

# SYLLABUS: MGT 311 **Human Resource Management**

Spring 2021 ONLINE - 1/19/21-4/23/21 Final Exams 4/26-30/21

**Instructor:** **Dr. Bob Hatfield**  
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**Email:** drbobhatfield@gmail.com (make note: use THIS email – please do not use wku.edu email)  
**Office Hours:** I will be post time(s) for weekly virtual/Zoom office hours. You do not need to wait for an answer however – our Discussion Board “Coffee-Shop” and my email is available M-F

**Course Description:** The single most important, complex, and time consuming, *managerial* responsibility is *managing people*. Managing an organization’s finances, technology, and other functions are also very important. However, this course is designed to help managers and future managers gain an overview of Human Resource (HR) activities. In recent years organizations have empowered employees and reduced the levels of management. For managers, this has meant adding traditional “HR tasks” to their own duties. Therefore, a broader group of employees need expertise in HR.

- We examine traditional **functional** HR topics such as recruiting, selecting, managing performance, developing talent, paying, designing jobs, along with maintaining health, safety, and employee relations.
- We also examine **Strategic** HR topics include HR planning, HR information and knowledge, HR research, ethical, and international HR issues.

*This class necessarily examines workplace issues that some students might consider controversial and sensitive. Discussion of such HR topics as applied to business should always be professional - courteous and respectful.* This is a safe space for open and professional discussion of HR topics. Students will also be expected to analyze realistic business situations and evaluate HRM recommendations.

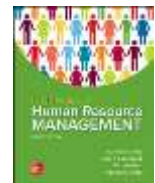
**Prerequisite:** MGT 210. You must speak to me by the 1st day of the semester if you lack the prerequisite. Several programs on campus have other acceptable courses which provide sufficient foundation for this course.

**Course Objectives:** To provide appropriate learning resources and an environment of educational opportunity in which you, the student, will be able to demonstrate:

- ✚ Knowledge about traditional HR functions, including the use and understanding of HR terms & laws;
- ✚ Managerial skills required to analyze HR problems and make decisions at tactical & strategic levels;
- ✚ Knowledge of the *external forces*, which shape HR practices (global issues, laws, media, economy, etc.); and
- ✚ Insight, knowledge, and skills, which will contribute to your personal development and career progression.

## **Instructional Materials:**

1. Noe, Hollenbeck, Gerhart, and Wright, Fundamentals of Human Resource Management 8th Edition (McGraw-Hill), 2019. FIRST DAY ACCESS IN BLACKBOARD - REQUIRED PUBLISHER: #8358, ISBN: 2818440000072 Our library has this information.



The publisher has a lot of resources – here is one about “First Day Access” -

<https://www.mheducation.com/highered/support/connect/first-day-of-class/ia-blackboard-mhcampus.html>

2) Blackboard site: videos, handouts, discussions, and PowerPoints - and additional resources like the library, Internet news, company websites, and business journals.

## **Grading Policies: Based upon PERCENTAGE (not points) – weightings are show below**

- |   |  |
|---|--|
| A. 3 Online Exams                                     | 65% of final grade (each exam of equal weight) |
| B. Weekly “Class Participation” (Discussion Board)    | 15% of final grade                             |
| C. Weekly SmartBook Assignments                       | 10% of final grade                             |
| D. Paper “3 HR Policies of Employer X” (oral/written) | 10% of final grade                             |

**Basis for Final Grade:** 90% and above = A, 80% and above = B, 70% and above = C, 60% and above = D, below 60= F.

## ASSIGNMENTS:

**General Expectations.** I expect class to be interactive and engaging. This is not a correspondence course (WKU has such courses.) The design of the course requires both 2-way communication with the class and individual work. We are studying important and timely topics. This course is focused primarily upon the development of organizational leaders, managers, owners, and others interested in the effective and efficient management of **people** at the workplace. It is also the foundation/survey course for students in the HR Concentration and others within the Management major.

### A. Exams. 65% of total grade. (each exam is of equal weight)

Three exams will be given. Each exam focuses upon different chapters as designated (about 5-6 chapters for each exam). Exams are almost exclusively short answer “objective” questions (*i.e. multiple choice, matching, true-false, etc.*). These exams will be timed and taken online within Blackboard. Each student’s exam will be unique but the questions will be drawn from the same large pools I assemble and write for each chapter.

### B. “Class Discussion” - Discussion Board Participation. 15% of total grade.

By noon on Monday each week I will post a choice of questions about the chapter assigned for that week. The questions may be about a related concept, case or exercise. You will write timely answers, I will often respond to your postings, and other students are encouraged to do so also. I “lecture” in discussion threads in the same way I would respond to comments in a class meeting.

This is our “**class discussion**” and I consider the exchanges important. Therefore, only writing your initial answer to the assigned question set will not give you as much credit as you can earn by ALSO responding to follow-up questions in our discussions. Discussions help you understand the material and help prepare you for the exams. **You need to write a response to one of these question sets each week by Thursday at noon - and respond to follow-up comments to your post along the way.** (read - *GUIDELINES for your POSTINGS on the Weekly Discussion Board at the end of Syllabus*)

### C. SmartBook Chapter Assignments. 10% of final grade

I have chosen SmartBook questions for EACH of the chapters assigned. These activities will help to prepare you for the 3 exams, Discussion Board questions and other activities. Read the chapter, then complete the SmartBook questions. The correctness of your answers on each chapter will be scored in our Gradebook up to 100 “points”. Since you will be completing a set of SmartBook answers for each chapter, and since the relative value of each is small, do not panic if you have a lower grade than you wish on one or two chapters. I will finally add all of the scores together and convert the “points” to a single percentage number and weight it at 10%.



**-Each chapter’s SmartBook’s must be submitted by 11:59 p.m. (midnight) on Thursday nights.**

### D. Paper “3 HR Policies of Employer X (your chosen employer)” (oral/written) 10% of final grade.

Each student will identify 3 specific HR policies from among the many discussed in 2 or 3 of our chapters and categorize the policy at a local employer you have chosen. Your learning goal is to discover and understand 3 specific HR practices and policies used in that organization and discuss them demonstrating understanding. To complete this assignment, you must

- study the company’s website and
- interview one HR manager or high-level HR professional.
  - The organization must have at least 15 employees and the person you interview for information must be a full-time HR employee (not in general management). The person should be a member of the Society for Human Resources (SHRM) the HR professional organization

Your output from your study and interview will be a 3 page (single spaced, 11 pt font, default margins) applying the 3 policies (*out of at least 2 different chapters*) studied in this class and a 3 to 4-minute oral video report of you reporting what you found from both of these sources. *You are NOT to video or otherwise record the person in your interview -- the interview is just for fact-finding to help you write your report along with info from their website.*

- No more than two students can interview the same HR leader or study the same organization. IF two students do pick the same organization/interviewee the two of you must select 3 different policies.
- You must post on the designated Discussion Board the organization and HR leader you propose to interview. Do not advance until I approve your proposal. I will be making sure no more than 2 students are

studying the same organization AND checking to make sure your interviewee selection is appropriate for the assignment. The most common denial is when a suggested interviewee is not a 100% HR professional.

- Focus on 3 policies (concepts) in your report: for instance, you may discuss their “multiple hurdles selection process” as one of your elements, but not “selection” since that topic is too broad. If an entire chapter in the book is on a topic – it is too broad

### ***GUIDELINES for your POSTINGS on the Weekly DISCUSSION Board:***

- **Don't repeat my question** -- I'm already wordy!
- **Your comments need to be substantive and show understanding.** Short and/or repetitive answers will not be scored high. A paragraph for each subpart of my questions might be about right -- it allows you to show your understanding.
- I will score your responses twice – once after midterm and again after the final.
- **You must read any comment that has already been posted before you post your comment on that question - and do not repeat their posted answer.** You may acknowledge it.
- Do not cut and paste or otherwise offer comments that are not yours. I may use "SafeAssign" which is a tool within Blackboard. which assures authenticity. I am not interested in the thoughts of others – just yours.
- You *can* include a link to something, but you must explain and discuss the link. However, I am not really looking for links unless I ask for them.
- **You ALSO should comment on the comments of your classmate(s) to your posts.** *However, you are not required to do that more than one time each week.* However, it might make the material more interesting if you do engage in a dialogue.
  - HOWEVER, 2-word comments like “I agree” neither count as comments nor require responses. *Since students need to read the many postings of others, it wastes time to read 2-word “I agree” comments.*
- You do not have to respond to any comment I make about your post, **unless I ask you a question.**

### **ADDITIONAL INFORMATION**

#### **Statement on academic honesty**

Academic dishonesty in any form whatsoever will be punished by providing the appropriate consequences allowed by WKU. This means that cheating, turning in work that is not your own on papers or assignments, and other forms of academic dishonesty is cause for failing the class and may lead to expulsion from WKU.

#### **Statements on class engagement**

Being engaged in class is important. This class includes interactive discussions and exercises. Completing assignments on the dates required is very important. The 3 test days should be your top priority. No make up exams will be given unless approved by your professor in advance. When such notice is not possible due to health reasons the student may take a make-up exam on the day of the final test. This means that you would take the 3rd test and the other test also on that same day. Make-up exams can be very different tests from the regularly scheduled exam. Please do not skip a test then explain your absence to me after the fact.

#### **Behavior that disrupts class**

A student will be dismissed from this course if his/her behavior causes an interference or disruption that impedes, impairs or obstructs teaching.

#### **ADA Accommodations**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center (SARC) located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

#### **Title IX/ Discrimination & Harassment**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to The Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

#### **WKU Counseling and Testing Center**

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's Counseling and Testing Center at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

**\*\*The “Reading and Assignments Schedule” will be released as a separate document.**