MGT 3380-01       FALL 2006
HUMAN RESOURCES (3 Credit hours)
A WEB-ASSISTED COURSE

INSTRUCTOR INFORMATION:
Name:  S. Harvey
Office Room:  171 Smith Hall
Office Phone:  376-6152
E-mail:  Use the e-mail feature through WebCT
Office Hours:  9:15 – 9:30 MTWRF, 9:30 - 10 MWF, 10:45 – 1 TR, 12 – 1 M,
              2:15 – 4 R
Biographical Statement:  The instructor is an Assistant Professor in the Department of
Business Administration at Central State University. She received her undergraduate
degree from Ohio Wesleyan University and two graduate business degrees from Wright
State University.

CLASS LOCATION:  Smith 314

CLASS TIME & DAY:  9:30 am to 10:45 am - TR

PREREQUISITE:  Principles of Management (BUS 2343)

REQUIRED TEXT:  Human Resource Management, R. W. Mondy, and R. M. Noe,
Prentice Hall, 9th Edition, 2005 (mandatory to pass the course)

COURSE DESCRIPTION:  This course introduces the recruitment, training, and
management of an effective, productive work force. Course will include consideration of
governmental rules affecting human resource management. (As this is a Web-assisted
course, the internet will be used to supplement the regular class. Supplementary course
materials are accessible online to students via WebCT).

STUDENT LEARNING OUTCOMES AND ASSESSMENT:  Student learning is
assessed using both formative and summative assessment methods. Upon successful
completion of this course, the student shall have:
Learning Outcomes | Assessment
---|---
1. Understand the basic HRM functions and their importance to an organization’s successful operations | Exams, Quizzes, Pre/Posttest, One-minute Papers
2. Be cognizant of the current legal environment and its impact on the employment of diverse workforce | Experiential Activities, Case Studies, Discussion
3. Be cognizant of the role of organized labor and its impact on the organization | Experiential Activities, Case Studies
4. Comprehend the relevance of maintaining a safe and a healthy work environment | Experiential Activities, Case Studies, Discussion, Self-Reflection Reports
5. Increased ability in using technology in learning, research and problem solving | Discussion, Internet Usage, Electronic Submission of Assignments, E-mail (via WebCT)

COURSE POLICIES

1. EVALUATION POLICY: The following activities/methods will be used to evaluate students:

A. EXAMS
There will be 4 exams and they consist of both theory and application questions. They will be based on the materials covered in class. Thus, lecture notes, homework gone over in class, handouts and class discussions should be the main source of studying materials. No make-up exams will be given without valid written or medical letter from the proper authorities. All make-up exams, if any will be given on one scheduled date (generally, within 5 days after an exam).

B. ASSIGNMENTS
Assignments for this course include case studies, experiential activities, quizzes, and self-reflection reports. Questions will also be assigned from the textbook and other sources and are to be completed for review in class. Please be aware that online instructions for some assignments will disappear once the due date is reached. Homework assignments will be collected and graded at the discretion of the instructor. Late homework and homework turned in outside of the class hour will not be accepted. The lowest homework assignment will be dropped in determining the final course grade. A number of individual and group exercises will be completed during class. The only way to get credit for such exercises is to be in class on that day. Otherwise, the student will not receive any credit.

C. PARTICIPATION
Questions and comments from students usually make a class session interesting and intellectually rewarding. Thus, student participation is expected both in class and through online discussion. Questions are posted in the “Discussion” area in WebCT. Students are required to post their own reactions to the questions and respond, at minimum, to two other students on that topic. Online participation is graded according to quality of the
contribution to the discussion. The guideline for participation in “Discussion” is Read, Reflect and Respond.

D. CLASS DEMEANOR
Student behavior in class will also be evaluated in determining the final grade. The student is expected to behave and perform in a professional manner (e.g. be punctual, dress appropriately especially on Tuesday and be attentive during class). Respect the rights of all participants by turning off any device that could cause a disturbance during class (this includes pagers, cell phones, personal alarms, and iPod music players). Negative behavior patterns in class (e.g. unexcused absences, tardiness, class disruptions, wearing hats, eating, chewing gum, drinking, smoking and sleeping) could result in sanctions that range from reduction of up to 10% of a student’s final grade to exclusion from the class.

2. GRADING POLICY: The student’s final grade for the course will be calculated as follows:

<table>
<thead>
<tr>
<th>Activities/ Evaluation Methods</th>
<th>Type</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>Individual</td>
<td>15 %</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Individual</td>
<td>15 %</td>
</tr>
<tr>
<td>Exam 3</td>
<td>Individual</td>
<td>15 %</td>
</tr>
<tr>
<td>Exam 4 (Finals)</td>
<td>Individual</td>
<td>20 %</td>
</tr>
<tr>
<td>Assignments</td>
<td>Group and Individual</td>
<td>25 %</td>
</tr>
<tr>
<td>Participation</td>
<td>Individual</td>
<td>10 %</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

No incomplete grade will be given in this course. A grade will be assigned based on the work completed as of the last day of classes. The final letter grade will be based on the following scales:

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>Superior (Very High)</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>Above Average (High)</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
<td>Average (Satisfactory)</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
<td>Below Average (Low/Poor Work)</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>Failure</td>
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</tbody>
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3. ATTENDANCE POLICY: Since student attendance is recorded, regular class attendance is required and necessary in this course. When the number of unexcused absences exceeds 3, the student will automatically receive an F in this course. This is a university policy and there are no exceptions (see University Catalogue). Reserve unexcused absences for emergencies. All excused absences require documentation from the proper authorities (e.g. Health Center, medical personnel, law enforcement personnel,
Career Services office, funeral director, choir director, band director, Dean of Students, athletic coach) within ten days from the day of absence.

4. TARDINESS/LATENESS POLICY: Each student is expected to arrive on time, remain in the classroom for the duration of the period and only leave in case of an emergency. The professor should be advised “in advance” when the student must leave early. When a student arrives late for class, it is his/her responsibility to inform the instructor about the tardiness at the end of that class period. Student tardiness will be recorded.

5. ACADEMIC INTEGRITY POLICY: Academic dishonesty in any shape or form will not be tolerated. Written or other work submitted by a student must be the product of his/her own efforts. Plagiarism, cheating and other forms of academic dishonesty, including dishonesty involving computer technology and cell phones, are prohibited. Students caught engaged in any form of academic dishonesty will automatically receive an F in the course.

6. SUBMISSION POLICY: All work turned in by students must be neat, legible and in complete sentences using their own words. The work should reflect college-level ability in structure, grammar, and spelling. Some assignments must be typed (single-spaced using Times New Roman 12-point font, one-inch margins, 8-1/2” x 11” white paper). Work submitted electronically via WebCT must be typed in MS-Word format. The instructor will inform the class the particular method of submission for each assignment (e.g. in-person submission, in-class submission, postings in “Discussion” area in WebCT, electronic submission using the “Assignment” feature in WebCT). Any work submitted via e-mail, fax, and instructor’s office mailbox will not be accepted.

Each submitted work must list the following items (single spaced) on the top right hand corner of the first page (on subsequent pages just print the name).
1. Student’s full name as listed in the class roster
2. Class (e.g. MGT 3380)
3. Type of work (e.g. Homework #5, Quiz #2, Paper #1, etc)
4. Location of work (e.g. page 207, Review Question #4)
5. Submission Date

NO CREDIT WILL BE GIVEN IF THE WORK TURNED IN FOR GRADING IS NOT IDENTIFIABLE OR READABLE.

INSTRUCTIONAL METHODS: The predominant instructional method will be lecture and discussion of assigned readings and exercises with the use of technology as appropriate (e.g. audio-visual aids, TV, computer technology). Opportunities for student learning will also be available through experiential activities at both individual and group level. Students will be called upon randomly to explain various concepts related to class discussion. Therefore, students must be prepared. One of the best ways to do well in this course is to complete all assignments, especially the active reading of the textbook, prior
to discussion of the topic in class. Failure to read the text, to come to class, to actively
listen and take class notes, to complete assignments, and to participate in the
discussion/lecture will severely hamper the possibility of achieving success in this course.
(The Five Exposures to each chapter are SARAR: Scan/Read the Chapter before class,
Attend Class, Read/Scan the Chapter after class, Do Assignments, and Review for
Exam).

OUTSIDE READING: The business student should develop the habit of doing outside
reading. Some recommended periodicals are Business Week, Forbes, Fortune, Harvard

SUPPLIES: Students must provide their own supplies for the course. In particular, they
must bring their own pencils, erasers, and sharpeners during exams. These supplies will
not be available from the instructor or the department secretaries.

ADA POLICY: Central State University provides individuals with disabilities
reasonable accommodations to participate in educational programs, activities and
services. Students with disabilities requiring accommodations to participate in class
activities or meet course requirements should contact the Office of Student Disability for
their CSU accommodation letters. It is the student’s responsibility to obtain and present
the accommodation letter to the instructor at the beginning of the semester.

ASSISTANCE: Students facing any problems (academic or personal) that affect their
course performance should contact the instructor in person as early as possible for
assistance. In order to receive effective and meaningful help, students should avoid
waiting until the end of the semester to ask for assistance.

AMENDMENTS TO SYLLABUS: This syllabus provides a general plan for the
course. The instructor reserves the right to amend this syllabus at any time. Any such
change will be announced, and if practical, distributed in class. As with all other class
requirements, the student is responsible for being present to receive such changes.
## HUMAN RESOURCES
### COURSE OUTLINE


<table>
<thead>
<tr>
<th>WEEK</th>
<th>CHAPTER</th>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction Chapter 1</td>
<td>Strategic Human Resources Management: An Overview</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 1 Chapter 2</td>
<td>Strategic Human Resources Management: An Overview Human Resources: Social Responsibility and Business Ethics</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 3</td>
<td>Workforce Diversity, Equal Employment Opportunity, and Affirmative Action</td>
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<tr>
<td>4</td>
<td>Chapter 4</td>
<td>Job Analysis and Human Resource Planning EXAM 1 (Chapters 1, 2 &amp; 3)</td>
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<tr>
<td>5</td>
<td>Chapter 5</td>
<td>Recruitment</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 6</td>
<td>Selection</td>
</tr>
<tr>
<td>7</td>
<td>Chapter 7</td>
<td>Training and Development</td>
</tr>
<tr>
<td>8</td>
<td>Chapter 8</td>
<td>Performance Appraisal EXAM 2 (Chapters 4, 5, 6 &amp; 7)</td>
</tr>
<tr>
<td>9</td>
<td>Chapter 9</td>
<td>Compensation</td>
</tr>
<tr>
<td>10</td>
<td>Chapter 10</td>
<td>Benefits and Other Compensation Issues</td>
</tr>
<tr>
<td>11</td>
<td>Chapter 11</td>
<td>A Safe and Healthy Work Environment</td>
</tr>
<tr>
<td>12</td>
<td>Chapter 12</td>
<td>The Evolution of Labor Unions EXAM 3 (Chapters 8, 9, 10 &amp; 11)</td>
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<tr>
<td>13</td>
<td>Chapter 13</td>
<td>Collective Bargaining</td>
</tr>
<tr>
<td>14</td>
<td>Chapter 14</td>
<td>Internal Employee Relations</td>
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<tr>
<td>15</td>
<td>Chapter 15</td>
<td>Global Human Resources Management</td>
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<tr>
<td></td>
<td></td>
<td>EXAM 4 – FINALS (Chapters 12, 13, 14 &amp; 15) Thursday, December 14, 2006 8:00 am to 9:45 am</td>
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