

MGT 311 -- HUMAN RESOURCE MANAGEMENT

Fall, 2016

Online via Blackboard

INSTRUCTOR: Bob Reber
OFFICE: 217 Grise Hall, 745-2490, e-mail: robert.reber@wku.edu
HOURS: By appointment or virtually anytime via email.

COURSE OBJECTIVES

Organizations are experiencing an increasing professionalization of the human resources staff. The human resource department is viewed as a key contributor to organizational effectiveness. At the same time, line managers are being asked to assume responsibility for the evaluation, redesign, and implementation of human resources systems. This course is designed to acquaint you with the basics of HRM. Whether or not you are planning a career in P/HRM, the material covered should be relevant. Since learning should be an active process, the course will involve a combination of lecture, case analyses, experiential exercises, class discussion and independent research. Many controversial issues will be addressed. Some will even affect you directly. Therefore you are encouraged to be actively involved, ask questions, share your own experience, and generally participate in class discussions. By the end of the semester you should have basic knowledge with regard to:

- 1. writing and using job descriptions and specifications*
- 2. planning human resource needs*
- 3. understanding the legal environment affecting HRM*
- 4. recruiting and selecting the right employees*
- 5. training and developing productive employees*
- 6. conducting effective performance appraisals and reviews*
- 7. effectively managing compensation and benefits*
- 8. maintaining employee safety and health*
- 9. improving labor relations*

INSTRUCTIONAL MATERIALS

- 1. A high speed internet connection is required for this course. No exceptions.*

2. TEXT AND ANCILLIARIES:

Noe, Hollenbeck, Gerhart, and Wright, Fundamentals of Human Resource Management (6th edition), McGraw-Hill Irwin, 2016, ISBN: 978-0-07-771836-7. You should be able to get text bundled with the Connect/Learnsmart access card. If not, you may need to get Connect/Learnsmart separately if you do not buy the bundle.

3. Blackboard:

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. You may always email me questions or post questions on the Blackboard Discussion Board or Announcements. If you do email me with a question, I may post a reply on the Discussion Board if it refers to something the entire class should know.

ASSESSMENT OPPORTUNITIES

You will have the opportunity to demonstrate what you have learned by your performance on the following:

<i>Two semester exams</i>	<i>200 points</i>	<i>SCALE:</i>	<i>630 to 700 = A</i>
<i>Learnsmart (16@5pts)</i>	<i>80 points</i>		<i>560 to 629 = B</i>
<i>Connect Activities</i>	<i>220 points</i>		<i>490 to 559 = C</i>
<i>Research Paper</i>	<i>50 points</i>		<i>420 to 389 = D</i>
<i>Final Exam</i>	<i>100 points</i>		<i>419 OR LESS = F</i>
<i>Discussion Board</i>	<i>50 points</i>		
TOTAL POINTS	700 POINTS		

DESCRIPTION OF COURSE ASSIGNMENTS

Your grade for the course will be based on your performance on a variety of different assessments:

1. Semester Exams: (Two @ 100 points each). These will consist of a combination of multiple choice, true/false and possibly short answer essay questions. To be content valid, they will cover ANY material assigned and/or discussed in class. You will only have 1 hour to complete each exam once you start AND you will not be able to pause and restart the exam. Ergo, be sure to have an uninterrupted time to take the exam with a secure and dependable internet connection.

2. Final Exam: (100 points). The final exam will use the same format as the semester exams (multiple choice, true/false, short answer essay). It will be COMPREHENSIVE!! Again, it will cover ANY material assigned and/or discussed in class.

3. Learnsmart Assignments

These assignments, are self-paced study questions designed to help you learn the text material. There will be one set of questions for each chapter. You must access these assignments through the tab labeled "CONNECT ASSIGNMENTS" on Blackboard in order to receive proper credit. NOTE THE DEADLINES FOR EACH ASSIGNMENT!!!

4. Connect Interactive Assignments

A self-paced interactive activity has been assigned for each chapter. While there is no time limit on these, you will be allowed unlimited number of attempts for each activity HOWEVER there will be a 20% point reduction for each attempt after the first . You must access these assignments through the tab labeled "CONNECT ASSIGNMENTS" on Blackboard in order to receive proper credit. Note the due dates for each assignment on Connect!

A link to the Learnsmart and Connect Registration URL can be found under the Connect Registration tab in Blackboard. 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 from McGraw-Hill.

5. Current HR Issue Research Paper (5 pages minimum, 50 points): You will research a current HR issue facing employers today. Essentially you will pose a question and answer it based on your research. What do you recommend as an HR policy? Be sure to substantiate your recommendations with valid empirical evidence which you fully and accurately cite. Sample topics and questions will be presented on the announcement/discussion board as the semester progresses. All topics must be pre-approved by the instructor.

6. Discussion Board: (10 at 5 points each) Throughout the semester you will have 10 opportunities to participate in a class discussion via the Discussion Board on Blackboard. You will be asked to respond to questions or offer examples related to various topics covered in the class. In order to receive full credit you will need to make a substantial contribution to the discussion that demonstrates your thought and effort in studying the subject. Again, you will need to pay close attention to due dates for each of these when they are assigned. Late submissions will not be accepted.

TENTATIVE COURSE OUTLINE AND ASSIGNMENTS

<u>TOPIC</u>	<u>READING ASSIGNMENT</u>
SECTION 1 FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT	
WEEK 1 (Aug. 22-26)	
<i>Class Introductions on Discussion Board</i>	
<i>Syllabus review and orientation</i>	
<i>-Intro: The role of P/HRM</i>	<i>Chapters 1 Learnsmart Connect</i>
WEEK 2 (Aug. 29 – Sept. 2)	
<i>- Strategic HR Planning</i>	<i>Chapters 2 Learnsmart Connect</i>
WEEK 3 (Sept. 6-9, Labor Day Sept. 5))	
<i>-Legal Environment of HR</i>	<i>Chapter 3 Learnsmart Connect</i>
WEEK 4 (Sept. 12-16)	
<i>-Job Analysis: A basis for HRM</i>	<i>Chapter 4 Learnsmart Connect</i>
WEEK 5 (Sept. 19-24)	
<i>--HR Recruitment</i>	<i>Chapter 5 Learnsmart Connect</i>
WEEK 6 (Sept. 26-30,)	
WEEK 7 (Oct. 3-7, Fall Break Oct 6-7)	
EXAM 1 (OPEN SEPT. 26-28)	
SECTION 2 : STAFFING, TRAINING & PERFORMANCE MANAGEMENT	
<i>- Selection</i>	<i>Chapters 6 Learnsmart Connect</i>

WEEK 8 (Oct. 10-14)

-Training & Development

**Chapter 7
Learnsmart
Connect**

WEEKS 9 & 10 (Oct. 17-21 & 24-28)

-Managing Employee Performance

**Chapters 8, 9, & 10
Learnsmart
Connect**

WEEK 11 (OCT 31- NOV 4) WEEK 12 (Nov. 7-11)

EXAM TWO—OPEN OCT 31-NOV 2

SECTION 3: COMPENSATION & LABOR RELATIONS

- Compensation

**Chapters 11, 12, & 13
Learnsmart
Connect**

WEEK 13 (Nov. 14-18)

-Labor Relations

**Chapter 14
Learnsmart
Connect**

WEEKS 14 & 15 (Nov. 21, Thanksgiving Break, Nov. 23-25, Nov. 28-Dec 2)

-

**Chapters 15 & 16
Learnsmart
Connect**

RESEARCH PAPERS DUE 11:59pm on FRIDAY DECEMBER 2, 2016.

WEEK 16 (Dec. 5-9) FINAL EXAM—Comprehensive, due 11:59pm on THURSDAY, DEC. 8, 2016.

ANNOUNCEMENTS

Important Notes for this Course:

1. Course Conduct

I expect the highest level of professionalism and personal behavior from every student. Creating a respectful and trustworthy classroom environment is the responsibility of every student. This type of environment will lead to a more productive learning process and one of high academic integrity. Behavior that undermines the learning environment and/or academic integrity will not be tolerated. Examples of these behaviors include (but not limited to):

- Cheating – Giving, using, or attempting to use unauthorized materials, information, or***
- 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.***

2. A high-speed internet connection is required for this course and is especially critical for the on-line exams.

3. You should be proficient in the use of Blackboard. Check Blackboard daily for announcements.

4. Be sure that your **e-mail address** on TopNet is current and is one that you check daily. This is the e-mail address that I will use to contact you.

5. Be sure to read all announcements and the syllabus.

6. The on-line exams are **timed** exams. This means you will have a limited time period to complete the questions. Once you open the exam the clock starts. Multiple Choice and True/False questions will be the format for the exams. **Warning:** While you may think you can look up answers in your text since this is an unproctored online version, the time limit will prevent you from do this efficiently. Just like any other test, you need to know the material before starting the exam.

7. The exam questions are randomly chosen from a large test bank for every single exam –this means that no two exams will contain the same questions.

8. Please do not hesitate to ask questions. The best way to contact me is through e-mail Monday through Thursday - I will respond as soon as possible and within 24 hours. When you send an e-mail to me – please be sure to include on the subject line “MGT 311 Web”. I ask that you make sure you have thoroughly read all the information available on Blackboard – many times your questions are answered there.

9. If you have a technical problem, you need to contact the HelpDesk at Western Kentucky University: (270)745-7000. For technical problems with Connect or Learnsmart, contact McGraw-Hill at 800-331-5094.

10.Accommodations: *In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270 745 5004. DO NOT request accommodations directly from the professor without a letter of accommodation from the Office for Student Disability Services.*

Student Disability Services

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270 745 5004. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.