

Human Resource Management 34180-003; CRN 16820  
 Exploring Business - Fall 2014  
 Kent State University  
 College of Business Administration

<b>Class Time and Place</b>	<b>Monday / Wednesday 11:00 am – 12:15 pm</b>	<b>Bus Admin Bldg, Room 210</b>
<b>Instructor &amp; Office</b>	<b>Diane DeRubertis 438 College of Business Admin Bldg</b>	
<b>Contact Information and Office Hours</b>	<b>dderuber@kent.edu 330/672-7103</b>	<b>Monday/Wednesday 1:00 – 3:00 pm</b>
<b>*Appointments will take preference over drop-in</b>		

**Human Resources Management - Class Information**

**A. COMMUNICATION:** Students are encouraged to communicate in person, by phone or email. *However, information provided in class will not be repeated.*

- **Email: (preferred method of communication)** Please allow 36 hours for a response.
- **Phone:** leave a message for me.
- **Office Hours:** Appointments are encouraged and will be given preference to students who “drop-in” during posted office hours.

When making contact – if you are communicating via email or leaving a message on voice mail please be sure to provide your name, the name of the course in which you are enrolled (I teach more than HR Management courses), your class section and your contact information (phone/email).

When emailing, please email me directly at the above email addresses - not through Blackboard Learn - if you desire a timely response.

Also make sure to check your KSU email *and* Blackboard Learn for communications from me at least every other day. FYI, due to FERPA regulations, I cannot communicate grades or course-related materials to non-KSU email addresses.

**B. REQUIRED TEXTBOOKS AND CLASS MATERIALS:** Human Resource Management: Gaining a Competitive Advantage 9e Kent State Edition by Noe R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2012). New York: McGraw-Hill Companies, Inc. /with Connect. (ISBN 007768432X)

This text is specifically designed for Kent State University meaning it is in paperback form and has Kent State University Edition printed on the front cover. It is bundled with the Student Access Code for the McGraw-Hill Higher Education (MHHE) Connect Plus system. We will **NOT** use the MHE Connect Plus system in this course. You only need to purchase

the book. The non-Kent State University versions of the book have the exact content and if you can find it cheaper than the Kent State edition please feel free to purchase.

**C. COURSE OBJECTIVES:** Overall Course Objectives are to:

1. To provide you with an understanding of key human resource practices in today's organizations.
2. To help you build critical thinking skills by analyzing how human resource practices can support a firm's strategic objectives and enhance long-term firm performance.
3. To help you apply and understanding of human resource practices to your job search and career choices.
4. To develop your skills in the following areas: problem solving and analysis, written and oral communication, and teamwork.

**D. PURPOSE:** The purpose of this course is to provide you with a foundation in Human Resource (HR) management. HR management is primarily concerned with systems for: making decisions about the people assets of the organization (e.g., hiring and compensating), developing those assets (e.g., evaluating, training), and supervising the relationship between those assets and the organization (e.g., maintaining employee morale, designing jobs and teams). The goal of HR management is to contribute to organizational success by such means as increasing the efficiency in the use of resources, maintaining legal compliance, enhancing the motivation and commitment of employees, and providing a strategic competitive advantage.

**E. PREREQUISITE:** The prerequisites for this course are as follows:

- At least a Sophomore standing (completion of 30 hours)
- Cumulative 2.500 GPA
- Completion of M&IS 24163 Principles of Management OR
- BMRT 11009 Introduction to Management Technology

**F. COURSE ORGANIZATION:** Class time will focus on practical application and reinforcement of the text material. This will be accomplished through the use of lectures, discussions, PowerPoint presentations, videos, guest speakers and online demonstrations.

Class time will not simply be a rehash of the text material. All students are expected to have read the assigned chapters and complete the Connect Exercises before class in order to be an active participant during class.

**G. EXPECTATIONS:** All students are expected to:

- 1) Attend class
- 2) Arrive for class on time
- 3) Not cause disruptions during class
- 4) Participate in class discussions
- 5) Submit homework assignments by the assigned due dates – no exceptions
- 6) Conduct themselves as a business professional

**H. GRADING AND GRADING SCALE**

Participation – Attendance	22 sessions	110 (5 points each)	22%
Participation - HR Forums	1 External Forum	30 points total	6%
Business Project	1 assignment	200 points total	40%
Exams	4 exams	100 (25 points each)	20%

Final Exam	1 test	<u>60</u>	<u>12%</u>
<b>TOTAL:</b>		<b>500</b>	<b>100%</b>

A	93% or greater (465-500)	C+	77% - 79.99% (385-399)
A-	90% - 92.99% (450-464)	C	73% - 76.99% (365-384)
B+	87% - 89.99% (435-449)	C-	70% - 72.99% (350-364)
B	83% - 86.99% (415-434)	D	60% - 69.99% (300-349)
B-	80% - 82.99% (400-414)	F	0% - 59.99% (<299)

**Note: Grading is subject to minor modifications at the discretion of your instructor**

## I. PERFORMANCE MEASUREMENT:

- 1. ATTENDANCE AND PARTICIPATION:** Attendance for this class is required and attendance will be taken each scheduled session. 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.

***Note:** If you have more than 4 excused absences, or more than 2 unexcused absences, you will not receive an A in the course regardless of your cumulative point average.*

Students are also expected to come to class prepared by studying the reading assigned for that day, completing other homework activities and reviewing their notes from previous classes. Students should expect to allocate three hours of outside work for each hour of class on average over the semester. Although there will be some week-to-week variation, the course is designed so that workload should be fairly even throughout the semester, as long as students do not procrastinate.

The active involvement of all students is expected during discussions. Participation can take many forms, including asking questions that clarify the class material, making points about the topic based on outside experience, providing well-reasoned comments on the topic based on the learning points in the class, and volunteering for special exercises.

To assist in knowing who is participating, name cards will be distributed the first session and attendance will be taken at the beginning of each class period.

- 2. BUSINESS PROJECT:** The idea is to provide students an opportunity to work with an organization on a HR-related activity and have a “real life” experience. To support a lesson on Corporate Social Responsibility and giving back to the community through volunteer work, the focus is on non-profit organizations although we do have one for-profit organization participating.

Working throughout the summer with our partners, we developed 13 projects to be divided up among class members. On the second day of class, representatives from

the participating organizations will “pitch” their projects and class members will have the opportunity to ask questions. At the conclusion of the session, class members will be requested to rank order the projects based on their preference for the assignment.

This is a “project-based” exercise for which the students will receive classroom credit (up to 40% of the grade). This is not an internship and is designed to make sure it does not have internship attributes. All of the activities:

- Are bona fide projects (not busy work)-- that is meaningful and in some way related to the HR function
- Have a turnaround time for the deliverable of no more than 10 weeks
- Require no more than 3 - 5 hours a week of additional work outside of the classroom.
- Will not require the individual(s) to be in the business office on a regular basis (although there would be the occasional face-to-face meetings between team and client organization).

Class members will be assigned projects based on preference where possible. Project teams will be required to work together outside of class time, interact with the sponsoring organizations point person, and provide periodic status updates as well as complete deliverables including a written report with recommendation and verbal presentation. Written reports will be submitted during the time of the verbal presentations are made in class (during the last two weeks). A verbal presentation will be made to the sponsoring organizations executive team.

- 3. HR FORUMS:** Professors teaching the human resources curriculum in the College of Business have joined together to deliver a series of presentations focusing on current human resource challenges. The idea is to help you, the students, understand the types of challenges / circumstances a company can face and how companies approach and address them.

Our strategy for the **HR Forums** is to bring working professionals to campus in a panel-style presentation where we present a current challenge / circumstance and hear from the professionals about how the HR divisions developed and implemented programs to manage same.

***WHEN ARE THESE SCHEDULED?***

Monday, October 13<sup>th</sup> | 7:00 – 8:30 pm | KIVA | HR Forum #1 - The Impact of Social Media on the Business Environment

Wednesday, November 19<sup>th</sup> | 1:30 – 3:00 pm | KIVA | HR Forum #2 - Health and Wellness Trends in Employee Sponsored Benefit Programs

***WHAT ARE MY REQUIREMENTS?***

As a member of this class you will be required to attend 1 of the 2 scheduled HR Forums as well as write a brief response paper (no more than 3 pages) about the event you attend. You will be provided questions as a foundation for your paper and

you will be answering those questions. These papers are due the Saturday morning following the event and will be submitted through Blackboard.

#### ***WHAT IF I HAVE A CONFLICT?***

You may substitute missed attendance of the required HR Forum by completing a research activity and compiling a report on a topic pre-approved by the professor. If you cannot make either of the HR Forums you will be required to complete the research activity or write a 5 page paper on one of the HR Forums topic pre-approved by the professor.

#### ***IS THERE ANY EXTRA CREDIT?***

Students may earn an extra ten points toward the total grade by attending both HR Forums or by writing an additional five page double spaced paper on a pre-approved topic. Please see me if you are interested in the second extra credit option as you will be required to have your pre-approval at least one week before the scheduled presentation and the paper is due by the end of the regularly scheduled Monday class following the presentation.

#### **4. TESTS AND FINAL EXAM:** Four multiple-choice exams over text and lecture material and one final exam will be given during the semester.

The four exams are anywhere, anytime and will be open-book, open-notes, and not cumulative. Test questions will be drawn from textbook, lectures, class discussions, cases, and exercises.

A final Exam will also be given, is also anywhere, anytime, anyplace and will be open-book, open-notes, BUT is cumulative.

All tests and the final exam are to be taken within the window provided. If you miss an exam due to a legitimate reason (e.g., illness, death in the immediate family), a make-up exam will be provided (you will be required to provide an official university excuse to be eligible for a make-up exam). If you do not provide a legitimate excuse, no make-up exam will be granted.

### **IMPORTANT POLICIES**

#### **1. ENROLLMENT REQUIREMENTS:**

Students have a responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on FlashLine) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until **Sunday, September 7<sup>th</sup>, 2014** to correct the error. If registration errors are not corrected by this date 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 for which you are not properly registered.

#### **2. ACADEMIC HONESTY:**

*All work related to this class is to be done individually!* 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. In addition, it is considered cheating when one cooperates with someone else in any such misrepresentation. 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 for the course. Repeat offenses may result in dismissal from the University.

**3. STUDENTS WITH DISABILITIES:**

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 classroom adjustments through Student Accessibility Services (contact 330-672-3391 or visit <http://www.kent.edu/sas/index.cfm> for more information on registration procedures).

**4. COURSE WITHDRAWAL DEADLINE:**

Please note that the last day to drop this class is **Sunday, November 3rd, 2014.**

**5. EXCUSED ABSENCE FOR UNIVERSITY SPONSORED ACTIVITIES:**

Documentation must be presented for signature of Professor DeRubertis prior to the excused absence date. A copy of the documentation must be left with Professor DeRubertis.

**6. SYLLABUS CHANGES:**

Instructors reserve the right to change the syllabus or attached Class Schedule upon providing verbal notice in class, via email, and/or posting an updated version on the class site in Vista. Check to make sure you have the most up to date version by checking the date at the top.

**5. GRADUATION REQUIREMENTS:**

If you are eligible to graduate, it is your responsibility to apply for graduation before the set deadline (May Graduation: Apply before September 15th August Graduation: Apply before December 15th December Graduation: Apply before March 15th). 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.)

**HUMAN RESOURCE MANAGEMENT – 34180 - 003; CRN 16107**  
**Fall 2014**  
**Kent State University**  
**College of Business Administration**

The schedule below is tentative and the instructor reserves the right to make changes.

**COURSE CONTENT OUTLINE**

<b>Wk</b>	<b>Date</b>	<b>Topics, Agenda and Deliverables</b>	<b>Readings</b>	<b>Homework &amp; Assignments</b>
#1	08.25.14	Review syllabus and schedule	<ul style="list-style-type: none"> <li>Review syllabus and schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase text book</li> </ul>
	08.27.14	Project Preview and Activity on Coordinating Teams	<ul style="list-style-type: none"> <li>Chpt 1 - Human Resource Management: Gaining a Competitive Advantage</li> </ul>	
#2	09.01.14	<b>LABOR DAY – NO CLASS</b>		
	09.03.14	Chapter 1 – Human Resource Management: Gaining a Competitive Advantage	<ul style="list-style-type: none"> <li>Chpt 2 – Strategic Human Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
#3	09.08.14	Chapter 2 – Strategic Human Resource Management	<ul style="list-style-type: none"> <li>Chpt 3 – HR Environment – Legal; EEO and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	09.10.14	Chapter 3 – HR Environment – Legal; EEO and Safety	<ul style="list-style-type: none"> <li>Chpt 4 – The Analysis and Design of Work</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> <li>Submit Original Project Summary and Status Report #1</li> </ul>
#4	09.15.14	Chapter 4 – The Analysis and Design of Work	<ul style="list-style-type: none"> <li>Chpt 5 - Human Resource Planning and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	09.17.14	<b>NO LECTURE</b>		<b>EXAM #1: Online in Blackboard</b>
#5	09.22.14	Chapter 5 – Human Resource Planning and Recruitment	<ul style="list-style-type: none"> <li>Chpt 6 – Selection and Placement</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	09.24.14	Chapter 6 – Selection and Placement	<ul style="list-style-type: none"> <li>Chpt 7 – Training</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
#6	09.29.14	Chapter 7 – Training	<ul style="list-style-type: none"> <li>Chpt 8 – Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	10.01.14	Chapter 8 – Performance Management	<ul style="list-style-type: none"> <li>Chpt 9 – Employee Development</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> <li>Submit Status Report #2</li> </ul>
#7	10.06.14	Chapter 9 – Employee Development	<ul style="list-style-type: none"> <li>Chpt 10 – Employee Separation and Retention</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	10.08.14	<b>NO LECTURE</b>		<b>EXAM #2: Online in Blackboard</b>

#8	10.13.14	Chapter 10 – Employee Separation and Retention	<ul style="list-style-type: none"> <li>Chpt 11 – Pay Structure Decisions</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	<i>HR Forum # 2 - The Impact of Social Media on the Business Environment</i>			<i>Evening session 7:00 – 8:30 pm @ Kiva</i>
	10.15.14	Chapter 11 – Pay Structure Decisions	<ul style="list-style-type: none"> <li>Chpt 12 – Recognizing Employee Contribution with Pay</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> <li>HR Forum #1 papers due</li> </ul>
#9	10.20.14	Chapter 12 – Recognizing Employee Contribution with Pay	<ul style="list-style-type: none"> <li>Chpt 13 – Employee Benefit</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	10.22.14	Chapter 13 – Employee Benefit		<ul style="list-style-type: none"> <li>Work on Project</li> <li>Submit Status Report #3</li> </ul>
#10	10.27.14	Risk Management	<ul style="list-style-type: none"> <li>Chpt 14 – Collective Bargaining and Labor Relations</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	10.29.14	NO LECTURE		EXAM #3: Online in Blackboard
#11	11.03.14	Chapter 14 – Collective Bargaining and Labor Relations		<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	11.05.14	SUSTAINABILITY AND CORPORATE GOVERNANCE	<ul style="list-style-type: none"> <li>Chpt 15 - Managing Global HR Resources</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
# 12	11.10.14	Chapter 15 - Managing Global HR Resources	<ul style="list-style-type: none"> <li>Chpt 16 - Strategically Managing HRM Function</li> </ul>	<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	11.12.14	Chapter 16 - Strategically Managing HRM Function		<ul style="list-style-type: none"> <li>Work on Project</li> <li>Submit Final Project Status Report</li> </ul>
# 13	11.17.14	IT for Human Resource Management		<ul style="list-style-type: none"> <li>Work on Project</li> </ul>
	11.19.14	NO LECTURE		EXAM #4: Online in Blackboard
	<i>HR Forum #3 - Health and Wellness Trends in Employee Sponsored Benefit Programs</i>			<i>Afternoon session • 1:30 – 3:00 pm @ Kiva • HR Forum #3 papers due</i>
# 14	11.24.14	Presentations	Projects 1, 2, 3	<ul style="list-style-type: none"> <li>Presentations</li> </ul>
	11.26.14	Presentations	Projects 4, 5, 6	<ul style="list-style-type: none"> <li>Presentations</li> </ul>
# 15	12.01.14	Presentations	Projects 7, 8, 9	<ul style="list-style-type: none"> <li>Presentations</li> </ul>
	12.03.14	Presentations	Projects 10, 11, 12	<ul style="list-style-type: none"> <li>Presentations</li> </ul>
#16	12.08.14 12.12.14	FINALS WEEK		FINAL EXAM: Online in Blackboard