

College of Business

Tennessee State University

Spring 2013 MGMT 4030 Course Syllabus

LOCATOR INFORMATION:

Course Name: Human Resource Management

Credit Hours: 3

Contact Hours: 3

INSTRUCTOR:

Name: Dr. Carrie Hurst
Office: K-444
Phone: 615-963-7341
E-mail: churst@tnstate.edu

Office Hours:

Mondays 2:30-5:30pm
Tuesdays 9:00-11:15am; 12:45-2:00pm (online)
Thursdays 9:00-11:15am; 12:45-2:00pm (online)

Textbook (required): Mathis, R. M. and Jackson, J. H. (2011). Human Resource Management, 13th Ed. ISBN: 0538470224

Course Description: This course surveys the topics that form the foundation for human resource management. The primary topics included in this course are; HR's role in organizations, job analysis, job design, managing a diverse workforce, human resource information systems (HRIS) and employment law. An overview of the following HR processes will be included; acquiring a workforce, developing and evaluating the workforce, determining pay and rewards, and strategic HR issues.

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

Course Prerequisites: Tentative or full admission into the college of business or permission of the department.

Policies:

Attendance: Starting the first class of the semester, the instructor will take attendance. Should a student miss more than two classes without a university- sanctioned excuse, he or she will receive an 'F' for the course. Arriving after roll has been called is considered an absence. Do NOT ask to be added to the roll after the class has begun. Arriving late and leaving early is unprofessional behavior and disruptive. Students who leave class early will be marked absent and if they habitually leave class, they will be dropped from the course.

Classroom Conduct: Inappropriate and disruptive behavior in the classroom will not be tolerated, and students who engage in such behaviors will be asked to leave. Unacceptable behaviors include, but are not limited to, talking loudly about non-class matters, using computers when not necessary, using profanity, reading non-class materials, text messaging or taking phone calls, and sleeping.

Students with Disabilities: TSU does not discriminate on the basis of an individual's disability and complies with section 504 and Public law 101-366 (Americans with Disabilities Act) in its admissions, accessibility, treatment, and employment of individuals in its programs and activities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. Students needing assistance may call (615) 963-7400. It is the student's responsibility to follow the procedures outlined by TSU if accommodation is needed.

Cheating: The student handbook states: Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course. If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures (Student Handbook, p. 14 for Disciplinary procedures.)

Exams: A combination of multiple choice, true-false, matching, short answer and essay formats may be used. Tests will cover material from the text and lectures and students may be required to read a case to complete the exam. The instructor will not administer individual make-up exams. If you know that you will be unable to take an exam during its scheduled time and have a university sanctioned excuse, you may be able to take the exam at an *earlier* time, but must make arrangements in advance. If any students have finished the exam and left the testing area, no more exams will be distributed. Students may not leave the testing area once the test has been administered or they will not be able to continue to work on it. The final exam is comprehensive and optional. It can be used to substitute for any other lower exam score.

Service Learning Project: For this project the class partners with Access Nashville, a non-profit organization that assists in rating local businesses on their accommodations for individuals with disabilities. You will be expected to visit a local business assigned to you by Access Nashville and complete a survey detailing their accommodations (e.g., dimensions of restroom, wheelchair ramp access, etc.). Following your visit, you will submit a 5-page report detailing a) your reactions to the project, b) what you learned about the Americans with Disabilities Act and c) the implications of your experiences for human resource management practices.

In-Class Assignments: These will be completed either in class as groups or individuals or assigned as out-of-class homework to be discussed later in class. Any materials completed outside of class must be double-spaced and typed in 12 point Times New Roman font with 1-inch margins and are due at the beginning of the class period. In-class assignments are due upon completion in class. Late assignments and make-up assignments will not be accepted, as these are designed to facilitate class participation/discussion. All assignments should be the work of the student turning them in. In the case of duplicate assignments (unless instructed to complete assignments as a group), both students will receive zeros and can be dropped from the course.

HR in the News: You will be assigned to a team and a chapter topic in order to complete a 10-15 minute presentation on something you found in the recent media (e.g., newspaper, magazine, television) related to the topic. This *should not* be a Google search for a random article that contains one or two of your search terms. Instead, this *should* be a story that is recent and relevant

to the topic we'll be discussing. For example, if the topic is equal employment, try searching for a recent article about alleged discrimination cases in Nashville. If you can find something about how your topic enhances competitive advantage (e.g., profits, market share, quality, cost-reduction, etc), that's fantastic but all presentations must include a) what you found b) its relevance for HR, and c) your source(s). Bring copies of a handout for all students.

Grading: Your final grade will be computed in the following manner:

Exam 1:	20%
Exam 2:	20%
Exam 3:	20%
Service Learning Project:	20%
In Class Assignments:	10%
HR in the News:	10%
Total:	100%

A = 90+, B = 89.9-80.0, C = 79.9-70.0, D = 69.9-60.0, F=59.9-0

TENTATIVE SCHEDULE

<i>Date</i>	<i>Topic</i>	<i>Reading</i>	<i>Due*</i>
1/28	Human Resource Management in Organizations	Syllabus & Chapter 1	
2/4	Strategic HR Management and Planning	Chapter 2	HR in the News Sign-Up
2/11	Equal Employment Opportunity	Chapter 3	Service Learning Project Sign-Up
2/18	Workers, Jobs, and Job Analysis	Chapter 4	
2/25	Human Resource Planning & Retention	Chapter 5	Service Learning Surveys Exam 1
3/4	Recruiting and Labor Markets	Chapter 6	
3/11	Spring Break	Spring Break	Spring Break
3/18	Selecting Human Resources	Chapter 7	
3/25	Training Human Resources	Chapter 8	
4/1	Talent Management	Chapter 9	Exam 2
4/8	Performance Management and Appraisal	Chapter 10	
4/15	Total Rewards and Compensation	Chapter 11	
4/22	Incentive Plans and Executive Compensation	Chapter 12	Service Learning Project Papers
4/29	Managing Employee Benefits	Chapter 13	Exam 3
5/6			Final Exam

***Notes: Schedule subject to change at instructor's discretion. In-class assignments not listed. Exam dates will not change and will be administered on the dates listed above.**