

<b>Course</b>	HRMG 5000 – Managing Human Resources
<b>Term</b>	SUMMER, 2009
<b>Instructor</b>	Name: Steven Modrcin Phone: 913-558-4666 <a href="mailto:stevenmodrcin91@webster.edu">stevenmodrcin91@webster.edu</a> or <a href="mailto:vukjedan@aol.com">vukjedan@aol.com</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, societal, 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, analytic 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, analytic 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><u>Human Resource Management</u> by Dessler; 11<sup>th</sup> edition, ISBN: 9780131746176.</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>	<table border="1" data-bbox="446 373 1388 525"> <tr> <td>Exams (final &amp; midterm)</td> <td>100 pts</td> </tr> <tr> <td>Term paper/ presentation (oral &amp; written)</td> <td>300 pts</td> </tr> <tr> <td>Home work, in class work</td> <td>600 pts</td> </tr> <tr> <td>Total Points Available</td> <td>1000 pts</td> </tr> </table> <p>Total possible points= 1000 points</p> <p>A= 100%-95% A-=94%-90%, B+=89%-87%, B=86%-83%, B-=82%-80%, C=79%-70%, F=69% or 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>	Exams (final & midterm)	100 pts	Term paper/ presentation (oral & written)	300 pts	Home work, in class work	600 pts	Total Points Available	1000 pts
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<b>Activities</b>	<ul style="list-style-type: none"> <li>• Lecture and discussion</li> <li>• Reading assignments</li> <li>• Exams</li> <li>• Term Paper</li> <li>• Presentation</li> <li>• In class activities</li> <li>• Use of examinations</li> </ul> <p>THIS CLASS WILL BE LABOR INTENSIVE, STUDENTS EXPECTED TO APPLY LESSONS LEARNED ON A WEEKLY BASIS.</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>								

**Academic Honesty**

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**Drops and Withdrawals**

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**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**

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**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

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<b>Course Policies</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> </ul>		
<b>Weekly Schedule</b>	<b>Assignments to be completed prior to first meeting</b>		
	Read Chapters 1, 2, 3 in text.		
	<u>Week</u>	<u>Assignment</u>	<u>Topic</u>
	1 & 2	Read Chapters 1 & 3	Compare and discuss the “changing” and “new” roles of HR from a strategic, domestic and global perspective and be able to explain the Strategic Management Process and the HR Scorecard Approach. Understand the history and various laws and legislation as they apply to Equal Opportunity, Affirmative Action, Enforcement, as well as how to minimize/defend against discrimination allegations in recruitment practices and selection standards. Be able to discuss various Discriminatory Employment Practices and how to deal with these practices. Finally, be able to discuss Managing Diversity, Boosting and Measuring Workforce Diversity and the difference between Equal Employment and Affirmative Action. Discussion of general business and management terms and concepts.
3	Read Chapters 4 & 5	Understand the nature of Job Analysis, methods for collecting Job Analysis Information and to understand the difference between a Job Analysis, Job Description, and Job Specification, and how these are interrelated and the role of each in evaluating job performance,	

			recruitment, interviewing, and selection of candidates for employment. Understand how to design and conduct effective recruiting.
4	Read Chapters 6 & 7		Understand how to design, conduct and validate and effective testing and selection programs. Understand the various types of interviewing techniques of candidates in order to place the right person in the right job, at the right time. Understand the type of questions that can and cannot be asked during the interviewing, testing, and selection processes.
5	Read Chapters 8 & 9		Midterm exam; Understand the differences between orientation and training, and their importance to new employees. Additionally, be able to discuss and compare traditional and new methods of training and how to evaluate and assess the effectiveness of training. Discuss the processes, approaches, and methods of performance appraisals and performance management, along with the types of appraisals interviews and how to deal with performance problems and solutions.
6	Read Chapters 11 & 12		Be able to discuss the relationship between performance, pay compensation from a strategic and global perspective and the various types of financial incentives and recognition programs. Also be to discuss the traditional and new approaches to benefit plan. Be able to discuss ethics, justice, and fair treatment in HRMG and what shapes ethical behavior at work, and the role of HRMG in fostering ethics and fair treatment and in complying with the Sarbanes-Oxley Act.
7	Read Chapter 13-15		
8	Presentation Practice/Finish Chapters if get behind		Will finish chapter lecturing if are behind schedule. Make-Up/Catch up review for final exam
9			Presentation; verifying grades sheets; course assessment.

<b>Additional Information</b>	None
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<b>Grading</b>	Exam (Midterm 100)	100 pts
	Term paper/ presentation (oral & written)	200 pts
	Home work, in class work	500 pts
	Total Points Available	800 pts
	Bonus Opportunities	
	Perfect attendance	50 points
	50 points	
	Total possible points= 850 points	
	A= 850-700 B=699-600 C=599-500 D=499-400	
	F=399 & below	
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