

<b>Course</b>	HRMG 5800 Staffing
<b>Term</b>	Fall 1 2009
<b>Instructor</b>	Rudy Papenfuhs, Ph.D.  <a href="mailto:rpapenfuhs08@webster.edu">rpapenfuhs08@webster.edu</a> or <a href="mailto:RPapenfuhs@hotmail.com">RPapenfuhs@hotmail.com</a>  (O): 816.234.9259, (H): 816.268.0919, (C): 636.346.2777
<b>Catalog Description</b>	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.
<b>Prerequisites</b>	Managing Human Resources (HRMG 5000)
<b>Course Level Learning Outcomes</b>	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in staffing.</li> <li>2. Apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used in staffing when analyzing moderately complex factual situations involving staffing issues.</li> <li>3. Develop appropriate solutions to multifaceted staffing problems involving moderately complex factual situations using appropriate facts, concepts, principles, analytic techniques, and theories from staffing.</li> <li>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.</li> <li>5. Develop basic labor forecasts using appropriate qualitative and quantitative techniques.</li> <li>6. Create moderately complex recruiting plans using recruiting concepts and analytic techniques.</li> <li>7. Develop and evaluate moderately complex test batteries that reflect and integrate appropriate employment law, reliability, and validity concepts.</li> </ol>
<b>Materials</b>	Required Text: <u>Staffing Organizations</u> , by Heneman, Judge & Heneman, 4 <sup>th</sup> , 5 <sup>th</sup> or 6 <sup>th</sup> edition, Irwin McGraw-Hill, ISBN 00724852591.

	<p>The book may be obtained through MBS Direct at 1-800-325-3252 or <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>.</p>
<p><b>Grading</b></p>	<p>Your course grade will be based on your scores on your examinations, papers, assignments, and your contributions to class discussions. These different components will be weighted as follows:</p> <p>Mid-term Examination: 25%  Final Examination: 25%  Presentation: 25%  Term Paper: 25%</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>
<p><b>Activities</b></p>	<p>Classes will include lectures, group exercises, and discussions of videos and short cases. Some individual exercises may be completed during class, but most will be completed outside class. All group exercises will be completed during class, and obviously cannot be made up individually later—you will simply not get credit for those missed group exercises. For all classes other than the first class, you are expected to have read the assigned chapters before class each week. This will enable you to participate in any exercises and to ask questions about material you didn't understand.</p> <p>There will be one midterm examination and a final examination. The examinations will consist primarily of multiple choice questions, short answers, and short essay questions or exercises. The examinations will cover all of the assigned readings, even if the material was not discussed in class. In addition, you may be tested on information introduced in lectures, videos, or cases, but which is not covered in the textbook.</p>

**Policy Statements:  
University Policies**

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:

**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.

**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.

**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

	<p>information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b></p> <p>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>																					
<p><b>Course Policies</b></p>	<p>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 add, delete, or modify any weeks of this schedule. Any changes will be announced during class.</p>																					
<p><b>Weekly Schedule</b></p>	<p>HENEMAN AND JUDGE BOOK</p> <table border="1" data-bbox="443 825 1304 1925"> <thead> <tr> <th data-bbox="443 825 553 898">Week</th> <th data-bbox="553 825 1081 898">Topics</th> <th data-bbox="1081 825 1304 898">Chapters in Text</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 898 553 1157">1</td> <td data-bbox="553 898 1081 1157">Introduction and review of syllabus, course expectations, and grading requirements. Read Chapt. 1 &amp; 2 in text. Lecture and Group Discussion. Application exercises involving the use of various staffing practices.</td> <td data-bbox="1081 898 1304 1157">1-2</td> </tr> <tr> <td data-bbox="443 1157 553 1373">2</td> <td data-bbox="553 1157 1081 1373">Read Chapt. 3 &amp; 4 in text. Lecture and group discussion. Application exercises for equal opportunity and strategy planning. Term paper topic finalized.</td> <td data-bbox="1081 1157 1304 1373">3-4</td> </tr> <tr> <td data-bbox="443 1373 553 1560">3</td> <td data-bbox="553 1373 1081 1560">Read Chapt. 5 &amp; 6 in text. Lecture and group discussion. Application exercises for job analysis and performance assessment. Presentations scheduled.</td> <td data-bbox="1081 1373 1304 1560">5-6</td> </tr> <tr> <td data-bbox="443 1560 553 1671">4</td> <td data-bbox="553 1560 1081 1671">Read Chapt. 7 in text. Lecture and group discussion.</td> <td data-bbox="1081 1560 1304 1671">7</td> </tr> <tr> <td data-bbox="443 1671 553 1709">5</td> <td data-bbox="553 1671 1081 1709"><b>MIDTERM CHAPTS. 1-7</b></td> <td data-bbox="1081 1671 1304 1709"></td> </tr> <tr> <td data-bbox="443 1709 553 1925">6</td> <td data-bbox="553 1709 1081 1925">Read Chapt. 8 &amp; 9 in text. Review mid-term examination results. Lecture and group discussion. Begin student presentations. Application exercises for internal and external recruitment.</td> <td data-bbox="1081 1709 1304 1925">8-9</td> </tr> </tbody> </table>	Week	Topics	Chapters in Text	1	Introduction and review of syllabus, course expectations, and grading requirements. Read Chapt. 1 & 2 in text. Lecture and Group Discussion. Application exercises involving the use of various staffing practices.	1-2	2	Read Chapt. 3 & 4 in text. Lecture and group discussion. Application exercises for equal opportunity and strategy planning. Term paper topic finalized.	3-4	3	Read Chapt. 5 & 6 in text. Lecture and group discussion. Application exercises for job analysis and performance assessment. Presentations scheduled.	5-6	4	Read Chapt. 7 in text. Lecture and group discussion.	7	5	<b>MIDTERM CHAPTS. 1-7</b>		6	Read Chapt. 8 & 9 in text. Review mid-term examination results. Lecture and group discussion. Begin student presentations. Application exercises for internal and external recruitment.	8-9
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	<b>7</b>	Read Chapt. 10 & 11 in text. Student presentations. Lecture and group discussion. Application exercises for employee selection.	10-11
	<b>8</b>	Read Chapt. 12, 13 & 14 in text. Student presentations. Lecture and group discussion. Application exercises for hiring practices and evaluating staffing processes. Student research papers due.	12-14
	<b>9</b>	<b>FINAL EXAM</b> Course wrap-up, evaluation	8-14
<b>Additional Information</b>	<p><b>Supplemental Readings</b> Additional articles and research papers will be available for discussion throughout the semester. Students are encouraged to bring in articles from numerous sources to share with the class.</p> <p><b>Visual Aids</b> Students needing additional visual aids for their presentations should make arrangements well in advance of the presentation.</p>		

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