

## BA 560: Human Resource Management

Spring 2015

## 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 an organization's human capital. As current and/or future managers, it is important that you become acquainted with some basic principles and practices that can be a source of sustainable competitive advantage for your organization.

## 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 term, 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.

## Course Structure

This is an online course available via Blackboard. The materials for each section will be available by the date shown in the course timeline at the end of this syllabus. Audio lectures and PowerPoint slides for each chapter will be available under Course Documents under the appropriate folder. Please read the chapter before listening to the audio lectures because the audio lectures assume that you have some familiarity with the subject. There is a timed, online quiz for each chapter. When you feel you are ready, the quiz can be accessed under the Quizzes tab in Blackboard.

## Blackboard

Blackboard will be used extensively in communicating assignments and other messages. Know how to use it. Check the BA 560 course site frequently for messages. The quizzes over the reading assignments will also be taken using Blackboard. Also, 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.

### **Grading**

Your grade will be determined by your performance on the chapter quizzes and the simulation. 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 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = F

The grade you earn will be based on the following:

12 Chapter Quizzes ..... 200 points (10 – 25 points each)

Simulation ..... 150 points

### **Chapter Quizzes (200 points)**

There will be 12 quizzes over the reading material and online audio lectures. The audio lectures and any supplemental readings are located under "Course Documents." The chapter quizzes are located under the "Quizzes" tab in Blackboard and consist of 10-25 multiple choice questions. The quizzes are timed – typically 45-60 seconds per question so plan accordingly. **All quizzes are due by 11:59 p.m. on Sunday, May 3<sup>rd</sup>.**

Failure to take any quiz by that date and time will result in a score of zero (0) on that quiz. No make-up quizzes will be given.

### **Simulation (150 points)**

The simulation will begin at 8:00 a.m. on Monday, May 4<sup>th</sup>. This is an online simulation that will require you to apply the information you have learned during the previous weeks. The price of the simulation is \$40 and online payment will be required when you register for the simulation in mid-April. More information (how to register, preparatory materials, etc.) regarding the simulation will be made available to you in mid-April. You will also submit a journal that will chronicle your decisions and rationale for those decisions.

Performance goals for the simulation (100 points)

By the end of Q8:

Meet at least 4 critical goals – 75 points

Meet all critical goals – 85 points

Meet all critical goals and at least 4 stretch goals – 93 points

Meet all stretch goals – 100 points

Journal of decisions made (50 points)

For each round of the simulation, you will discuss the decisions you made and provide rationale for those decisions (explain to me why you made the decisions you made). Be

sure to use the material you learned earlier in the semester as well as the simulation feedback as you make your choices and explain them to me. The material submitted to me will be one Word document that will chronicle your decisions and rationale for each round. This journal is due by 5:00 p.m. on Friday, May 16<sup>th</sup>.

### **Required Text**

Jackson, Schuler, and Werner (2011). Managing Human Resources (11<sup>th</sup> edition).

### **Tentative Schedule**

The tentative schedule for this course is shown below. This is a suggested pacing for you. Even though all the quizzes are not due until 11:59 p.m. on Sunday, May 3<sup>rd</sup>, please do not wait until the last minute to cover all the material. You will not like your scores on your quizzes if you do not take time to learn the material.

Week of	Block	Topic	Chapter(s)
03/23/15	1	Course Intro/Legal Context/Unions	3 & 14
03/30/15	2	Strategic Human Resource Management	1 & 2
04/06/15	3	HR Planning and Job Analysis	4 & 5
04/13/15	4	Recruiting and Selection	6 & 7
04/20/15	5	Training/Development and Performance Management	8 & 9
04/27/15	6	Compensation and Benefits	10, 11, & 12
05/04/15	7	Online Simulation	
05/11/15	7	Online Simulation	