

## MGMT 4300 - 01 Human Resource Management Course Syllabus – Spring 2012

**Blended (half in-person and half online) Face2Face Meetings (UHB 243): Wednesdays, 5:15-6:30**

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**Office Hours:** two hours before & one hour after class on Wednesdays, plus Tues. & Thurs. 2:00 to 3:00

**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:**

1/9 Classwork starts

2/3 Last day to add without a signature

1/17 Drop fee begins (\$10 per class)

1/24 \$50 Late registration/payment fee

1/31 Last day for refund

1/31 Last day to drop without a “W” grade

2/1 Courses dropped for non-payment

2/3 Last day to add classes

2/20 Presidents Day holiday

3/14-16 Spring Semester break

3/2 Last day to drop or audit classes

4/6 Last day for complete withdrawal

4/26 Last day of classes

4/30 & 5/1-3 Final exams

**ASSIGNMENTS:**

<b>Final grade computation will be as follows:</b>	<b>Possible Points</b>	
Value of HR & response	15	
Interview/Report of HR Manager & 2 responses (team)	40	
Choices	10	
HR Law	10	
OSHA	10	
Ch. 5 Case Study	10	
Interviewing	15	
Performance Reviews	10	
Handbook Outline (team)	10	
Difficult Conversations	10	
Salary Quotes	10	
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)	45	
Teamwork Assessment	15	
Peer evaluations of presenters (30?)	30	
Chapter Tests	80	
<b>TOTAL</b>	<b>400</b>	<b>400/4 = Course Percentage</b>

**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%

**BLACKBOARD/WEBCT:** Blackboard (BB) will be used to post assignments, 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.

**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 typically receive 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 from another student is not required. Assignments that require 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 to other students' postings.

**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.

**STUDENTS WITH DISABILITIES:** If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

**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](http://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](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 is located at 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.

DSC Policy Links:

- Policy for Absences Related to College Functions:  
<http://www.dixie.edu/humanres/policy/sec5/523.html>
- Disruptive behavior policy / classroom expectations :  
<http://www.dixie.edu/humanres/policy/sec3/334.html>
- Academic dishonesty / Academic integrity policy :  
<http://www.dixie.edu/humanres/policy/sec3/334.html>