

**Mgmt 4300 - 01 Human Resource Management**  
**UHB 229 Tues. & Thurs. 1:00 – 2:20 pm**  
**Course Syllabus – Spring 2010**

**Instructor:** Dr. Debra Bryant      **Cell:** 435-632-8747      **email:** bryant@dixie.edu  
**Office:** Rm 303, UHB 3<sup>rd</sup> Floor      **Office Hours:** Tuesdays and Thursdays - 2:30 to 3:30 pm  
**Text:** Fundamentals of Human Resource Management, 3rd ed., Noe ISBN: 978-0-07-338147-3

**COURSE DESCRIPTION:** The purpose of this class is to provide business students with a fundamental knowledge of the roles and responsibilities of modern HR managers. Emphasis will be placed on those areas of HR knowledge that are important for all business managers. Assignments will focus on the learning and development of basic HR and interactive skills required of all business managers in general and HR managers in particular. Teamwork, an essential tool for successful HR management, will be developed through class projects.

**COURSE OBJECTIVES:** To provide students with a fundamental knowledge of human resource management in a global business and legal environment. Students will be prepared to meet the demands of real-world business positions and learn to work more effectively as managers and employees. By the end of the course, students should be able to:

- Understand and appreciate the critical role of HR management
- Be aware of the important trends and challenges of HR
- Lead out in HR strategic planning activities
- Develop team work skills
- Understand productivity and continuous improvement elements
- Analyze work and design jobs
- Organize the recruitment and hiring of employees
- Develop an employee training, development and performance assessment program
- Understand compensation systems and incentives
- Relate to the needs and demands of labor
- Know the major laws impacting HR
- Identify and establish useful policies and procedures for a company
- Understand global HR issues

**ASSIGNMENTS & GRADES**

<b>Final grade computation will be as follows:</b>	<b>Possible Points</b>
Email	10
Interview/Report of HR Manager	50
Response to Interview Report	10
Presentation (student evaluations)	100
Presentation (instructor evaluation)	40
Teamwork Assessment	30
Student evaluations of presenters (5 x 18)	90
Chapter Tests (8 tests – 1 test)	70
<b>TOTAL</b>	<b>400</b>

**400/4 = Course Percentage**

**Grading Scale:**

A = 93 – 100%	B+ = 87 – 89.9%	C+ = 77 – 79.9%	D+ = 67 – 69.9%
A- = 90 – 92.9%	B = 83 – 86.9%	C = 73 – 76.9%	D = 63 – 66.9%
	B- = 80 – 82.9%	C- = 70 – 72.9%	D- = 60 – 62.9%
			F = 0 – 59.9%

**CHEATING:** Cheating will not be tolerated. Cheating encompasses all forms of academic dishonesty, besides presenting fellow students work as one's own, **it includes not participating on team projects.** Cheaters will be disciplined according to school policy.

**BLACKBOARD/WEBCT:** Blackboard will be used to post grades and messages to and from the instructor and students. Assignments, case studies and grades will be posted on Blackboard. All students are expected to participate fully in Blackboard activities and communication. A portion of the grade is dependent on Blackboard participation.

**STUDENTS WITH DISABILITIES:** If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center **within the first two weeks** of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call **(435) 652-7516** for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973. The Disability Resource Center is located **right next to the Testing Center on the bottom floor of the Financial Aid and Career Center building.**

**Dmail:** You are required to frequently check your dmail account. Important class and college information will be sent to your dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. If you don't know how to access your dmail account, go to [www.dixie.edu](http://www.dixie.edu) and select "Dmail" from the left column. To locate your dmail username and password, go to [www.dixie.edu](http://www.dixie.edu), and click on "Log in to student services" (upper right corner).

**Death in the family:** A student wishing to be excused from classes and delay assignments due to a death in the family will be expected to produce either a copy of the death certificate or a funeral service program.

**Important Dates to Remember:**

Mon, Jan 11	Classwork Starts
Wed, Jan 13	Last Day to Add Without a Signature
Mon, Jan 18	Martin Luther King Day
Tues, Jan 19	Drop fee begins (\$10 per class)
Tues, Jan 26	\$50 Late Registration/Payment Fee
Tues, Feb 2	Pell Grant Census
Tues, Feb 2	Last Day for Refund
Tues, Feb 2	Last Day to Drop without receiving a "W" grade
Wed, Feb 3	Courses dropped for non-payment
Fri, Feb 5	Last Day to Add Classes
Mon, Feb 15	Last Day to Drop/Audit Classes
Mon-Fri Mar 8-12	Spring Break
Fri, Apr 2	Last Day for Complete Withdrawal
Thurs, Apr 29	Classwork Ends
Fri-Thurs, Apr 30-May 6	Final Exams
Fri, May 7	Commencement

Date	Topic	Presentation/Test	Assignment Due
T Jan. 12	Class Organization & Introduction		
R Jan. 14	Ch 1 – HR Manager Responsibilities/Skills		Email on Blackboard
T Jan. 19	Ch. 2 Trends in HR Management		
R Jan. 21	Org Communication - Creating a Healthy Work Environment	Test Ch. 1 & 2	
T. Jan. 26	Leadership		
R. Jan. 28	HR Laws	Test Ch. 3&4	Interview Report
T. Feb. 2	Ch. 3 Safety Training	Guest – Chris Healy	
R Feb. 4	Kaizen/TQM/Lean		Respond to Interview
T Feb. 9	Ch 4 – Analyzing Work & Designing Jobs	Student Presentation	
R Feb. 11	Strategic Planning	Student Presentation	
T Feb. 16	Policies and Procedures	Student Presentation	
R Feb. 18	Ch 5 – Employee Recruitment	Student Presentation	
T Feb. 23	Ch 6 – Employee Selection & Hiring	Test Ch. 5&6	
R Feb. 25	Ch 7 – Orientation	Student Presentation	
T Mar. 2	Ch 7 – Training Employees	Student Presentation	
R Mar. 4	Radio lab – Psychology & Emotion	Test Ch. 7&8	
M-F Mar. 8-12	Spring Break		
T Mar. 16	Ch 8 – Managing Performance	Student Presentation	
R Mar. 18	Thinking Employees – Six Hats	Guest – Kelle Stephens	
T Mar. 23	Ch 9 – Developing Employees	Student Presentation	
R Mar. 25	Ethics	Test Ch. 9&10	
T Mar. 30	Ch 10 – Separating Employees	Student Presentation	
R Apr. 1	Conflict Resolution/Difficult Conversations		
T Apr. 6	Ch 10 – Retaining Employees	Student Presentation	
R Apr. 8	Ch 11 – Pay Structures - EEOC	Test Ch. 11 & 12	
T Apr. 13	Diversity	Guest	
R Apr. 15	Ch 12 – Motivation, Merit Pay & Incentives	Student Presentation	
T Apr. 20	Ch 13 – Employee Benefits	Student Presentation Test Ch. 13&14	
R Apr. 22	Ch. 14 Unions, Private/Public Enterprise	Guest	
T Apr. 27	Ch 15 – Global HR Management	Student Presentation	
R Apr. 29	Ch 16 – High Performance Organizations	Guest - Jill Elliss	
R May 6 12:30-2:30	Final Exam Period	Test Ch. 15&16	

Note: The schedule may require minor changes during the semester to accommodate unforeseen issues.



**ASSIGNMENTS:**

1. **Email Instructor on Blackboard** reasons for interest in a Human Resources course.  
10 points
2. **Report on Interview – Posted on Blackboard**  
50 possible points  
One page (400 word) report of discussion with HR Director or Boss at Work on the top five challenges she/he faces regarding HR management
3. **Interview Report Response – Posted on Blackboard**  
10 points  
You must provide thoughtful comment on at least one student's interview report posting. Choose a student who has not yet received a response. You may comment on a student's report who has already received a response, but it will not count for your required response. Comments are to be courteous, analytical and thoughtful. Rude comments will not be tolerated and will result in points deducted.
4. **Class Presentation**  
100 possible points from peer evaluations + 40 possible points from instructor evaluation  
In teams of two or three students  
Forty minute presentation on one of the key topics of the course - topic chosen 2nd class day  
All students must participate equally in preparation and presentation – team members will assess participation  
See presentation evaluation for grading criteria
5. **Summary Handout** (15 points from presentation) – not more than two pages, includes at least 2 references, other than textbook. Grading criteria: useful, concise summary of presentation, clean copies, professional format, edited, references
6. **Teamwork Assessment**  
30 possible points  
Students complete the teamwork form (15 pts). Due the class after the presentation.  
Points for promotion of equal division of labor (5 pts); participation in meetings and by email (5 pts); and follow-through, completion of given tasks in a timely and quality manner (5 pts).
7. **Peer Evaluation – Due at end of presentation periods**  
13 presentations plus 5 guests X 5 points each = 90 possible points  
After each presentation, student peers will assess the presentation using provided rubric.  
Evaluators' comments will be assessed by the instructor and then passed on to presenters
7. **8 Double Chapter Tests**  
70 possible points  
80 true/false and multiple choice questions from textbook, 10 questions per test, 5 per chapter  
The lowest test score will be dropped. Missed tests cannot be made up, but a missed test can count as the dropped test. Testing will take place at the beginning of class, BE ON TIME!  
The last double chapter test will be held during the final exam period, Thurs. May 6, 12:30-2:30



## **GRADES**

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