

Greensboro College
Business 3210 Human Resource Management
Spring 2009

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Office Hours: Tuesdays from 3 – 6pm, Wednesdays from 10am – 5pm, and by appointment

If you need to contact me outside of class or office hours, email is the best way. But if you can't get to a computer give me a call.

Required Textbook: Framework for Human Resource Management – 5th edition, Gary Dessler.

COURSE MATERIALS:

Lectures notes, announcements, and grades will be available on Moodle.

Course Descriptions/Teaching Philosophy

Welcome to Human Resource Management! This survey course is designed to introduce students to important HR topics such as recruitment, job analysis, training, compensation, and EEO laws. In addition, I will discuss relevant topics that are essential and supplementary to the book

I believe my role is to facilitate learning in a stimulating and challenging environment. For that reason, I have planned class activities and discussions to use along with the regular lectures for a more engaging learning environment. I hope that students will learn the importance of human capital in an organization. I also hope that students will develop skills in problem-solving and critical thinking through class exercises. Students who have had relevant experiences at work are encouraged to share their experiences with the class.

Course Objectives

Objectives	Assessment Tools
1. Understand relevant HR research and key terms	<ul style="list-style-type: none">● Exams● Class discussions● In-class activities
2. Learn how HRM theories/concepts are applied in organizations	<ul style="list-style-type: none">● Current event reports● Class project
3. Demonstrate the ability to think critically and express thoughts in a poised manner	<ul style="list-style-type: none">● Class discussions● In-class activities● Current event reports● Class project
4. Speak effectively for different purposes and audiences	<ul style="list-style-type: none">● Class discussions● Current event reports● Class project

Examinations

There will be one pretest, two midterms, and one final exam. The examinations will cover the material presented in the textbook, lectures, in-class activities, and discussions. The final examination is **comprehensive**. Exams will consist of true/false and multiple choice questions.

In-class Exercises/Participation

The book is good and will be a good learning supplement, but it's important that you are in class every day. In order to get the most out of class you must take an active role in your education by participating in class discussions, asking questions, and being prepared for class by doing the readings.

There will also be several classes this semester where we will have in-class assignments that will require you to work in small groups and engage in class discussion and presentation.

Participation is an important part of this class (30% of your grade) and students **cannot** earn in-class points on the days they are absent. However, I understand that sometimes circumstances arise in which you cannot make it to class. Therefore, you will receive ONE "get out of in-class activity" day. You can earn 20 points at the end of the semester for attending all lectures.

Current Event Reports

Students will engage in two current event reports. The presentation should not exceed three minutes (**2-3 minutes**). We will start each class with a current event report.

Students will find articles from a current periodical or newspaper that focus on any aspect of human behavior in organizations. The presentation should summarize the article, discuss specifically how it is related to Human Resource Management, and pose some discussion questions for your classmates. Articles summarized must be from published periodical or newspaper. Please note that **I WILL ONLY ACCEPT** online articles from CNN.com, Wall Street Journal, New York Times, Business Weekly, and Time. You should turn in a copy of the article and an outline of your talk when you make your presentation.

Presentations will be evaluated based on the clarity and organization, the content, and the presentation skills involved. In assessing your performance, please consider the following guidelines:

- 1-page outline (with 2 discussion questions) distributed to the class
- Organization (introduction, body, and conclusion) with clear transitions
- Quality/source of the article
- Discuss **in detail** how the article is related to HRM
- The talk is within time limit (2-3 minutes)
- Overall presentation quality (no filler words, speak clearly)

Class Project

Each student is expected to conduct a 20-23 minutes presentation on an HR topic. You will also turn in a detailed outline of the presentation. I will provide more information regarding the class project.

Academic Honesty

I take academic honesty seriously. I expect students to do their own work and not engage in plagiarism, cheating, or other unfair practices. If this happens, the consequences can be severe, ranging from probation to expulsion. Feel free to talk to me if you have any concerns regarding academic honesty.

Disabilities

Greensboro College is committed to meeting the needs of all students and providing access for persons with disabilities. Reasonable accommodations are available to those students with diagnosed disabilities. If you require accommodations, it is your responsibilities to communicate your needs to your professor. Students with diagnosed disabilities wishing to receive specific accommodations must be registered with the Office of Disability Services. For more information, please contact Julie Yindra, Director of Disability Services at [jyindra@greensborocollege.edu](mailto: jyindra@greensborocollege.edu), extension 591.

Classroom Etiquette

Please do not use in-class time for sleeping, reading, texting, or surfing the Internet. Also, please do not chit-chat with your friend (s) during the class as chit chatting is extremely distracting. If you absolutely have to chat with your friend(s) during the class, then I may ask you to leave the class. Your participation grade can also be lowered depending on the number of times that you choose to chit chat during class. Feel free to talk to me if you have questions about this issue.

Coursework and Grades: Grading is calculated based on points earned during the semester on various activities:

Pre-Test	50
Exam 1	80
Exam 2	80
Final Exam	160
Current Event Report 1	40
Current Event Report 2	60
Class Project	230
- Topic (10)	
- First draft (30)	
- Detailed outline (60)	
- Oral presentation (130)	
<u>In-class participation</u>	<u>300</u>
Total:	1000

GRADING SCALE

Point total	
900-1000	A
870-899	B+
830-869	B
800-829	B-
770-799	C+
730-769	C
700-729	C-
670-699	D+
630-669	D
600-629	D-
0-599	F

Make-up exams: Make-up exams/presentations will be given 1) If arrangements are made with me before the exam, and only for emergencies or official university-sanctioned activities, or 2) If you are sick or have an emergency that can be **documented**. Make-up exams may contain different questions than the regularly scheduled exams, and must be taken as soon as you are healthy or return to campus.

For **undocumented** reasons, you may make up for your exams/presentations but will only receive up to 50% of the grade.

Note: You will have one week to come and talk to me about your grade once it is posted. For example, if your exam 1 score was posted on March 18, then you will have until March 25 to come and discuss your grade with me. I will **NOT** change your grade once it passes the one week deadline.

Business 3210 Tentative Course Schedule*

<u>Date</u>	<u>Topics</u>	<u>Reading</u>	<u>Due</u>
1/27	<ul style="list-style-type: none"> • Intro to class • Managing HR Today • Managing Equal Opportunity and Diversity 	Chapter 1 & 2	
2/3	<ul style="list-style-type: none"> • Presentation skills • Job Analysis 	Notes	<ul style="list-style-type: none"> • Presentation sign-up • Class Project topic
2/10	<ul style="list-style-type: none"> • Personnel Planning and Recruiting • Testing and Selecting Employees 	Chapter 3 & 4	<ul style="list-style-type: none"> • Resume
2/17	Exam 1		
2/24	<ul style="list-style-type: none"> • Interviewing candidates • Training and Developing Employees 	Notes & Chapter 5	
3/3	<ul style="list-style-type: none"> • Spring Break 		
3/10	<ul style="list-style-type: none"> • Performance Management and Appraisal • Compensating Employees 	Chapter 6 & 7	
3/17	<ul style="list-style-type: none"> • Ethics and Fair Treatment in HRM • Managing people at work and understanding self 	Chapter 8 & Notes	First draft of project outline
3/24	Exam 2		
3/31	<ul style="list-style-type: none"> • Organizational Culture • Protecting Safety and Health 	Notes & Ch 10	
4/7	<ul style="list-style-type: none"> • Protecting Safety and Health • Managing Human Resources Globally 	Ch10 & Module A	
4/14	Presentations		Detailed class project outline
4/21	Presentations and Final Review		
5/1	Final Exam at 6pm		

*Instructor reserves the right to modify the schedule at any time. Please check the course website for the latest schedule.