

M&IS 34180 Section 001 Call 12043

Human Resource Management

Spring 2009

Class meeting: TR, 9:15am - 10:30am, BSA 205

Instructor: Julia Levashina, Ph. D., BSA A427,

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Office Hours: TR, 10:35 -12:25 pm & M, 10:00 - 11:20 am

Textbook

Noe R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). Human Resource Management: Gaining a Competitive Advantage (6th Edition). New York: McGraw-Hill Companies, Inc.

Course Prerequisites

M&IS 24163 Principles of Management (students that do not have the proper prerequisites risk being deregistered from the class).

Course Description

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.

The course will combine lecture, class discussion, cases, exercises, and textbook reading to expose you to HR management theory and research findings, give you an opportunity to apply some of these ideas to your own work experiences and management practice.

Course Objectives

Overall Course Objectives are to:

- (1) Develop an understanding of the major HR management needs of most organizations.
- (2) Develop a familiarity with alternative HR systems designed to address those needs, and the advantages and disadvantages of each.
- (3) Gain an awareness of the technology underlying the HR systems, so that the range of quality can be understood.
- (4) Develop an appreciation for basic HR decisions.
- (5) Build your career portfolio.

Plan for the Course

The course uses eight different types of pedagogy:

1. Traditional lectures. I will give a lecture at the beginning of each class. These lectures will be accompanied by PPT handouts posted on vista.kent.edu.
2. Discussions. Active participation is also important to ensure that the concepts in the course are properly understood and integrated. Comments and questions will nearly always be

welcome during a class meeting. 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.

3. Readings. Most readings will be from your textbook as indicated in the course outline. Also, there will be supplemental readings to provide in-depth analyses of selected topics. Supplemental readings will be posted on vista.kent.edu.
4. Building your career portfolio (hands-on exercises). There will be several exercises throughout the course that will help you to launch your career search. They are meant to give brief hands-on exposure or practice in key areas, such as resume writing, job fair and job interviewing, and job offer negotiation. They will require advanced preparation, and most of them will be conducted outside of class. They will account for 20% of your total grade. Some exercises will be conducted and graded by HR practitioners from local organizations.
5. Individual Presentation. Each student will select an HR practice from any area of HR (e.g., hiring, training, recruiting, compensation, appraisal, career management, organizational design, etc.). Then (a) review related literature [2 articles or more], (b) interview informants in a company who know the HR practice (e.g., HR managers or other executives), (c) analyze the practice from an HR perspective, (d) prepare and give a power-point presentation to the class, and (e) answer questions. The presentation and questions combined must not exceed 7 minutes maximum. As with similar projects, higher scores are assigned for thoroughness, depth, quality, and going beyond minimal requirements (except the time for the presentation). Students should send an electronic copy of their presentations to me one day before their presentations so other students can access them. There will be 2-3 presentations per class.
6. Guest speakers. There may be a guest speaker during one of the class periods, depending on the availability of guest speakers and time on the syllabus. Guest speakers bring special expertise to the classroom, and they provide pedagogical variety. Students are expected to ask the speaker questions to enhance the learning experience, and to anticipate that the material will be included on the exam.
7. Quizzes. In order to encourage the reading of the textbook, and reward those who come to class prepared to make a contribution, there will be brief quizzes covering the required reading material for a given week. The quizzes will typically be unannounced, consist of 6 one-point multiple-choice questions, with two points given for your name. Approximately 10 quizzes will be given, the highest 8 will count toward your grade, the lowest two will be dropped, and will not count as extra-credit. Because your lowest quiz scores will be dropped, missed quizzes may not be made up. Also, attendance at every class is expected. Do not come to class in order to complete a quiz. If this is the case, your quiz will not be accepted.
8. Exams. Three multiple-choice exams will be given during the semester. The exams are closed-book, closed-notes, and not cumulative. Exam questions will be drawn from textbook and supplemental reading assignments, lectures, class discussions, cases, and exercises. Exams are to be taken at the scheduled time. 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.

Grading

The grading scale is predetermined to ensure that you always know your grade in the class. Grades will be based on the absolute standard below, and will not be curved. Grading will be based on the following factors and weighting:

- Exam 1 20%
- Exam 2 20%
- Final Exam 20%
- Quizzes 15%
- Individual Presentation 5%
- Building your Career Portfolio 20%

Scale for final letter: A (100-90); A- (89-87); B+ (86-83); B (82-80); B- (79-77); C+ (76-73); C (72-70); C- (69-67); D+ (66-63); D (62-60); and F (< 59).

Grade Tracking Chart

Category		points received/ points possible	% of grade due to category	% you received from each category
*Only your 8 <i>highest</i> quiz scores will count toward your grade.	Quiz 1	/8		
	Quiz 2	/8		
	Quiz 3	/8		
	Quiz 4	/8		
	Quiz 5	/8		
	Quiz 6	/8		
	Quiz 7	/8		
	Quiz 8	/8		
	Quiz 9	/8		
	Quiz 10	/8		
Quizzes	Total	___/8	X 15%	___%
				+
Individual Presentation		___/5	X 5%	___%
				+
Building your career portfolio		___/100	X 20%	___%
				+
Exam 1		___/100	X 20%	___%
				+
Exam 2		___/100	X 20%	___%
				+
Final Exam		___/100	X 20%	___%
				=
Overall Grade				___%

Course Withdrawal Deadline

The course withdrawal deadline is Sunday, April 4, 2010.

Registration

Students have 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, January 31, 2010 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 in which you are not properly registered.

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. In addition, it is considered to be 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 course. Repeat offenses result in dismissal from the University.

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 these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

Course Outline*

Week	Date	Topic	Reading
Week 1	01-19-10	Course Introduction: syllabus & intro to HRM	Chapter 1
	01-21-10	Strategic Human Resource Management and High Performance Work Practices	Chapter 2, TBA
Week 2	01-26-10	Equal Employment Opportunity: Part 1	Chapter 3
	01-28-10	Equal Employment Opportunity: Part 2	Chapter 3
Week 3	02-02-10	Human Resource Planning	Chapter 5
	02-04-10	Job Analysis: Part 1	Chapter 4
Week 4	02-09-10	Job Analysis: Part 2	Chapter 4
	02-11-10	Building your Career Portfolio- O*NET & Resume	TBA
Week 5	02-16-10	Exam 1: Covers all material from 01/19/2010	
	02-18-10	Recruitment	Chapter 5
Week 6	02-23-10	Selection: Part 1	Chapter 6
	02-25-10	Building your Career Portfolio-Personality Tests	TBA
Week 7	03-02-10	Selection: Part 2	Chapter 6
	03-04-10	Building your Career Portfolio-Mock Job Interview	TBA
Week 8	03-09-10	Performance Management: Part 1	Chapter 8
	03-11-10	Performance Management: Part 2	Chapter 8
Week 9	03-16-10	Performance Management: Part 3	Chapter 8
	03-18-10	Exam 2: Covers all material from 02/18/2010	
Week 10	03-23-10	Employee Development and Training	Chapter 9
	03-25-10	Employee Separation and Retention	Chapter 10
Week 11	03-30-10	Spring Recess	
	04-01-10	Spring Recess	
Week 12	04-06-10	Compensation: Part 1	Chapter 11
	04-08-10	Building your Career Portfolio: Job & Internship Fair Report	
Week 13	04-13-10	Compensation: Part 2	Chapter 11
	04-15-10	Benefits & Negotiation	Chapter 13
Week 14	04-20-10	Building your Career Portfolio: Job Offer Negotiation	
	04-22-10	Recognizing Employee Contributions with Pay	Chapter 12
Week 15	04-27-10	International HRM	Chapter 15
	04-29-10	Measuring HRM Effectiveness	Chapter 16
Week 16	05-04-10	Remembrance Day	
	05-06-10	Review for Final Exam	
Week 17	05-11-10	Final Exam: Covers all material from 03/23/2010	9:00-10:00am

* I reserve the right to modify this schedule according to the needs and progress of the class.