

Course	MNGT 3400 Human Resource Management (3)
Term	Fall 1, 2009 (Weekend College/Marymount Campus)
Instructor	Name: Dr. James Woodrow Phone: 310.612.6576 Email: james.woodrow@roadrunner.com Web Site: http://sierrawest.pageout.net
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	The prerequisite for this course is MNGT 2100 Management Theory and Practices.
Course Level Learning Outcomes	<p>The instructor's learning objectives for students in this course include the following:</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • Students will be able to evaluate the quality of their proposed solutions to human resources management problems against basic criteria, including organizational constraints. • Students will know the history of unionization, the laws regulating labor-management relations, and current issues regarding unions in the United States.

Materials	Noe, Hollenbeck, Gerhart, & Wright. (2009). <i>Fundamentals of Human Resource Management</i> . (3th ed.). San Francisco: McGraw-Hill/Irwin. ISBN: 978-0-07-338147-3 (paperback).	
Grading	<p style="text-align: center;">Grading Scale</p> A = 94-100 A- = 90-93 B+ = 87-89 B = 83-86 B- = 80-82 C+ = 77-79 C = 73-76 C- = 70-72 D+ = 65-69 D = 61-64 F = 0-60	<p style="text-align: center;">Graded Events</p> Attendance /Participation 10 Mid-Term Exam (Chapters 1-8) 25 Research Presentation 20 Research Paper 20 Final Exam (Chapters 9-16) <u>25</u> <p style="text-align: right;">Total Points 100</p>
Activities	<p>Attendance and Participation. Students will be assessed for their attendance, preparation for class, and engagement in discussions. Preparation for discussions should include completing assigned reading, developing questions about assigned material for clarification and understanding, and observing current events in media for class discussion. Attendance and participation is worth 10 points (10%).</p> <p>Examinations. Two short-essay exams will be administered during the semester.</p> <p>Research Presentation and Paper. Students will assume the role of “prospective job seeker” by reviewing and critiquing an organization’s website (preferably that of your current employer), which will result in a <i>website research presentation and paper</i>. Examples of what your presentation and paper might cover include: why you chose the organization; how it presents its history and mission to prospective employees; how it posts and advertises its job vacancies; what its applications for employment entail; how applicants are selected; its training and development opportunities; and what it publishes about compensation and benefits for new employees. The 15-20 minute presentation and the 8-10 page, double-spaced paper are expected to include references to concepts in the textbook. There is no specific formula for the presentation or paper’s content, however, it is assumed that you will provide information and critiques as to how organizations are using HRM principles to recruit, train, and retain their employees. Although the choice of an organization is a personal one, it will be in your best interest to select a larger, international organization that is likely to provide more information on its website, making your research more extensive and informative.</p>	

Policy Statements: University Policies	Any student caught cheating or committing plagiarism may fail the class and be subject to further disciplinary action.
Course Policies	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.
Weekly Schedule	<hr/> Pre-Class Purchase textbook and read Chapters 1-4 <hr/> Week 1: Part I: Chapters 1-4 Aug. 22 <hr/> Week 2: Parts II and III: Chapters 5-10 Aug. 29 <hr/> Week 3: Part IV: Chapters 11-13 <i>and</i> Sept. 12 Mid-Term Exam (Chapters 1-8) <hr/> Week 4: Part V: Chapters 14-16 Sept. 26 <hr/> Week 5: Research Presentation, Paper, <i>and</i> Oct. 10 Final Exam (Chapters 9-16) <hr/>
Additional Information	The paper is due as an “electronic submission” (i.e., e-mail attachment) to the instructor by the last day of the term.

Guidelines on Written Assignments	<p>Individual written assignments should be word-processed and edited for spelling and grammar. Style for assignments:</p> <ul style="list-style-type: none">• Use 1-inch page margins• Use 12-pt. Times New Roman typeface• Double-space the content• Place the following information at the top left corner of the first page (single-spaced); do not use a separate cover page<ul style="list-style-type: none">First and Last NameMNGT (call numbers)Date• Staple, unless sending electronically, your assignment once in the upper-left corner
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