

College of Business

Tennessee State University

Fall 2012
MGMT 4030

LOCATOR INFORMATION:

Course Name: Human Resource Management
Credit Hours: 3.0
Contact Hours: 3.0 hrs **TR 2:40 – 4:05 pm** AWC 201

INSTRUCTOR: Name: Kenneth Kungu, PhD
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Phone: 615-963-7379
E-mail: kkungu@tnstate.edu

Office Hours

Tuesday and Thursday 10 am – 1 pm;
Wednesday 10 am – 2 pm; other times by
appointment

REQUIREDTEXTBOOK & MATERIALS: Human Resource Management Essentials Perspective 6th
Ed., Mathis and Jackson.

COURSE DESCRIPTION:

This is a survey course intended to provide students with a broad view understanding of the principles, techniques and practices involved in the running of an effective human resources function in an organization. Topics include employee recruitment, selection, job analysis, training and development, compensation and benefits, performance appraisal, and labor relations.

Course Focus: To develop an understanding of the following concepts and be able to apply them to work life settings:

1. To orient the student to the professional field of human resources.
2. Planning workforce needs with an emphasis on recruitment, selection, personal assessment, and development.
3. To introduce the student to the concepts of performance evaluation, motivation, and communication.

COURSE OBJECTIVES:

At the end of the course, students will be able to:

1. Describe various multiple human resource functions and roles in an organization
2. Discuss the importance of managing human resources
3. Explain how to gain and sustain a competitive advantage through human resources
4. Diagnose HR related problems and issues in an organization
5. Determine which HR tools are appropriate for addressing different organizational problems and opportunities
6. Explain the connection between various HR functions such as staffing, training, compensation etc and performance

ACADEMIC INTEGRITY:

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, misrepresentation, of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

REASONABLE ACCOMODATIONS:

Any students requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400,preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. I need to be aware of your status if it will affect your class activities and assignments---before assignments are due.

CODE OF STUDENT CONDUCT:

There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged participating in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

ATTENDANCE& LATE WORK:

Attendance will be taken from the first day of class. Students are expected to attend all classes, unless they have a university-sanctioned excuse. Failure to attend classes will affect your participation grade. If a class is missed, it is the student's responsibility to get with a classmate to get caught up with materials covered in class.

Class Participation: Class participation refers to taking part in class discussions by sharing one's own experiences or perspectives in class. It also includes completing in-class and out-of-class assignments as individuals or in groups. Complying with the above will ensure a full participation grade. Late assignments will not be accepted.

TEACHING STRATEGIES:

Method of instruction will be lectures and class discussions.

ASSIGNMENTS & EVALUATION CRITERIA:

The final grade will be calculated based on the following:

Participation	15%
In Class Case Studies	15%
Presentation	10%
White Paper	20%
Mid-term Exam (in-class written exam)	20%
Final Exam (in-class written exam)	20%

Exams: There will be three in-class written exams. This may comprise a mix of multiple-choice questions, true-false questions and short answers. Except in extreme cases, all exams must be taken during the appointed times.

Presentation: Each student will select a journal article to read from those that the instructor will provide, and make a 10 minute presentation for the class. Each student will make one presentation for the semester. The grading rubric for the presentation will be uploaded on Elearn.

Case Studies: Students will work in groups (maximum 4 students) to read and analyze assigned HR cases throughout the semester. Each group will then make a five minute presentation (and a 1 page memo) which should: 1) summarize the key issues in the case; 2) make recommendations on how the issues should be handled; & 3) provide a justification for the recommendations.

White Paper: Students will write an 8 page term paper excluding references (double-spaced, 12 point Times New Roman Font). You are to assume that you work for an organization that does not have a human resource department. The C.E.O has asked you to write a paper in support of the formation of a HR department. In essence, answer the question "why should the company support the formation of a HR department?" In writing your paper, you are to read at least six papers from a list provided by the instructor. More guidelines on the paper will be uploaded on Elearn. At the least, the paper should cover:

- What is HRM? – definition, what do HR professionals do, what are the major HR roles/tasks in an organization
- Why is managing human resources important (compared to other resources)
- Contributions of HR efforts to productivity and competitiveness of companies (find articles that link HR functions and organization performance). Provide evidence or make a case that HR programs do contribute to organizational goals

GRADING SCALE:

100%-90% = A; 89%-80% = B; 79%-70% = C; 69%-60% = D; 59% or less =

TENTATIVE CLASS SCHEDULE	
Week 1 28 - 30 Aug	Introduction and Syllabus The Changing and Strategic Nature of HRM (Chap. 1) <i>In-class case</i> <i>Select dates and topic for presentation</i>
Week 2 4 - 6 Sep	Equal Employment Opportunity and Diversity (Chap. 2) <i>In-class case</i>
Week 3 11 - 13 Sep	Individuals/HR Planning/Job Analysis (Chap. 3) <i>In-class case</i>
Week 4 18 - 20 Sep	Staffing: Recruiting and Selection (Chap. 4) <i>In-class case</i>
Week 5 25 - 27 Sep	Training and Talent Management (Chap. 5) <i>In-class case</i> <i>Exam 1 Review</i>
Week 6 2 - 4 Oct	Exam 1 <i>Presentations and In-class case</i>
Week 7 9 - 11 Oct	Performance (Chap. 6) <i>In-class case</i>
Week 8 16 - 18 Oct	<i>Presentations and In-class case</i> <i>NB: Oct 16 Fall Break (No Class)</i>
Week 9 23 - 25 Oct	Total Rewards and Compensation (Chap. 7) <i>In-class case</i>
Week 10 30 Oct - 1 Nov	Variable Pay and Benefits (Chap. 8) <i>In-class case</i> <i>Exam 2 Review</i>
Week 11 6 - 8 Nov	Exam 2 <i>Presentations and In-class case</i>
Week 12 13 - 15 Nov	Risk Management and Employee Relations (Chap. 9) <i>In-class case</i>
Week 13 20 - 22 Nov	Presentation and In-class Case <i>NB: Nov 22 - Thanksgiving (No class)</i>

Week 14 27 – 29 Nov	Union/Management Relations (Chap. 10) <i>In-class case</i>
Week 15 4 – 6 Dec	Final discussions, Summaries, and Wrap up White Paper Due (Dec 6) – Last day of class Final Exam Review
Week 16 7 – 14 Dec	FINALS WEEK Exam 3 – University Schedule