

Course	MNGT 3400 Human Resource Management
Term	Spring 2, 2010
Instructor	Craig Peterson 913-231-3764 cpeterson@cbiz.com
Catalog Description	Studies the relationship between management and employees; principles of dealing with the human factor to maximize the individual's fulfillment and the productive efficiency of the firm through sound procurement, development, and utilization of the firm's employees; and labor-management relations.
Prerequisites	MNGT 2100
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 human resources management, with a focus on compensation, labor-management relations, and employment law. 2. Students will be able to identify and apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used in human resources management when analyzing moderately complex situations. 3. Students will be able to develop appropriate solutions to moderately complex human resources management problems that integrate important concepts, principles, and theories used in human resources management. 4. Students will be able to evaluate the quality of their proposed solutions to human resources management problems against basic criteria, including organizational constraints. 5. Students will know the history of unionization, the laws regulating labor-management relations, and current issues regarding unions in the United States.
Materials	<p>Noe, R.A., Hollenbeck, J.R., Gerhart, B., and Wright, P.M. <i>Fundamentals of Human Resource Management (third edition)</i>. Boston: McGraw-Hill Irwin.</p> <p>The book may be obtained through MBS Direct Books at 1-800-325-3252 or www.mbsdirect.net.</p>

<p>Grading</p>	<p>Exams (Midterm 100/Final 100) 200 Points</p> <p>Current Events (10 points each) 70 Points</p> <p>Class Activities/Participation <u>130 Points</u></p> <p>Total Possible Points 400</p> <p>A = 400-360 B = 359-320 C= 319-280, F = 279 and below</p> <p>The UNDERGRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A, A- superior work in the opinion of the instructor • B+, B, B- good work in the opinion of the instructor • C+, C, C- satisfactory work in the opinion of the instructor • D+, D passing, but less than satisfactory work in the opinion of the instructor • I incomplete work in the opinion of the instructor • ZF An incomplete which was not completed within one year of the end of the course • F unsatisfactory work in the opinion of the instructor; no credit is granted • W withdrawn from the course • IP course in progress • NR not reported for the course • Z a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z.
<p>Activities</p>	<ul style="list-style-type: none"> ▪ This will be a labor intensive course focusing on the student APPLYING lessons learned on a WEEKLY basis
<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> <ul style="list-style-type: none"> • 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 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.

Weekly Schedule

Week	Date	Chapters	Class activities
1	March 15	1 & 2	Case Studies- Current Events
2	March 22	3 & 4	Case Studies- Current Events
3	March 29	5, 6 & 7	Case Studies- Current Events
4	April 5	8 & 9	Midterm over chapters 1-7; Case Studies - Current Event
5	April 12	10, 11 & 12	Case Studies- Current Events
6	April 19	13 & 14	Case Studies- Current Events
7	April 26	15 & 16	Case Studies- Current Events
8	May 3		Final

Additional Information	<p>Active and engaged participation is assumed of leaders and therefore is required in this class. In addition, the diversity of experiences that class members bring to class discussions enriches the learning experience for everyone. You are expected to participate in the following:</p> <ul style="list-style-type: none">• Discussion of personal insights and observed human resources practices• Discussion of cases and articles <p>Expectations/Class Norms</p> <p>My expectations or “norms for the class” reflect standard business practice in business meetings and are as follows:</p> <ol style="list-style-type: none">1. Attend each class and be ready to start at the given time. If you will not be there, or will be late, please let me know by voicemail or email.2. During class, and especially case discussions and current events, the focus is on talking to each other. Please symbolically communicate your respect of your classmates and me by turning off cell phones, laptops, PDA’s and blackberries, not having sidebar discussions, and letting us know if you need to leave early.3. There is a “no tolerance policy” with regard to insensitive and disrespectful comments made to others in the class.4. Written assignments are to be turned in as hard copies, typed, on time, and well edited. Late papers, if accepted at all, will incur a 10% penalty.5. Integrity is essential to human resources. Anyone giving or receiving unauthorized aid on written assignments, or plagiarizing current events, will receive an immediate F and be subject to the University’s policy concerning academic dishonesty.
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