

## **Human Resource Management**

**MIS 34180 – 001**

**Mondays and Wednesdays 9:15 to 10:30am, Business Admin Bldg. Room 110**

### **INSTRUCTOR**

Dr. Mark Whitmore

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Office hours: Mon or Wed 2:00pm to 4:00pm (or other times by appointment)

### **TEXT / READINGS**

The required text for this course Human Resource Management (7<sup>th</sup> Edition) by Noe, Hollenbeck, Gerhart, Wright. The Kent State Edition is not required as we will not be using Connect for the course. It is possible that some readings will be assigned during the semester; students will be informed about such readings via e-mail or class handouts.

### **FOCUS/PURPOSE OF THE COURSE**

This course was designed for undergraduates. This is a survey course of the broad field of Human Resources. It encompasses knowledge and application in the areas of human resources in organizations. At times the course will take a deep dive into areas critical for understanding of the human resources discipline. The course will provide students with a blend of both research and best practice professional applications.

### **COURSE OBJECTIVES**

1. Students will gain a general understanding of the area of Human Resources.
2. Students will gain an understanding of the Human Resource applications practiced in organizations.
3. Students will learn about the integration of Human Resources to other business functions including the area of business strategy development and Human Capital planning.
4. Students will gain an understanding of the impact of external environmental forces on the practice of human resources including the impact of the regulatory environment, and the global business environment.

### **GRADING**

Final grades will be comprised of the following:

Class Participation	5%
Presentation and/or papers	20%
Two multiple choice tests	50%
Final Exam	25%

**I will use +/- grades for this course.** Assignment of final grades will most likely be: 92+ A, 90-91 A-, 88-89 B+, 82-87 B, 80-81 B-, 78-79 C+, 72-77 C, 70-71 C-, 68-69 D+, 60-67 D, 0-59 F. I reserve the right to curve these final grades, up or down, based on overall class performance.

## **ATTENDANCE**

You are permitted 2 unexcused absences and 4 excused absences. If you must miss class, you must contact me **before** class (by phone, e-mail, in person, etc.). Your attendance will be excused only if you have a university-approved reason.

## **HR FORUM AND SUMMIT PRESENTATIONS / PAPERS**

Students are required to attend two HR Forum Presentations presented throughout the semester or one full day Summit. In addition to attendance, the students will prepare a short, no more than two page paper, responding to questions about the presentations they attended at the forum or the Summit. These papers are due by the end of the regularly scheduled Tuesday class following the presentation. See the bottom of the syllabus for the scheduled presentations.

Students may substitute each missed attendance of a Forum presentation with a five page paper written on a topic related to the topics discussed at the presentation. Students will organize their findings into a five page double spaced paper. The topic must be pre-approved by the professor. If the student cannot make any of the forums or summit, they are required to write a 10 page paper on a forum or summit topic. **Students may earn an extra five points toward the total grade by attending both Forums and the Summit or by writing an additional five page double spaced paper on a pre-approved topic. Please see me if you are interested in the extra credit option. Students will be required to share their topic area one week before the scheduled presentation and the paper is due by the end of the regularly scheduled Monday class following the presentation.**

## **MULTIPLE CHOICE EXAMS**

Throughout the semester three 25 item multiple choice exams will be given that cover both the information from the lectures and the book chapters. See the course/topic agenda for the book chapters and topics covered in each exam. Questions will cover a selection of the topics presented in the book and by lecture up to the date of the test. Each exam will also contain a short answer extra credit question (worth 5 points). See the course schedule of exam reviews and exam dates.

## **COURSE FORMAT**

The format of this course will be in the form of PowerPoint lectures and interactive class discussion and activities. Because of the quick pace of the course it will not be possible to cover every topic in the lecture, so students are required and should expected to be tested on areas in

the book chapters which are not covered by lecture. Therefore keeping up with the reading assignments is imperative. All of the lecture slides are on Blackboard.

## COURSE TOPIC SCHEDULE

Date	Topic	Readings	Assignments/Exams
January 13	Human Resource Management: Gaining a competitive Advantage	Chapters 1: pgs. 1-26	
January 15	Human Resource Management: Gaining a competitive Advantage	Chapter 1: pgs. 26-67	
<b>January 20</b>	<b>Martin Luther King Day</b>		
January 22	Strategic Human Resources Management	Chapter 2: pgs. 70-103	
January 27	The Legal Environment: Equal Opportunity	Chapter 3: pgs. 104 – 126	
January 29	The Legal Environment: Equal Opportunity and Safety, Part II	Chapter 3: pgs. 126-150	
February 3	The Analysis and Design of Work: Organizational Design	Chapter 4: pgs. 152 – 167	
February 5	The Analysis and Design of Work: Job Design	Chapter 4: pgs. 168-187	Exam Review
<b>Feb 10</b>	<b>Exam over Part 1</b>		<b>Exam</b>
Feb 12	Human Resource Planning	Chapter 5: pgs. 190-210	
Feb 17	Human Resource Recruitment	Chapter 5: pgs. 210-229	
Feb 19	Selection and Placement	Chapter 6: pgs. 230-247	
Feb 24	Selection and Placement	Chapter 6: pgs. 248 – 268	
Feb 26	Training:	Chapter 7: pgs. 270-300	
March 3	Training: On the Job Training, Training evaluation, workforce diversity	Chapter 7: pgs. 300-345	
March 5	Performance Management	Chapter 8: pgs. 348-374	
<b>March 6</b>	<b>HR Forum</b>	<b>7:00pm to 8:30pm</b>	<b>The Kiva</b>
March 10	Performance Management: Assessment Centers, Legal Guidelines, Technology	Chapter 8: pgs. 374-407	HR Forum Papers are due.
March 12	Employee Development	Chapter 9: pgs. 409-457	
March 17	Employee Separation and Retention	Chapter 9: pgs. 427-457	<b>Exam Review</b>

<b>March 19</b>	<b>Exam over Part 2 and 3</b>		
	<b>March 24 – 30 Spring Break</b>		
<b>March 31</b>	<b>HR Summit – No Class</b>	<b>Ballrooms</b>	<b>Student Center</b>
April 2	Pay Structure Decisions	Chapter 11: pgs 498-539	HR Summit Papers are due.
April 7	Recognizing Employee Contributions with Pay	Chapter 12: pgs. 540-577	
April 9	Employee Benefits	Chapter 13: pgs. 578-598	
April 14	Employee Benefits	Chapter 13: pgs. 598-621	
April 16	Collective Bargaining and Labor Relations	Chapter 14: pgs. 624-677	
<b>April 18</b>	<b>HR Forum</b>	<b>10:00am to 11:30am</b>	<b>KIVA</b>
April 21	Managing Human Resources Globally	Chapter 15: pgs.678-698	HR Forum Papers are due.
April 23	Managing Human Resources Globally/Strategically Managing the HR Function	Chapter 15: pgs. 699-714; Chapter 16; pgs. 716- 736	
April 28	Human Resources Information Systems	Lecture	
April 30	Strategically Managing the HR Function	Chapter 16: pgs. 736-755	<b>Final Exam Review</b>
<b>May 8</b>	<b>Final Exam Parts 4 and 5</b>	<b>10:15am to 12:30pm</b>	<b>Exam</b>

## Information from the KSU College of Business Administration

### The Following Policies Apply to All Students in this Course

- A.** Students attending the course who do not have the proper prerequisite risk being deregistered from the class.
- B.** Students have responsibility to ensure they are properly enrolled in classes. Should you find an error in your class schedule, you need to correct the error with your advising office no later than Sunday, January 19, 2014. If registration errors are not corrected by these dates and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester for any class in which you are not properly registered.

**For flexibly scheduled courses, faculty should contact the Registrar's Office (330.672.3131) directly for the specific dates if they are unable to determine based on information in Self Service Banner.**

**C.** Academic Honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.

**D.** For Spring 2014, the course withdrawal deadline is Sunday, January 26, 2014. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.

**E.** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.kent.edu/sas/index.cfm> for more information on registration procedures).

**F. GRADUATION INFORMATION FOR SENIORS:** It is your responsibility to apply for graduation before the set deadline. If you apply after the deadline you will be assessed a \$200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation.

To apply for graduation complete the following steps:

Log onto your Flashline account

1. Click on the Student Tools tab
2. Look in the Graduation Planning Tool Box
3. Click on Application for Graduation

**\*\*If an error message appears, you must contact your advisor.**