

Course	HRMG 5690 Section 58 – Workforce Retention & Transitions
Instructor	Name: Harry Hinkle Phone: 502.807-3413 Email: HLHINKLE@insightbb.com
Term & Dates	Summer, 2008, Mondays, May 26 – July 26, 2008, 6-10 p.m. First class will be June 2 and rescheduled for May 26 (Memorial Day)
Location	Louisville Metropolitan Campus
Course Description	This elective course examines the concepts relevant to the development and maintenance of a loyal, satisfied, and productive workforce. This course will illustrate how human resources management practices affect workforce retention and transitions. After reviewing theories of employee motivation, organizational commitment, job satisfaction, and withdrawal cognition, students will examine common organizational strategies and practices for retaining valuable human resources. Students will learn methods for assessing the causes of employee turnover and transfers, how to maximize the retention of good employees, how to design fair and effective layoff or reduction in force policies, and how to design and implement promotion, succession planning, and transfer programs in organizations. This elective course builds upon and supplements the core human resources management courses.
Prerequisites & Incoming Student Competencies	<ul style="list-style-type: none"> • Students of management, whether planning to work (or already working) in the private or public sector, desiring the knowledge and skills required in staffing activities. • Students must complete HRMG 5000 before taking this course. It will be helpful to have completed HRMG 5800 as well. • Successful completion of MA/MBA prerequisites or permission of the Academic Director..
Course Objectives	The objective of this course is: to provide students with an understanding of the staffing function. This course focuses on the knowledge, skills, and abilities required to work or support in the area of staffing.
Course Level Learning Outcomes	Upon successful completion of this course, students WILL BE ABLE TO: <ul style="list-style-type: none"> • Conduct a job analysis and write job descriptions and specifications • Choose appropriate methods of recruitment and selection • Evaluate the validity, fairness, and organizational effectiveness of staffing programs.

	<ul style="list-style-type: none"> • Understand the recruitment process • Understand the basic laws relating to staffing, measurement issues, recruitment, and selection process • Understand the process to conduct a behaviorally based screening interview • Understand applicant testing and assessment options • Understand retention issues and strategies • Understand a broad knowledge of recruitment sources. 																
Materials	<p>No Assigned Text</p> <p>Texts can be obtained by calling MBS Direct at 1-800-325-3252, or at Virtual Bookstore at www.mbsdirect.net.</p>																
Supplemental Resources	<p>Note: Students should be prepared to review an article in class number 2, 3, 5, 6, & 7. Instructor will discuss format on the first day of class.</p>																
Grading	<table> <thead> <tr> <th>Course Requirements:</th> <th>% of Grade</th> </tr> </thead> <tbody> <tr> <td>a) Term Paper</td> <td>30</td> </tr> <tr> <td>b) Examinations:</td> <td></td> </tr> <tr> <td> mid-term</td> <td>30</td> </tr> <tr> <td> final</td> <td>30</td> </tr> <tr> <td>c) Class participation</td> <td>5</td> </tr> <tr> <td>d) Class presentation</td> <td><u>5</u></td> </tr> <tr> <td> Total:</td> <td>100%</td> </tr> </tbody> </table> <p><u>Grades:</u> 92 – 100 % =A; 82 – 91 % =B; 72 – 81 % =C; 71 % or less=F; Incomplete work=I</p>	Course Requirements:	% of Grade	a) Term Paper	30	b) Examinations:		mid-term	30	final	30	c) Class participation	5	d) Class presentation	<u>5</u>	Total:	100%
Course Requirements:	% of Grade																
a) Term Paper	30																
b) Examinations:																	
mid-term	30																
final	30																
c) Class participation	5																
d) Class presentation	<u>5</u>																
Total:	100%																
Activities	<p>Lectures, class discussions, student presentations.</p>																
Policy Statements: University Policies	<p><u>CONDUCT</u></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"> 1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University. 2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University authorized activities. 3. Theft or damage to property at the University. <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	
Weekly Schedule	Class 1 Introduction Topics:

- Students will discuss the current attitudes of companies and employees on worker retention and transition.
- A framework on the major areas of worker retention transition will be reviewed. This outline will provide direction to the students on the major areas that will be explored in this dynamic and ever-changing area.

Assignments for Week 2:

Two articles provided by Instructor.

- “Develop the Boss”
- “Ask to Commit”

Class 2

Theme: Starting At The Top

Topics & Assignments for Week 2:

- Review of assigned articles.
- Class discussion and agreement on what, if any, basic guidelines can be utilized in this area.

Assignments for Week 3:

- Review and analyze relevant comparative data on what companies are doing in the area of worker retention.
- Student will secure a current article that addresses this area.
- Instructor will provide articles for classroom use.

Class 3
data

THEME: Review of Comparison of Retention

Topics & Assignments for Week 3:

- Class discussion the relevance in reviewing comparative data on worker retention.
- Students will review their articles within assigned teams, and present their conclusion to the entire class.
- Instructor will provide articles for classroom use.

Assignments for Week 4:

- Review how unique the contributing causes are between
- organizations on their approach to worker retention.
- Students will secure a current article that addresses this area.
- Instructor will provide articles for classroom use.
- Mid-term Exam

	<p>Class 4</p> <p><u>THEME: Staffing Activities: Selection</u></p> <ul style="list-style-type: none"> ◆ Measurement ◆ Discuss questions and case(s) at end the chapter. ◆ Mid-term exam <p>Assignments for week 5:</p> <ul style="list-style-type: none"> ◆ Article assignment.
	<p>Class 5</p> <p><u>THEME: Staffing Activities: Selection</u></p> <p>Topics:</p> <ul style="list-style-type: none"> ◆ External Selection I ◆ External Selection II ◆ Discuss questions and case(s) assigned ◆ Review of articles. <p>Assignments for Week 6:.</p> <ul style="list-style-type: none"> ◆ Article assignment.
	<p>Class 6</p> <p><u>THEME: Staffing Activities: Selection</u></p> <p>Topics:</p> <ul style="list-style-type: none"> ◆ Internal Selection ◆ Discuss questions and case(s) assigned. <p><u>THEME: Staffing Activities: Employment</u></p> <ul style="list-style-type: none"> ◆ Decision Making ◆ Discuss questions and case(s) assigned. ◆ Review of articles. <p>Assignments for Week 7:</p> <ul style="list-style-type: none"> ◆ Article assignment.
	<p>Class 7</p> <p><u>THEME: Staffing Activities: Employment</u></p> <p>Topics:</p> <ul style="list-style-type: none"> ◆ Final Match ◆ Discuss questions and case(s) assigned. <p><u>THEME: Staffing System and Retention Management</u></p> <ul style="list-style-type: none"> ◆ Staffing System Management ◆ Discuss questions and case(s) assigned. ◆ Review of articles. <p>Assignments for Week 8:</p> <ul style="list-style-type: none"> ◆ Article assignment. ◆ Presentation of term papers.
	<p>Class 8</p> <p><u>Management</u></p> <p><u>THEME: Staffing System and Retention Management</u></p> <ul style="list-style-type: none"> ◆ Retention Management ◆ Article assignment.

	<p>◆ Presentation of term papers.</p> <p>Assignments for Week 9:</p> <ul style="list-style-type: none"> ◆ Complete presentations if required. ◆ Staffing Activity. ◆ Final exam <p><u>THEME: Presentation, Staffing Activity and</u></p> <p>Topics:</p> <ul style="list-style-type: none"> ◆ Complete presentations if required. ◆ Staffing Activity. ◆ Final Exam.
Additional Information	Students are expected to research and find related materials for topics each week.