MGT 311: Human Resources Management
Summer 2025 (July term)
Online Course

Instructor: **Dana Henson, Ph.D.**
Office: **TBD**
Office Hours: **By appointment**
Email: **dana.henson@wku.edu**

Catalogue Description:

An introduction to major human resource management functions, including personnel selection; recruitment; training and development; performance appraisal; compensation; health and safety; labor-management relations; and employment law.

Prerequisite(s): (MGT 310 or MGT 210 or AMS 430 or COMM 362 or COMM 461)

Course Objectives:

The overarching goal of this course is to equip you with the information and skills you need for effectively managing the "people" side of an organization.

After you complete this course, you will be able to:

- Discuss the legal environment framing the employment relationship between an employee and employer, including employment-at-will, key employment laws and regulations.

- Perform job analysis and other contemporary techniques to prepare job descriptions and specifications that are critical components of an organization's human resources system and programs.

- Demonstrate keys skills in recruitment, selection, and onboarding processes for new employees, based on an understanding of foundational knowledge in these areas.

- Discuss employee training and development programs and the impact on employee morale and performance and organizational effectiveness.

- Conduct performance reviews for employees in a simulated experience; and

- Outline key factors in positive employee relations, including course corrections.

Required Textbook

Noe, Hollenbeck, Gerhart, & Wright (2024). Fundamentals of Human Resources Management. McGraw Hill ISBN: 9781265033125 (e-book is ok).

Grading

Your grade will be based on the following exams, assignments, and assignments.

Exams	3 @ 200 points each	600 points
Reading Quizzes	10 @ 20 points each	200 points
Assignments	4 @ 50 points each	200 points
Total		1,000 points

Grading Scale

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% and below

Exams (3 @ 200 points each or 60%)

We will have three exams that cover course readings, lectures, and assignments. The format for the exams will include multiple choice, matching, and/or short answer items.

Reading Quizzes (10 @ 20 points each or 20%)

We will have online, multiple choice quizzes based on chapter readings in advance of class discussion. These quizzes are designed to reinforce terms, definitions, and concepts presented in the textbook. Quizzes must be completed by the deadline listed on the course outline for credit.

Assignments (4 @ 50 points or 20%)

The best way to learn skills needed to effectively manage people is to practice them. We will have four assignments ("What Should a Manager Do?") that present a different human resources situation which will require you to critically assess information, apply course concepts, and respond in a professional manner using best practices. The format for the assignments may include a written response, while others will be role playing activities that you will record and submit to our course site.

As course instructor, I reserve the right to make changes to our course information, as necessary.

Important Policies and Information

ADA Policy

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 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. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Pregnant and Parenting Students

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir, via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix/.

Title IX/Discrimination and Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. 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.

Full Use of AI Permitted:

In this class you are free to use generative artificial intelligence (AI) tools such as Chat GPT on assignments and activities in this course. If you chose to utilize AI, you will be expected to properly document and cite this information. For this course, we will use **APA formatting.**

The American Psychological Association recommends including your prompt in your narrative to provide context for the text that was generated, but does require prompt information in the citation.

- In-text citation: (OpenAI, 2023)

- Reference list: OpenAI. (2023). ChatGPT (July 21, 2023) [Large language model]. https://chat.openai.com/chat