

Human Resource Management

MIS 34180 – 004

Tuesdays and Thursdays 3:45 – 5:00pm, Business Admin Bldg. Room 106

INSTRUCTOR

Dr. Mark Whitmore

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Office hours: Tues or Thurs 10:30 or 12:15 – 1:15 (or other times by appointment)

TEXT / READINGS

The required text for this course Human Resource Management (7th Edition) by Noe, Hollenbeck, Gerhart, Wright. 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 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%
Four multiple choice tests	75%

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 B, 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

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.

HR FORUM PRESENTATIONS / PAPER

Students are required to attend three of four HR Forum Presentations presented throughout the semester. 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. 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 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. **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 Tuesday 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 be 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 slides, and exam reviews are on Blackboard.

COURSE TOPIC SCHEDULE

Date	Topic	Readings	Assignments/Exams
August 27	Human Resource Management: Gaining a competitive Advantage	Chapters 1: pgs. 1-26	
August 29	Human Resource Management: Gaining a competitive Advantage	Chapter 1: pgs. 26-67	
Sept 3	Strategic Human Resources Management	Chapter 2: pgs. 70-103	
Sept 5	The Legal Environment: Equal Opportunity	Chapter 3: pgs. 104 - 126	
Sept 10	The Legal Environment: Equal Opportunity and Safety, Part II	Chapter 3: pgs. 126-150	
Sept 12	The Analysis and Design of Work: Organizational Design	Chapter 4: pgs. 152 - 167	
Sept 17	The Analysis and Design of Work: Job Design	Chapter 4: pgs. 168-187	Exam Review
Sept 19	Exam over Part 1		Exam
Sept 19	Human Resource Planning	Chapter 5: pgs. 190-210	
Sept 24	Human Resource Recruitment	Chapter 5: pgs. 210-229	
Sept 26	Selection and Placement	Chapter 6: pgs. 230-247	
September 27	HR Forum: Workforce 2020 Presentation and panel discussion	11:30am to 1:00pm	The Kiva
Oct 1	Selection and Placement	Chapter 6: pgs. 248 - 268	HR Forum Papers are due.
Oct 3	Training:	Chapter 7: pgs. 270-300	
Oct 8	Training: On the Job Training, Training evaluation, workforce diversity	Chapter 7: pgs. 300-345	
Oct 10	Performance Management	Chapter 8: pgs. 348-374	
October 11	HR Forum: Employee Engagement and the Multi-generational workforce. Presentation and panel discussion	11:30am to 1:00pm	The Kiva
Oct 15	Performance Management: Assessment Centers, Legal Guidelines, Technology	Chapter 8: pgs. 374-407	HR Forum Papers are due.
Oct 17	Employee Development	Chapter 9: pgs. 409-427	
Oct 22	Employee Development: Job Experience	Chapter 9: pgs. 427-457	

Oct 24	Employee Separation and Retention	Chapter 10: pgs. 458-496	Exam Review
Oct 29	Exam over Part 2 and 3		Exam
Oct 31	Pay Structure Decisions	Chapter 11: pgs 498-539	
Nov 1	HR Forum: Performance Management, Developing the Workforce of the Future	11:30am – 1:00pm	Kiva
Nov 5	Recognizing Employee Contributions with Pay	Chapter 12: pgs. 540-577	HR Forum Papers are due.
Nov 7	Employee Benefits	Chapter 13: pgs. 578-598	
Nov 12	Employee Benefits	Chapter 13: pgs.598-621	
Nov 14	Collective Bargaining and Labor Relations	Chapter 14: pgs. 624-657	
Nov 19	Collective Bargaining and Labor Relations	Chapter 14: pgs.657-677	
Nov 21	Managing Human Resources Globally	Chapter 15: pgs.678-698	
Nov 22	HR Forum: The Business Impact of Diversity,	11:30am – 1:00pm	Kiva
Nov 26	Managing Human Resources Globally/Strategically Managing the HR Function	Chapter 15: pgs. 699-714; Chapter 16; pgs. 716- 736	HR Forum Papers are due.
November 28	Thanksgiving Holiday – No School		
Dec. 3	Strategically Managing the HR Function	Chapter 16: pgs. 736-755	Exam Review
Dec 5	Final Exam Parts 4 and 5		Exam

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, September 8, 2013. 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 Fall 2013, the course withdrawal deadline is Sunday, November 3, 2013. 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. The graduation application deadlines are follows:

Graduation Application Deadlines:

May Graduation: Apply before September 15th

August Graduation: Apply before December 15th

December Graduation: Apply before March 15th

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.**