

## MGMT 4300 - 01 Human Resource Management Course Syllabus – Fall 2016

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**Office Hours:** Monday to Thursday, 10:00 to 12:00 AM; before and after class.

Also available by email or phone most Monday through Fridays.

**Text:** Fundamentals of Human Resource Management, 6th ed., Noe ISBN: 978-0-07-771836-7

**Blended Format (half in-person/half online) In-person Class (UHB 230): Tues. 1:00-2:15 PM**

**COURSE DESCRIPTION:** This is an introductory course in Human Resource Management which will provide students with a fundamental knowledge of the roles and responsibilities of current HR managers. Course content includes labor/management relations, strategic HR management, policies/procedures, legal issues, job analysis/design, staffing, training, motivation, and establishing high performance organizations. Assignments will have a practical focus on HR and general management issues and skill development.

### TOPICS:

- HR trends and current issues
- HR laws & employment ethics
- HR strategic planning activities – needs assessment, recruitment and hiring of employees, orientation, training, development and performance assessment programs, motivation, productivity and continuous improvement
- Compensation systems and incentives
- Policies, procedures and employee handbooks
- High functioning teams, global HR & diversity

**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 course is conducted online, with coursework on Canvas. This format requires greater responsibility on the part of the student, but also provides greater personal freedom for scheduling course work. Remember the general rule of time commitment to a course: at least two hours of 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 and fifteen minutes in class. In order to be successful in this course, you will need to have access to a computer (with Microsoft Excel, PowerPoint and Word or WordPerfect) and the internet. **Paying attention to instructor comments on each assignment and to Canvas messages is critical.**

**LEARNING OUTCOMES (LO)** This course is intended to address the following Bachelor of Business program learning outcomes on the introductory and developmental levels:

1. A working level knowledge of the core functional areas of business:
  - A. Students will demonstrate a working level knowledge of core business functions related to human resource management
  - B. Students will be able to analyze a complex business situation, identify relevant business issues, opportunities and problems.
2. The ability to apply higher levels of critical thinking:
  - A. Students will be able to analyze business situations by performing appropriate quantitative and qualitative analysis, synthesize to form alternative solutions; and make recommendations for viable courses of action.
3. The interpersonal and communication skills necessary to succeed in business:
  - A. Students will deliver professional quality oral presentations
  - B. Student will prepare professional quality written presentations
  - C. Students will identify the essential elements of successful teamwork and will reflect upon their competency and experiences in applying them
4. The ability to identify and resolve ethical issues:
  - A. Students will analyze a complex business situation, identify relevant ethical issues and suggest ethical courses of action.

**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:

1. Demonstrate an introductory level of knowledge of the critical responsibilities of HRM (LO 1A)
2. Identify, analyze and determine management-level recommendations regarding the important trends and challenges of HR (LO 1A, 1B, & 2A)
3. Identify, analyze and determine recommendations regarding the needs and demands of labor (LO 1B & 2A)
4. Identify the major laws impacting HR (LO 1A, 1B, & 2A)
5. Create and present professional quality oral and written presentations & training (LO 3A& 3B)
6. Work effectively in teams (LO 3C)
7. Identify and apply ethical and social responsibility to management decisions (LO 4A)

**ASSIGNMENTS:**

<b>Final grade computation</b>	<b>Possible Points</b>	<b>Course LOs</b>
Chaos Theory in Business	10	1, 2, 3, 7
Current Trends in HR	10	1, 2, 3, 7
Choices	10	2, 3, 7
Interview/Report of HR Manager & 2 responses (team)	40	1, 2, 3, 5, 6, 7
Top 2 Points per individual	10	1, 3, 4
Lean Jobs	10	1, 2, 3
Interviewing	10	1, 2, 3, 4, 7
Employee Handbook	10	1, 2, 3, 4, 5, 7
Getting Rid of Performance Reviews	10	1, 2, 3, 5, 7
Incentives Debate & 2 responses	20	1, 2, 3, 7
Revised Recommendations to HR Challenges (team)	45	1, 2, 3, 5, 6, 7
Difficult Conversations	10	1, 2, 3, 7
Wage Quotes	10	1
Wage Structure (in class)	15	1, 3, 4
Presentation (including Handout) (team)	50	1, 2, 3, 4, 5, 6
Teamwork Assessment	15	6, 7
Peer evaluations of presenters	35	1, 3, 7
8 Chapter Tests	80	1
<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%	F = 0 – 59.9%
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%	

**IMPORTANT DSU DATES TO REMEMBER:**

Mon, Aug 22	Classes begin
Thurs, Aug 25	Last day for waitlist
Tues, Aug 30	\$50 Late registration/payment fee
Wed, Aug 31	Drop/Audit fee begins (\$10 per class)
Fri, Sep 2	End of 100% refund period
Mon, Sep 5	Labor Day (no classes)
Tues, Sep 6	Beginning of 50% refund period
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/audit classes
Thurs & Fri, Oct 13-14	Semester break
Mon, Oct 17	Last day to drop individual classes

Tues, Nov 1	Spring 2015 Bachelor's Degree Graduation Application deadline
Fri, Nov 11	Last day for complete withdrawal
Mon, Nov. 14	Spring Registration Opens
Wed-Fri, Nov 23-25	Thanksgiving break (no classes)
Fri, Dec 9	Last day of classes
Mon-Fri, Dec 12-16	Final exams

**CANVAS LMS:** Canvas participation is required and will be used to post assignments, tests, grades and messages to and from the instructor and students. In rare occasions, assignment schedules may change and will be announced in class and on Canvas. Students need to check their Canvas message and homepage for announcements several times per week. All students are expected to participate fully in Canvas activities and communication.

**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. 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.

**CHEATING:** Cheating will not be tolerated. Cheating encompasses all forms of academic dishonesty, including presenting fellow students' work as one's own, other plagiarizing, falsification, misrepresentation, and/or inappropriately colluding or collaborating and **not participating fully on team projects**. Cheaters will be disciplined according to school policy:  
<http://dixie.edu/humanres/polstu.html>

**UNIVERSITY APPROVED ABSENCES:** Dixie State University Policy explains in detail what needs to happen if you anticipate being absent from class because of a university-sponsored activity (athletic events, club activities, field trips for other classes, etc). Please read this information and follow the instructions carefully! The policy can be found at:  
<http://www.dixie.edu/humanres/policy/sec5/523.html>

**FREEDOM from DISCRIMINATION, AND HARASSMENT.** DSU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, [cindy.cole@dixie.edu](mailto:cindy.cole@dixie.edu). If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

**STUDENTS WITH DISABILITIES:** If you suspect or are aware that you have a disability that may affect your success in this 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:** You are required to frequently check your Dmail account. Important class and college information will be sent to your Dmail account, including DSU bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSU and in your courses. To access your Dmail account, visit [go.dixie.edu/dmail](http://go.dixie.edu/dmail). If you do not know your Dmail username or you have forgotten your PIN, visit [go.dixie.edu/mydixie](http://go.dixie.edu/mydixie) and follow the respective instructions.

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

- Disability Resource Center - [dixie.edu/drcenter](http://dixie.edu/drcenter)
- IT Student Help Desk - [dixie.edu/helpdesk](http://dixie.edu/helpdesk)
- Library - [library.dixie.edu](http://library.dixie.edu)
- Testing Center - [dixie.edu/testing](http://dixie.edu/testing)
- Tutoring Center - [dixie.edu/tutoring](http://dixie.edu/tutoring)
- Writing Center - [dixie.edu/english/dsc\\_writing\\_center.php](http://dixie.edu/english/dsc_writing_center.php)

**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 a copy of the death certificate or a funeral service program.

**DSU POLICY LINKS:**

- Policy for Absences Related to University 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>