

<b>Course</b>	HRMG 5000-BK – Managing Human Resources
<b>Term</b>	Spring 2, 2008, Brooks City-Base, Texas
<b>Instructor</b>	Name: Robert F. Bories, Jr., FACHE Phone: Home: 210-493-2937 Cell: 210-722-2037 Email: <a href="mailto:RobertBories38@webster.edu">RobertBories38@webster.edu</a> <a href="mailto:RBories@aol.com">RBories@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>

<p><b>Materials</b></p>	<p><b>Required Textbook:</b>  Book title &amp; edition: <u>Managing Human Resources</u>. 14<sup>th</sup> Edition.  Author(s): Bohlander, George W. &amp; Snell, Scott A.  Publisher: Cengage Learning (formerly Thomson Learning).  ISBN: 0324314639</p> <p><b>Current Literature:</b>  Students will be required to obtain material from the current literature relevant to the topics of discussion.</p>
<p><b>Grading</b></p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Examinations 40%</li> <li>• Research Paper and Presentation* 40%</li> <li>• Case Studies 10%</li> <li>• Class participation** 10%</li> </ul> <p>Grading Scale:  91-100 A  81- 90 B  70- 80 C</p> <p>* Research Papers are due on the date of the oral presentation. Any work turned in after that will be considered late and will receive substantially lower grades. The Research Paper will address a contemporary issue in human resource management. The term paper is to be a minimum of 15 pages in length with a minimum of eight references. At least 50% of the references will be from the Passports Eden Library System. A link to the Passport Eden Library System can be found at <a href="http://www.webster.edu/sa">www.webster.edu/sa</a>  ** To enhance classroom discussion, students will be required to submit and report on recent articles, thus demonstrating their outside preparation.</p>
<p><b>Activities</b></p>	<p>Much of the course material will be presented in lecture format by the instructor. In addition, students will complete a research paper on a current issue in human resources management. Further, they will formally present the paper to the class. A mid-term and final examination will be used to determine the student’s comprehension of course material. Case studies will be used to allow the students to investigate contemporary human resources issues within organizations.</p>
<p><b>Policy Statements: University Policies</b></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><b>Academic Honesty</b> 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><b>Drops and Withdrawals</b> 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.</p> <p><b>Special Services</b> 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.</p> <p><b>Disturbances</b> 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.</p> <p><b>Student Assignments Retained</b> 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.</p> <p><b>Contact Hours for this Course</b> 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.</p>
<p><b>Course Policies</b></p>	<p>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.</p>

	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.
<b>Weekly Schedule</b>	Pre-Assignment for Week 1 <ul style="list-style-type: none"> <li>• Read Chapters 1 and 2, text.</li> <li>• Each student should bring to class one news article on a current human resources issue.</li> </ul>
	Week 1      Topics: <ul style="list-style-type: none"> <li>• Course Overview</li> <li>• The Challenge of Human Resources Management</li> <li>• Strategy and Human Resources Planning</li> <li>• Article Presentations</li> </ul> Assignment for Week 2: <ul style="list-style-type: none"> <li>• Read Chapters 3 and 4, text</li> </ul>
	Week 2      Topics: <ul style="list-style-type: none"> <li>• Equal Employment Opportunity and Human Resources Management</li> <li>• Job Analysis, Employee Involvement and Flexible Work Schedules</li> <li>• Article Presentations</li> </ul> Assignment for Week 3: <ul style="list-style-type: none"> <li>• Read Chapters 5 and 6, text</li> <li>• Case Study # 1</li> </ul>
	Week 3      Topics: <ul style="list-style-type: none"> <li>• Expanding the Talent Pool: Recruitment and Careers</li> <li>• Employee Selection</li> <li>• Article Presentations</li> <li>• Case Discussions</li> </ul> Assignment for Week 4: <ul style="list-style-type: none"> <li>• Read Chapters 7 and 8, text</li> </ul>
	Week 4      Topics: <ul style="list-style-type: none"> <li>• Training and Development</li> <li>• Appraising and Improving Performance</li> <li>• Article Presentations</li> </ul> Assignment for Week 5: <ul style="list-style-type: none"> <li>• Prepare for Mid-term Examination</li> <li>• Read Chapters 9 and 10, text</li> </ul>
Week 5      Topics:	

	<ul style="list-style-type: none"> <li>• Mid-term Examination</li> <li>• Managing Compensation</li> <li>• Pay-for-Performance: Incentive Rewards</li> </ul> <p>Assignment for Week 6:</p> <ul style="list-style-type: none"> <li>• Read Chapters 11 and 12, text</li> <li>• Case Study # 2</li> </ul>
	<p>Week 6</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• Employee Benefits</li> <li>• Safety and Health</li> <li>• Case Discussions</li> <li>• Article Presentations</li> </ul> <p>Assignment for Week 7:</p> <ul style="list-style-type: none"> <li>• Read Chapters 13 and 14, text</li> </ul>
	<p>Week 7</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• Employee Rights and Discipline</li> <li>• The Dynamics of Labor Relations</li> <li>• Research Paper Presentations</li> <li>• Written Research Papers Due</li> </ul> <p>Assignment for Week 8:</p> <ul style="list-style-type: none"> <li>• Read Chapters 15 and 16, text</li> </ul>
	<p>Week 8</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• International Human Resources Management</li> <li>• Creating High-Performance Work Systems</li> <li>• Research Paper Presentations</li> <li>• Written Research Papers Due</li> </ul> <p>Assignment for Week 9:</p> <ul style="list-style-type: none"> <li>• Prepare for Final Examination</li> </ul>
	<p>Week 9</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• Final Examination</li> <li>• Research Paper Presentations</li> <li>• Course Review</li> </ul>
<b>Additional Information</b>	Please notify the instructor as soon as possible regarding absences. It is the student's responsibility to obtain notes and materials for class time missed.