

MGMT 4300 - 01 Human Resource Management Course Syllabus – Fall 2011

Blended (half in-person and half online) Face2Face Meetings (UHB 230): Tuesdays, 2:30 – 3:45
Instructor: Dr. Debra Bryant **Cell:** 435-632-8747 **Email:** bryant@dixie.edu
Office: Rm 303, UHB 3rd Floor **Office phone:** 435-879-4281
Office Hours: one hour before & after class on Tuesdays, Wednesday 10 – 12
Text: Fundamentals of Human Resource Management, 4th ed., Noe ISBN: 978-0-07-353046-8

COURSE DESCRIPTION: This is an introductory course in Human Resource Management which will provide business students with a fundamental knowledge of the roles and responsibilities of modern HR managers. Assignments will have a practical focus on HR and general management issues.

COURSE FORMAT: This course uses a blended or hybrid format, which means that we meet only once a week, in-person, for 1 hour and fifteen minutes and the rest of the class is conducted online. This format requires greater responsibility from the student, but provides greater freedom for scheduling class work. Remember the general rule of time commitment to a course: at least two hours work out of class for every hour in class. For a three credit-hour course, that is six hours out-of-class work. This course has the added necessity of making up the missed one hour fifteen minutes in class. In order to be successful in this course, you will need to have ready access to a computer (with Microsoft Excel and Word or Wordperfect loaded) and the internet.

COURSE OBJECTIVES: Students will be preparing to meet the demands of real-world business 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
- Relate to the needs and demands of labor
- Be aware of the major laws impacting HR
- Appreciate the importance of and issues related to
 - HR strategic planning activities
 - recruitment and hiring of employees
 - employment ethics
 - productivity and continuous improvement
 - high functioning teams
 - employee training, development and performance assessment program
 - compensation systems and incentives
 - useful policies and procedures
 - HR global and diversity issues

Important DSC dates to remember:

Mon, Aug 22 Classwork starts
Wed, Aug 24 Last day to add without a signature
Mon, Aug 29 Drop fee begins (\$10 per class)
Mon, Sep 5 Labor Day
Tue, Sep 6 \$50 Late registration/payment fee
Mon, Sep 12 Last day for refund
Mon, Sep 12 Last day to drop without a “W” grade
Fri, Sep 16 Last day to add classes
Fri, Sep 30 Last day to apply for graduation
Thurs, Fri, Oct 13-14 Semester break
Mon, Oct 17 Last day to drop or audit classes
Fri, Nov 11 Last day for complete withdrawal
Tue, Nov 15 Career Day
Wed-Fri, Nov 23-25 Thanksgiving break
Fri, Dec 9 Last day of classes
Mon-Fri, Dec 12-16 Final exams

GRADES	Final grade computation will be as follows:	Possible Points
	Value of HR & response	15
	Interview/Report of HR Manager & 2 responses (team)	40
	Choices	10
	HR Law	10
	OSHA	10
	Job Description (team)	10
	Ch. 5 Case Study	10
	Performance Reviews	10
	Handbook Outline (team)	10
	Code of Conduct	10
	Difficult Conversations	10
	Salary Quotes	5
	Wage Structure	10
	Incentives Debate & 2 responses	20
	Total Rewards	10
	Hofstede's Cultural Dimensions	10
	Revised Recommendations to HR Challenges (team)	30
	Presentation (including Handout) (team)	40
	Teamwork Assessment (team & individual)	15
	Peer evaluations of presenters (35)	35
	Chapter Tests	80
	TOTAL	400
		400/4 = Course %

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%

POSTING AND LATE ASSIGNMENTS: All assignments should be posted by 11:59 PM of the dates listed in the schedule. Late assignments will be accepted for only one week after the due date and will receive greatly reduced points, typically half the possible points. Responses to other students' postings are of little value if received late, when other students have already moved on. Some assignments will be posted under the Assignments section, when a response is not required by another student. Assignments that will have responses by other students will be posted under the Discussion section, so that all may see and respond. Spelling, grammar and general quality of writing will be considered in point values. If you did not post an assignment, you will not receive points for responding/commenting on others' postings for that assignment.

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

BLACKBOARD/WEBCT: Blackboard (BB) will be used to post grades and messages to and from the instructor and students. Students need to check their BB email several times per week. Assignments, tests, and grades will be posted on Blackboard. All students are expected to participate fully in Blackboard activities and communication. Blackboard participation is required.

STUDENTS WITH DISABILITIES: Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the North Plaza Building. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

Dmail: Important class and college information will be sent to your Dmail account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are assigned a Dmail account. If you don't know your user name and password, go to www.dixie.edu and select "Dmail," for complete instructions. Check your Dmail often.

COLLEGE RESOURCES: Several college resources are available to help you succeed.

If you need help understanding the content of your courses, go to the Tutoring Center located in the Browning Learning Center, Room 105. There is a schedule of what courses have tutors at what times outside the door. You can also visit them online at <http://dsc.dixie.edu/tutoring/>

If you need help writing papers, go to the Writing Center in the Browning Learning Center, Room 105. You can also visit them online at http://new.dixie.edu/english/dsc_writing_center.php

If you need to use a computer to do schoolwork on campus, check computer availability in the UH 200 lab, Smith Computer Center or the Library basement lab.

If you are assigned to take a test in the Testing Center, it has been moved to the North Plaza. You can get information on their website at <http://new.dixie.edu/testing/>

The Library has all kinds of information and resources. Visit the Val Browning Library or go to the library website at <http://library.dixie.edu/>

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.