

## MGT 311: Human Resources Management (HRM)

Spring 2012  
Online via Blackboard

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## Course Description

This course is designed for anyone who is, or will be, a manager. It is not intended to prepare you to be an HR specialist. Instead, it is designed to add value to your education by acquainting you with practices that will (hopefully) make you more effective in your approach to people-related management issues. Much of an organization's success will depend on line managers' talents as caretakers of the organization's human capital. As current and/or future managers, it is important that you become acquainted with some basic HR principles and practices that can be a source of sustainable competitive advantage for your organization.

The major focus of this class is on the management concerns of staffing, training and development, and compensation of employees in organizations. Constraints on management discretion, including legislation, court decisions, labor unions and labor markets are reviewed. Prerequisite courses include: MGT 210, AMS 240, or COMM 461.

## Course Objectives

The main objective of this course is to acquaint you with material that will help you be a better manager of the employees on your staff. By the end of the semester, you will be familiar with the:

- aspects of employment law that managers deal with frequently.
- methods used by organizations to hire employees, including reviewing resumes, interviewing job candidates, and selecting the best person for the job.
- ways organizations reward employees to maximize performance.
- techniques to used develop and maintain exceptional performance of your employees.
- Collective bargaining process and laws.

## Blackboard

Blackboard is located at <https://ecourses.wku.edu/webapps/portal/frameset.jsp>. Blackboard will be used extensively in communicating assignments and other messages. Know how to use it. Check the MGT 311 course site frequently for messages. Make sure that the email address you have registered on Blackboard is the one you check daily. I will be using Blackboard to send email messages to the class when necessary.

Course content materials (lectures, videos, etc) will be available under the "Course Documents" section in Blackboard. In this section, you will find online lectures,

Powerpoint materials, videos and any additional readings that have been assigned. Materials will be available by 8:00 a.m. on Monday of the week that material is scheduled to be covered. For example, the material for Chapter 3 will be available by 8:00 a.m. on Monday, January 23<sup>rd</sup>.

### **Grading**

Your grade will be determined by your performance on examinations and the assignment sets. If you need a particular grade in order to reach one of your objectives (e.g. graduate!!), then perform the coursework at a level that will earn the needed grade. Do not approach me about doing "extra credit" to improve your grade. I do not allow it.

All grades will be expressed in terms of percentages, with:

90+            = A  
80 – 89%    = B  
70 – 79%    = C  
60 – 69%    = D  
Below 60% = F

The grade you earn will be based on the following:

### **Examinations**

There will be three 100-point unit examinations. Exams will be one hour in length and cover material featured in the lectures, text, additional readings, and videos. The format for all exams is a combination of multiple choice and/or short answer and/or essay.

Exams will be taken in an approved testing center between the hours of 9:00 a.m. and 4:00 p.m. Central Time on the following dates:

February 29<sup>th</sup>  
April 4<sup>th</sup>  
May 9<sup>th</sup>

You will need to reserve a spot in the testing center by making an appointment using the following website at least one week prior to the scheduled exam date:

<http://www.wku.edu/testing/index.php>

Failure to take an examination on the scheduled date will result in a score of zero (0) on the exam. No make-up exams will be given.

### Assignment Sets

There will be 3 sets of assignments due throughout the semester. These are posted under the Assignments tab in Blackboard.

	Available at <u>8:00 a.m. on</u>	Due by <u>5:00 p.m. on</u>
Set #1	01/30/12	02/28/12
Set #2	03/01/12	04/03/12
Set #3	04/05/12	05/04/12

Assignment Sets will be worth 50 – 75 points each and will vary in length. Several will require you to develop a written response or conduct an analysis while others will be Connect activities. Typed assignments are to be double spaced and use 12-point font. Assignments turned in after 5:00 p.m. on the due date will not be accepted and you will receive a zero (0) for that assignment. No exceptions.

A link to the Connect Registration URL can be found under the Connect Registration tab in Blackboard. You will need to use Internet Explorer as your web browser when you register for Connect. You will also need the access code that came with your textbook. If you did not buy a code with your text, you can purchase a code separately on this site.

### Reading/Intro Quizzes

Each chapter will have a reading quiz associated with it. You will be required to take these quizzes before the audio lectures and other chapter materials will become available to you. These chapter quizzes will be available on the same dates listed for the other chapter materials listed in the course schedule. They will consist of 5 multiple choice questions and have a 10-minute time limit. You will have one attempt at these quizzes so do not open them until you have read the chapter and are ready to begin.

### Required Text

Noe, Hollenbeck, Gerhart, and Wright, Fundamentals of Human Resource Management (4<sup>th</sup> edition), McGraw-Hill Irwin, 2011, ISBN: 978-0-07-747763-9. This text includes the Connect access card.

### Course/Classroom Conduct

I believe that it is imperative to build and maintain a climate of respect and trust that will enhance the learning process and ensure academic integrity. Activities that undermine learning and/or academic integrity will not be tolerated. Examples of these include (but are not limited to):

- Cheating – Giving, using, or attempting to use unauthorized materials, information, or devices in any academic exercise.
- Copying from another student's exam or receiving unauthorized assistance during a quiz, test, written assignment or examination.
- Using books, notes, calculators, or computers when they are expressly prohibited by the instructor.
- Procuring copies of tests or examinations before they are given.

- Copying reports, computer files, and other work from other students.

**There will be severe consequences for participating in any of these activities.**

### **Students with Disabilities**

International students who are involved in ESL and might need special accommodations should talk to me the first week of class. We are committed to appropriate accommodation for students with disabilities. The Office for Civil Rights (OCR) asks me to provide the following information: "Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services."

### **Additional Readings**

Additional readings are located in Blackboard under the appropriate chapter in the Course Documents section.

### **Tentative Course Outline – Spring 2012**

<b>Week of:</b>	<b>Topic</b>	<b>Noe, et al Chapter</b>	<b>Assignment Sets Due</b>
01/23/12	Introduction/the Legal Environment	1 & 3	
01/30/12	The Legal Environment	3	
02/06/12	Strategic HR	2 & 16	
02/13/12	Job Analysis	4	
02/20/12	Planning & Recruiting	5	
02/27/12	<b>EXAM #1 - Wednesday, 2/29, Chapters 1-5 &amp; 16</b>		#1 - 2/28
03/05/12	<b>SPRING BREAK</b>		
03/12/12	Selection	6	
03/19/12	Training/Employee Development and Career Management	7 & 9	
03/26/12	Performance Management/Separation and Retention	8 & 10	
04/02/12	<b>EXAM #2 - Wednesday, 4/4, Chapters 6-10</b>		#2 - 4/4
04/09/12	Establishing a Pay Structure	11	
04/16/12	Recognizing Employee Contributions with Pay	12	
04/23/12	Benefits and Collective Bargaining	13 & 14	
04/30/12	Global HR	15	#3 - 5/4
05/07/12	<b>EXAM #3 - Wednesday, 5/9, Chapters 11-15</b>		