

<b>Course</b>	Developing and Managing Human Resources
<b>Term</b>	Fall II, 2009
<b>Instructor</b>	Name: William S. Lyke Phone: 618) 234-1897 Email: <a href="mailto:lykew@webster.edu">lykew@webster.edu</a> (alternate – wwslyke@aol.com)
<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>	Students should possess the basic knowledge of management principles as provided by the Management 5000 course.
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>Students demonstrate in written form how to research, analyze, and integrate the latest human resources theories with the needs of contemporary organizations;</li> <li>Students identify the attitudes and skills necessary for the effective management of human resources;</li> <li>Student develop a comprehensive overview of human resource management concepts;</li> <li>Student relate concepts to real world applications and their impact on organizations and society in general;</li> <li>Students examine the interrelationships between the primary functions of every manager and the supporting functions of human resource management.</li> </ol>
<b>Materials</b>	<p><u>Human Resource Management</u>, Mathis &amp; Jackson, 12<sup>th</sup> ed, Thomson/ South-Western</p> <p><u>The World's Easiest Guide to Using the APA</u>, Amato, C.J., 2009, 4th ed. Stargazer Publishing</p>
<b>Grading</b>	<p>Students' performance will be measured by points accumulated as a result of the performance criteria as follows:</p> <p>3 – Tests valued at 250@ = 750 points            Term Paper( due in 8<sup>th</sup> week) = 250 points            Maximum Points possible = 1000 points</p> <p>A = 930 – 1000 points            A- = 900 – 929 “            B+ = 870 – 899 “            B = 830 – 869 “            B- = 800 – 829 “            C = 700 – 799 “</p>
<b>Activities</b>	<u>Test # 1</u> will cover the following topics: Changing Nature of Human Resource Management, Strategic HR Management and Planning, Legal Framework of Equal Employment, and Managing Equal Employment

	<p><u>Test # 2</u> will cover the following topics: Jobs and Job Analysis, Recruiting in Labor Markets, Selecting Human Resources, Training Human Resources, and Performance Management and Appraisal.</p> <p><u>Test # 3</u> will cover the following topics: Total Rewards and Compensation, Variable Pay and Executive Compensation, Managing Employee Benefits, Employee Rights and Responsibilities, and Union/Management Relations.</p> <p><u>Term Paper</u> – The student will conduct basic research of current literature and demonstrate the ability to apply conceptual material presented in the course to actual work situations. The body of the paper should be eight to ten pages in length, typewritten, double-spaced and free of error. The research should not only include the text but at least two current journals/periodicals/Internet sources. The format will comply with the APA publication style. The paper is worth up to 250 points and will constitute 25% of the final grade.</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 instructors 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</p>

	<p>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>Course Policies</b></p>	<p>No additional</p>												
<p><b>Weekly Schedule</b></p>	<p>Week 1 Course Introduction  Chapter 1 – Changing Nature of Human Resource Management  Chapter 2 - Strategic HR Management and Planning</p> <p>Week 2 Chapter 4 – Legal Framework of Equal Employment  Chapter 5 – Managing Equal Employment and Diversity</p> <p>Week 3 Test 1 – Chapters 1,2,4,5  Chapter 6 – Jobs and Job Analysis</p> <p>Week 4 Chapter 7 – Recruiting in Labor Markets  Chapter 8 – Selecting Human Resources</p> <p>Week 5 Chapter 9 – Training Human Resources  Chapter 11 – Performance Management and Appraisal</p> <p>Week 6 Test 2 – Chapters 6,7,8,9,11  Chapter 12 – Total Rewards and Compensation</p> <p>Week 7 Chapter 13 – Variable Pay and Executive Compensation  Chapter 14 – Managing Employee Benefits</p> <p>Week 8 Term paper due  Chapter 16 – Employee Rights and Responsibilities  Chapter 17 – Union/Management Relations</p> <p>Week 9 Course Review  Test 3 – Chapters 12,13,14,16,17</p>												
<p><b>Additional Information</b></p>	<p><b><u>Guidelines for Preparation of Term Paper</u></b></p> <p><b><u>Term Paper Topics</u></b>  The student should choose one of the following broad topic areas:</p> <table border="0"> <tr> <td>Workplace Diversity</td> <td>Trends in HR Management</td> </tr> <tr> <td>EEO/Affirmative Action</td> <td>Compensation Administration</td> </tr> <tr> <td>Recruitment and Selection</td> <td>Employee Relations</td> </tr> <tr> <td>Orientation, Training &amp; Development</td> <td>Union Relations</td> </tr> <tr> <td>Performance Management</td> <td>HR Planning</td> </tr> <tr> <td>Other topics as approved</td> <td></td> </tr> </table> <p><b><u>Contents of Paper</u></b>  Identify a situation you have observed in your own work setting. Describe the situation (use fictitious names if warranted). Relate your observation from the work setting to what you have learned from your research. Draw a conclusion and defend your conclusion.</p>	Workplace Diversity	Trends in HR Management	EEO/Affirmative Action	Compensation Administration	Recruitment and Selection	Employee Relations	Orientation, Training & Development	Union Relations	Performance Management	HR Planning	Other topics as approved	
Workplace Diversity	Trends in HR Management												
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	<p><b><u>Reference Guidelines</u></b></p> <p>There should be a minimum of eight citations, to be cited from at least two chapters of the text and two non-text sources. Analyze the situation you have chosen calling upon the concepts, terminology, and theories of Human Resource Management. Make certain that you make appropriate note of the references you cite. This should be done by using the APA reference style in the text of your paper.</p> <p>Refer to <u>The World's Easiest Guide to Using the APA</u>, 4th edition, 2009, or the <u>Publication Manual of the American Psychological Association</u>, 5<sup>th</sup> edition, 2001. Particular attention should be given to the following sections:</p> <ul style="list-style-type: none"><li>• Reference citations in text</li><li>• Reference list</li><li>• General instruction for preparing the paper manuscript</li></ul>