

<b>Course</b>	HRMG 5000/63 – Managing Human Resources
<b>Term</b>	Summer 2008
<b>Instructor</b>	Ms. Kathleen Rich-New P: (321) 452-7308 F: (321) 452-5788 KRN@clarityworks.biz Office Hours: 30 minutes before class
<b>Catalog Description</b>	This course is a comprehensive overview 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 work force, 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>	<ul style="list-style-type: none"> <li>• 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>• 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>• 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>• 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>• 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>• Students will be able to use basic statistical techniques to analyze human resources management issues.</li> <li>• Students will be able to explain basic financial and accounting information used by human resources managers.</li> </ul>
<b>Materials</b>	<b>REQUIRED TEXTS REQUIRED TEXTS:</b> <u>Human Resource Management</u> , 10th ED., R. Wayne Mondy Pearson/Prentice Hall, 2008. ISBN: 0-13-222595-6 (Blue cover, new edition Fall 1, 2007. <b>Not</b> the international edition) <b>SUGGESTED SUPPLEMENTAL READINGS:</b> NONE

<b>Grading</b>	<b>COURSE REQUIREMENTS:</b>	<b>% OF GRADE</b>																				
	<b>a. Term paper</b>	<b>20 %</b>																				
	<b>b. Mid-Term exam</b>	<b>25 %</b>																				
	<b>c. Final exam</b>	<b>25 %</b>																				
	<b>d. Case studies (10% each)</b>	<b>20 %</b>																				
	<b>e. Class participation, facilitation</b>	<b>10 %</b>																				
<p>Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.</p> <table border="1" data-bbox="678 762 1084 1297"> <thead> <tr> <th>Letter Grade</th> <th>Numerical Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>96-100% (4.0)</td> </tr> <tr> <td>A-</td> <td>91-95% (3.67)</td> </tr> <tr> <td>B+</td> <td>87-90% (3.33)</td> </tr> <tr> <td>B</td> <td>82-86% (3.0)</td> </tr> <tr> <td>B-</td> <td>78-81% (2.67)</td> </tr> <tr> <td>C</td> <td>70-77% (2.0)</td> </tr> <tr> <td>F</td> <td>69 &amp; below (0)</td> </tr> <tr> <td>I</td> <td>Incomplete (0)</td> </tr> <tr> <td>W</td> <td>Withdrew</td> </tr> </tbody> </table> <p><b>Note: Papers lose 15 points for each week they are late.</b></p>			Letter Grade	Numerical Score	A	96-100% (4.0)	A-	91-95% (3.67)	B+	87-90% (3.33)	B	82-86% (3.0)	B-	78-81% (2.67)	C	70-77% (2.0)	F	69 & below (0)	I	Incomplete (0)	W	Withdrew
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<b>Activities</b>	<ul style="list-style-type: none"> <li>• Discuss the impact and contribution Human Resources brings to organizations in the US and around the world.</li> <li>• Analyze the legal cases, laws and acts and how they effect business decisions and actions.</li> <li>• Use weekly news stories to further explore what companies are doing to attract or repel employees in organizations.</li> <li>• Evaluate how to create the Best Place to Work culture.</li> </ul>																					
<b>Policy Statements:</b>	<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>University Policies</b></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>Attendance at all class sessions is expected.</p> <p>Late weekly write-ups and written case assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late. 15 points off for each week the assignment is late.</p>

<b><u>Note</u></b>	<b>If you miss more than 2 classes, an additional case study is required. If you are late with any homework, up to 10 points off for each week late.</b>
<b>Pre-Week 1</b>	<b>PREPARATION FOR CLASS</b> Familiarize yourself with the <u>term paper guidelines</u> located at <a href="http://www.webster.edu/spacecoast">www.webster.edu/spacecoast</a> (go to Student Resources, then Papers and Presentations). Review references in the Webster's Passport electronic library.
<b>Week 1</b>	<b>Chapters 1-2</b> and be prepared to discuss Strategic Human Resources Management. Business Ethics and Corporate Social Responsibility
<b>Week 2</b>	<b>Chapters 3-4</b> Workforce Diversity, EEO, Affirmative Action Staffing: Job Analysis, Strategic Planning and HR Planning, <b>Research paper topics finalized</b>
<b>Week 3</b>	<b>Chapters 5, 6</b> Recruitment Selection <b>Case Study #1 due</b> , if late up to 10 points off
<b>Week 4</b>	<b>Chapters 7, 7a, 8</b> Training and Development, Career Planning and Development Performance Management and Appraisal
<b>Week 5</b>	<b>Chapters 9, 10</b> Direct Financial Compensation Benefits, Nonfinancial Compensation, Other Compensations Issues <b>Mid Term Exam due</b> , if late 10 points off
<b>Week 6</b>	<b>Chapters 12, 12a, 13</b> Employee and Labor Relations, History of Unions in the US Internal Employee Relations
<b>Week 7</b>	<b>Chapters 11 and 14</b> Safety and Health Global Environment <b>Case Study #2 due</b> if late 10 points off
<b>Week 8</b>	Presentations of research papers <b>Research papers due, hand in and email to instructor</b> if late up to 10 points off
<b>Week 9</b>	Presentations of research papers <b>Final Exam due</b> , if late up to 10 points off

**PURCHASING TEXTBOOKS**--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

MBS Direct: 1-800-325-3252

MBS Direct Website: [www.mbsdirect.net/webster](http://www.mbsdirect.net/webster)

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

**Original approved by:**

Dr. Calvin D. Fowler Academic Dean Space Coast Region, FL August 15, 2008