will be able to evaluate the quality of their proposed solutions to human resources management problems against appropriate criteria including organizational constraints.</li> <li>6. Students will be able to use basic statistical techniques to analyze human resources management issues.</li> <li>7. Students will be able to explain basic financial and accounting information used by human resources managers.</li> </ol>

<b>Materials</b>	<p>Human Resource Management by Dressler; 10<sup>th</sup> edition; Prentice Hall ISBN 0-13-144097-7</p> <p>Text is available through MBS Direct Books at 1-800-325-3252 or <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>. Checks and credit cards accepted.</p>
<b>Grading</b>	<ul style="list-style-type: none"> <li>• Exams (midterm and final) = 200 pts 20%</li> <li>• Term paper /presentation = 200 pts 20%</li> <li>• Chapter presentations = 100 pts 10%</li> <li>• Weekly homework = 500 pts (application of lessons learned) 50%</li> <li>• Perfect attendance = 100 bonus points (people respond to incentives)</li> </ul> <p>Total = 1000  A = 1000 – 900, B = 899-800, C = 799-700, F = 699 &amp; below</p> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>
<b>Activities</b>	<p>Weekly assignments and term paper will revolve around the student applying lessons learned to work and life situations. Your job will become your classroom for analysis and observation.</p>
<b>Policy Statements: University Policies</b>	<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><b>Academic Honesty</b></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><b>Drops and Withdrawals</b></p>

	<p>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><b>Special Services</b> 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.</p> <p><b>Disturbances</b> 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><b>Student Assignments Retained</b> 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.</p> <p><b>Contact Hours for this Course</b> 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>
<b>Course Policies</b>	None
<b>Weekly Schedule</b> <b>Week 1 and 2</b>	Chapters 1-3 ---- role of HR, EEOC laws and affirmative action, 80% rule Defense against discrimination lawsuits, managing diversity and the myth of diversity.
<b>Week 3</b>	Chapters 4 and 5 – job analysis the difference between job analysis, job description, job specification. How these ideas relate to recruitment and employee evaluation and selection. .

<b>Week 4</b>	Chapters 6 and 7 – design and implementation of testing techniques and selection programs, effective interviewing. Understanding what can and cannot be asked during an interview. Finding the proper “fit”
<b>Week 5</b>	Chapter 8 and 9 - midterm exam. Understanding the differences between orientation and training, and their importance to new employees. Compare and discuss traditional and new methods of training. The most effective training technique. Evaluating training effectiveness. Appraisal systems and dealing with performance problems.
<b>Week 6</b>	Chapters 11 and 12 – compensation systems, incentive based pay systems, recognition programs. It does not matter what you think you are worth. Economics lesson. Supply and demand.
<b>Week 7</b>	Chapters 13 and 14 – benefit packages, EAPS, cafeteria style benefits. Ethics and organizational justice, discipline and dismissal. Not everyone will “fit” your organization and should be dismissed.
<b>Week 8</b>	Chapter 17 – managing global human resources. Review and wrap up.
<b>Week 9</b>	Term papers and presentations. Final exam due.
<b>Additional Information</b>	Read chapters 1 and 2 prior to first class session