



# Louisville Metropolitan Campus

1031 Zorn Avenue, Suite 200, Louisville, KY

## HRMG 5000 Course Syllabus

<b>Course</b>	HRMG5000 58 Managing Human Resources
<b>Instructor</b>	Name: Marilyn R. Preston Phone: 502-403-6811 Email: <a href="mailto:prestonm@webster.edu">prestonm@webster.edu</a>
<b>Term &amp; Dates</b>	Fall 1, 2008 - 8/14/08 – 10/9/08 – Thursday (6-10 p.m.)
<b>Location</b>	Louisville Metropolitan Campus
<b>Course Description</b>	This course is a comprehensive view of personnel policy development, with emphasis on the interdependence of personnel and operating functions. Students analyze the 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 &amp; Incoming Student Competencies</b>	Students of management, whether planning to work (or already working) in the private or public sector, who desire the knowledge and skills required for personnel management and leadership.
<b>Course Objectives</b>	Upon successful completion of this course, students will understand: <ul style="list-style-type: none"><li>• The human resource frameworks and challenges</li><li>• The preparation and selection process</li><li>• The development and evaluation functions</li><li>• The compensation and protection functions</li><li>• Employee relations and assessment of future challenges to human resource management</li></ul>
<b>Course Level Learning Outcomes</b>	Upon successful completion of this course, students <b>WILL BE ABLE TO:</b> <ul style="list-style-type: none"><li>• Examine different approaches to human resource management</li><li>• Identify professional, international and equal employment challenges</li><li>• Determine methods for effective recruitment and selection</li><li>• Identify human resource development and evaluation methods</li><li>• Express the components of compensation management</li><li>• Understand the importance of employee safety, security and health issues</li><li>• Assess the human resource management function and future challenges</li></ul>

<b>Materials</b>	<b><u>Human Resource Management</u>, Byars, Lloyd L., and Leslie W. Rue, 9<sup>th</sup> edition, McGraw-Hill. Texts can be obtained by calling MBS Direct at 1-800-325-3252, or at Virtual Bookstore at <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>. Credit cards and checks are accepted. Make sure you purchase the correct edition.</b>														
<b>Supplemental Resources</b>	Additional articles, case studies and research material will be utilized.														
<b>Grading</b>	<p><b><u>Grades:</u></b>  A            95-100  A-            90-94  B+            88-89  B             84-87  B-            80-83  C             70-79  F             Less Than 70  I             Incomplete Work</p> <table border="0" data-bbox="488 856 1365 1108"> <thead> <tr> <th data-bbox="488 856 1052 890"><b><u>Assignments</u></b></th> <th data-bbox="1052 856 1365 890"><b><u>Maximum Percentage</u></b></th> </tr> </thead> <tbody> <tr> <td data-bbox="488 890 1052 924">Mid-term Exam</td> <td data-bbox="1052 890 1365 924">25% of grade</td> </tr> <tr> <td data-bbox="488 924 1052 957">Research Paper</td> <td data-bbox="1052 924 1365 957">25%</td> </tr> <tr> <td data-bbox="488 957 1052 991">Final Exam</td> <td data-bbox="1052 957 1365 991">25%</td> </tr> <tr> <td data-bbox="488 991 1052 1024">Oral Presentation</td> <td data-bbox="1052 991 1365 1024">5%</td> </tr> <tr> <td data-bbox="488 1024 1052 1058">Class participation</td> <td data-bbox="1052 1024 1365 1058"><u>20%</u></td> </tr> <tr> <td data-bbox="488 1058 1052 1092" style="text-align: center;"><b>Total</b></td> <td data-bbox="1052 1058 1365 1092"><b>100%</b></td> </tr> </tbody> </table>	<b><u>Assignments</u></b>	<b><u>Maximum Percentage</u></b>	Mid-term Exam	25% of grade	Research Paper	25%	Final Exam	25%	Oral Presentation	5%	Class participation	<u>20%</u>	<b>Total</b>	<b>100%</b>
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<b>Activities</b>	Films, class exercises, and discussions														
<b>Policy Statements: University Policies</b>	<p><b><u>CONDUCT</u></b></p> <p>Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline include the following categories:</p> <ol style="list-style-type: none"> <li>1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.</li> <li>2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University authorized activities.</li> <li>3. Theft or damage to property at the University.</li> </ol> <p>Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. Students who engage in any of the above misconducts may be subject to dismissal from the University. To the extent that penalties for misconduct (e.g. theft or</p>														

destruction of property) are prescribed by law, the University will consider appropriate actions under such laws.

**ATTENDANCE POLICY**

Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advance permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. Students who do not attend the first class session, who have not made prior arrangement with the instructor for being absent, will be dropped from the course.

**MAKE-UP WORK REQUIREMENTS**

For each class missed, makeup work will be assigned and must be submitted at the next class. The instructor will assign the topic and amount of work. This makeup work will be incorporated into the class participation grade. If make-up work is not submitted on time, the student's final grade will be subject to a reduction of one (1) letter grade.

Students are responsible for any class material presented during their absence and any assignments due should be submitted prior to the absence, if possible.

**Drops and Withdrawals**

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. 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 need accommodations for a disability, please let the instructor know at the beginning of the course so that assistance can be provided.

**DISCLAIMER**

This syllabus is intended to provide a basic structure to this course. It MAY be modified for class size, student competencies, etc. This syllabus is subject to change at the sole discretion of the instructor.

**Course Policies**

Class participation to relevant topics of discussion is encouraged and is one of the course expectations.

	<p>Students should be prepared to review an article on the topic of human resource management in class during weeks 2, 3, 4, 6, and 7. This requirement will be discussed the first night of class.</p>
<p><b>Weekly Schedule</b></p>	<p><b><u>Week 1 – August 14</u> – THEME: Overview of course and requirements, introductions, and climate setting, Introduction and Background of Human Resources</b>  Chapter 1 – <i>Human Resource Management: A Strategic Function</i>  Chapter 2 – <i>Equal Employment Opportunity: The Legal Environment</i>  Be prepared to discuss questions and incidents at end of each chapter.  <b><u>Assignment for Week 2:</u></b>  Read Chapters 3, 4, and 5</p> <p><b><u>Week 2 – August 21</u> - THEME: Introduction and Background of Human Resources, Acquiring Human Resources</b>  Chapter 3 – <i>Implementing Equal Employment Opportunity</i>  Chapter 4 – <i>Job Analysis and Design</i>  Chapter 5 – <i>Human Resource Planning</i>  Be prepared to discuss questions and incidents at end of each chapter.  <b><u>Assignment for Week 3</u></b>  Read Chapters 6, 7, and 8</p> <p><b><u>Week 3 – August 28</u> – THEME: Acquiring Human Resources, Training and Developing Employees</b>  Chapter 6 – <i>Recruiting Employees</i>  Chapter 7 – <i>Selecting Employees</i>  Chapter 8 – <i>Orientation and Employee Training</i>  Be prepared to discuss questions and incidents at end of each chapter.  <b><u>Assignment for Week 4</u></b>  Read Chapters 9, 10, and 11</p> <p><b><u>Week 4 – September 4</u> – THEME: Training and Developing Employees</b>  Chapter 9 – <i>Management and Organizational Development</i>  Chapter 10 – <i>Career Development</i>  Chapter 11 – <i>Performance Management Systems</i>  Be prepared to discuss questions and incidents at end of each chapter.  <b><u>Assignment for Week 5</u></b>  Read Chapters 12 and 13  Prepare for Mid-term Exam – Chapters 1 through 11</p> <p><b><u>Week 5 – September 11</u> – THEME: Compensating Human Resources, MID-TERM EXAM</b>  Chapter 12 – <i>The Organizational Reward System</i>  Chapter 13 – <i>Base Wage and Salary Systems</i>  Be prepared to discuss questions and incidents at end of each chapter.  <b>MID-TERM EXAM – Chapters 1 through 11</b></p>

	<p><b><u>Assignment for Week 6</u></b>  Read Chapters 14, 15, and 16</p> <p><b><u>Week 6 – September 18 – THEME: Compensating Human Resources, Employee Well-Being</u></b>  <b>Review Mid-term Exam</b>  Chapter 14 – <i>Incentive Pay Systems</i>  Chapter 15 – <i>Employee Benefits</i>  Chapter 16 – <i>Employee Safety and Health</i>  Be prepared to discuss questions and incidents at end of each chapter.</p> <p><b><u>Assignment for Week 7</u></b>  Read Chapters 17, 18, and 19</p> <p><b><u>Week 7 – September 25 – THEME: Employee Well-Being, Labor Relations</u></b>  Chapter 17 – <i>Employee Relations</i>  Chapter 18 – <i>The Legal Environment and Structure of Labor Unions</i>  Chapter 19 – <i>Union Organizing Campaigns and Collective Bargaining</i>  Be prepared to discuss questions and incidents at end of each chapter.</p> <p><b><u>Assignment for Week 8</u></b>  Prepare for Student Presentations</p> <p><b><u>Week 8 – October 2 – THEME: Student Presentations</u></b>  <b>Student Presentations</b>  <b>TERM PAPERS DUE</b></p> <p><b><u>Assignment for Week 9</u></b>  Prepare for Final Exam</p> <p><b><u>Week 9 – October 9 -</u>                   <b>FINAL EXAM</b></b></p>
<p><b>Additional Information</b></p>	<p><b><u>Research Paper and Oral Presentation</u></b>  Research a topic discussed in the text, and prepare a written report (5-7 typewritten doubled-spaced pages), properly referenced. Use supplemental readings, journal articles, or other research sources as required in preparing the term paper. Use complete sentences, with proper spelling, punctuation, and grammar. Written and oral reports report due October 2, 2008.</p> <p>One 20-25 minute oral presentation (plus 5-10 minutes for questions), discussing the subject chosen for the research paper. Use videos, PowerPoint presentation, overheads, group exercises, etc. as desired.</p>