

SYLLABUS

BUA 220 66 2

Human Resources Management

Fall 2009

Instructor: Douglas W. Turrell, MHR, Instructor, Adjunct Faculty

E-Mail: dwturrell@cedarcrest.edu

Course Description: BUA 222 66 2 Human Resources Management provides an introduction to human resource management in public and private organizations, including job classification and pay; recruitment, selection and development of employees; performance evaluation; and labor management relations. By the end of the course, the student will gain an understanding of Human Resource Management as an essential aspect of the overall management of any organization and will be able to describe and discuss the role of the human resource manager in helping to meet organizational objectives.

Student Outcomes: Upon successful completion of this course, the student will be able to:

- Describe the overall body of knowledge required for human resource management, and describe the functions and responsibilities expected of a human resource manager.
- Discuss in context the various designs and models related to the effective use of human capital.
- Describe the variety of organizational cultures and value systems in today's workplace, and explain the importance of recognizing and responding to cultural diversity in an organization
- Describe the differences between systems and their advantages and disadvantages in regard to effective management of people and the allocation of work and responsibilities.
- Explain and discuss the essential elements of managing human resources, including the development of the individual, and the role of the human resources department.
- Explain the strategic importance of change management and managing business partnerships.

Students will demonstrate this proficiency through exploration of management literature, examinations, case studies, presentations, and on-line discussion.

Required Textbook and Reading: Managing Human Resources Through Strategic Partnerships, by Susan E. Jackson and Randall S. Schuler (copyright 2006), Newspapers / Magazine Articles

Course Requirements, Attendance and Classroom Protocol:

All students are responsible for attending class on a regular basis. Students should prepare all reading and assignments prior to class and are expected to come to class prepared to discuss the assigned topics. Students who miss class are expected to contact a classmate and make up the work.

Participants are responsible for exploring each module's materials and submitting assignments and/or quizzes by their due dates.

On average, participants can expect to spend approximately 2-4 hours per week on lectures and readings and 2-4 hours per week completing assignments or quizzes and participating in discussions.

Students are expected to participate in the discussion board.

Students are expected to observe 'Netiquette' throughout this online learning experience. Netiquette refers to the rules of etiquette which govern online conversation. Following these guidelines will help you communicate in a clear, polite and succinct manner with your classmates on the Discussion Board, and should be applied to email as well:

- Don't use all capital letters. Occasionally you may do so for emphasis, but in general, all caps are seen as "yelling" in a digital environment.
- Be brief and to the point. Often students will skip over long postings because it is difficult to read on the computer screen.
- Use specific and detailed subject lines which refer to the content of your post or email.
- Minimize the use of sarcasm in your correspondence. It is very easy to misinterpret a person's tone, attitude or intention over email. Keep this in mind when composing your messages as well as when you read the messages of others.

Teaching and Learning Methodologies:

This on line learning experience will include:

- 1) Lecture and Guest Lectures
 - a) My “talking” to you in print form as if I were in front of the class lecturing to you, or briefing you.
 - b) In the past we have had “guest lectures” post comments...may / may not do that this time.
- 2) Internet Web site review
 - a) Wonderful, exciting material on the WWW...but you know that...how effectively can we use it?
- 3) Examinations
 - a) Two tests, a few quizzes now and then and a final exam.
- 4) Online Discussion of current topics.
 - a) Talking, writing, exchanging ideas, views, learning, and helping one another.
- 5) Case Studies with on-line Presentation.
 - a) Your own work, ... details to follow on creating your “Perfect HR Job”

There will be two mid-term examinations, (multiple choice, T/F, and short answers), a few case studies, a semester project with presentation, and a final “open notes” examination.

The midterms will constitute 15% of the grade each, the case studies and other exercises will consist of 15% of the grade, the semester project will consist of 20% of the grade and the final will consist of 25% of the grade. Since class attendance and participation are an important part of the learning experience, 10% of the total grade will be based on participation and attendance.

Methodology	Grading
Case Study	15%
Semester Project	20%
Midterm exams	30% (15% each)
Final Exam	25%
Participation (discussion board posting)	10%

Make-ups: It is expected that the student will take examinations on the assigned dates and time. Make-up examinations will only be permitted in situations of extreme emergency. If a makeup is required, it is the student’s responsibility to schedule an alternative exam date before the next class. Please plan your schedule accordingly.

Grading System:

Grade	Percentage
A	95-100%
A-	90 -94%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D	60-69%
F	Below 60%

Late Assignments: All assignments are to be turned in at the beginning of the specified due date. Late assignments will be penalized 3 points for each 24-hour period the submission is late. Work will not be accepted one week after the specified due date.

Attendance Policy In an on line course, weekly participation counts towards the grade. If a student does not demonstrate an acceptable level of participation during the first two weeks of class, he/she may not be permitted to continue in the class.

Extra Credit Assignments: Extra credit will be offered only at the initiation of the instructor.

Students with Documented Disabilities: Students with documented disabilities who may need academic accommodations should discuss these needs with their professors during the first two weeks of class. Students with disabilities who wish to request accommodations should contact the Advising Center.

Academic Assistance: Please seek help from the instructor as soon as you feel that you need academic assistance. Each new topic in this course builds on prior learning so it is critical that you keep up with the reading and assignments. The instructor is available by appointment at Curtis Hall should it become necessary

PROTOCOL and STUDENT BEHAVIOR

It is expected that students have read the assignments and are prepared to participate actively in each week's class discussion.

It is expected that students will meet all established deadlines for the course.

It is expected that students will take examinations as scheduled. Failure to do so will constitute a zero unless prior arrangements have been made with the instructor.

It is expected that assignments will be submitted according to instructions on the due date. Late assignments will receive decreased points for each late day.

The Cedar Crest College Honor Code will prevail at all times. Any violation of the Honor Code will constitute grounds for decreased grade or failure for the course. Plagiarism, as defined in the Cedar Crest Custom's Book, is considered an Honor Policy violation.

The Cedar Crest College Classroom Protocol will prevail at all times.

Website eCollege Assignments:

Please place your assignments into the drop box for grading.

Module 1: WEEK OF Aug 24-30

Introduction, "how people learn", initial case study

Chapter 1: Managing Human Resources Through Strategic Partnerships

Chapter 2: Understanding the External and Organizational Environments
"quiz", just to get the feel for what the tests and final exam will look like

Module 2: WEEK OF Aug 31-Sept 6

Chapter 3: Ensuring Fair Treatment and Legal Compliance

Chapters 6: Recruiting and Retaining Qualified Employees

Module 3: WEEK OF Sept 7-13 (Patriot Day on the 11th)

Chapter 7; Selecting Employees to Fit the Job and the Organization

Draft "written document of your "Perfect HR Job" is due for review.

[Test #1, chaps 1, 2, 3, 6,7. Must complete the test by the end of the week](#)

Module 4: WEEK OF Sept 14-20

Chapter 8: Training and Developing a Competitive Workforce

Module 5: WEEK OF Sept 21-27

Chapter 9: Measuring Performance and Providing Feedback

Chapter 10: Developing an Approach to Total Compensation

Module 6: WEEK OF Sept 28-Oct 4

Chapter 11: Using Performance Based Pay to Enhance Motivation

[Test #2, chaps 8, 9, 10, 11. Must complete the test by the end of the week](#)

Module 7: WEEK OF Oct 4-11

Chapter 13: Promoting Workplace Safety and Health

"Perfect HR Job" on line presentations posted

Module 8: WEEK OF Oct 12-14 (Columbus Day on the 12th)

[Final exam on Chapters covered](#)

Student class evaluation and instructor critique.