



Managing People at Work
Spring Semester 2009
January 21 – April 29

Syllabus

Instructor: Douglas Turrell, MS-HRD
BUA 220 70

Class Schedule: Wednesday 7:00 p.m. – 9:30 p.m.

Credits: Three

Prerequisites: MGT 110 or BUA 110 or BUA 210

Place: Curtis

Office: Arrangements made with students
appointment

Course Number:

Number of

Office Hours: Call for

Telephone: 888.913.3577, ex. 10500; Cell: 484.221.5310

E-mail: TURRELDW@airproductshc.com

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

Course Description: 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. The student should gain an understanding of Human Resource Management as an essential aspect of the overall management of any organization and the role of the human resource manager in helping to meet organizational objectives.

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

- Describe the functions, responsibilities, and overall body of knowledge required in human resource management
- Discuss in context the various designs and models related to effective use of human capital.
- Explain the importance and variety of organizational cultures and value systems in today's workplace.
- 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 the major aspects 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 examination, exploration of management literature, case studies, presentations, and class discussion.

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.

Appropriate classroom behavior is expected of all students and implicit in the Cedar Crest Honor Code. Such behavior is defined and guided by complete protection for the rights of all students and faculty to a courteous, respectful classroom environment. The classroom environment should be free from late arrivals, early departures, inappropriate conversations and other behavior that might disrupt instruction or otherwise interfere with another student's access to education. Please be courteous and respectful to others.

Grading Policy: There will be two mid-term examinations; one in class (multiple choice and short answers) and one "take home", case studies, a semester project and presentation and a final "take home" 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.

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 burden to schedule an alternative exam date before the next class meeting with the Advising Center. Please plan your schedule accordingly.

Grading System:

Grade	Percentage	Breakdown	% of Grade
A	95-100%	Test #1	15%
A-	90 -94%	Test #2	15%
B+	87-89%	Case Studies and Exercises	15%
B	83-86%	Semester Project	20%
B-	80-82%	Final	25%
C+	77-79%	Participation	10%
C	73-76%		
C-	70-72%		
D	60-69%		
F	Below 60%	Total	100%

Late Assignments: All assignments are to be turned in at the beginning of class on 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: Any student missing **35%** or more of the instructional time in the classroom will not be permitted to pass 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. Academic warnings will be issued for students receiving a C or below or for multiple absences.

Semester Project: The semester project will require you to work on your own to accomplish the following:

1. Select and prepare a one (1) page written document of what your “*perfect HR Job*” would be. Be detailed and specific in your explanation of: (Electronic word template)
 - What the job would require you to do?
 - What you would do in this job.
 - Your staff requirements.
 - Your budget.
 - Your short & long term goals.
 - How you would measure success.
2. Ten (10) professional articles (no web sites) on the subject that you will use as a reference to get started and help you with your business.
 - Nothing older than five (5) years.
 - Must critically analyze and justify each ‘s importance to your job;
 - i. “Why this article is helpful to me?”
 - ii. How is this going to help me be better as an HR generalist / leader?
3. Two (2) books you will research and submit as reference material as “bibles” for your job.
 - Nothing older than five (5) years.
 - Must critically analyze and justify each ‘s importance to your job;
 - i. “Why this book is helpful to me?”
 - ii. How is this going to help me be better as an HR generalist / leader?
4. Draft “written document of your “*perfect HR Job*” is due for review on Feb 18.
5. March 11, I need to see critical analysis of one of the books and of 5 of the articles you need at least half of your resource material presented on paper to me.
6. April 29, (5 -10 min) presentations to the entire class, grouped by teams.
 - Handouts for all students with your job title, brief description, and a listing of all your references (similar to a bibliography)
7. The purpose of this assignment is to allow you research time, group / instructor feedback, and the ability to collect resource material for you to take away from this course to enhance your confidence, your knowledge, and skills in your choice of HR concentration.

Class Date & Assignment

January 21, Introduction, “how people learn”, initial case study

January 28, Chapters 1 & 2: Managing Human Resources Through Strategic Partnerships; Understanding the External and Organizational Environments

February 4 Chapter 3: Ensuring Fair Treatment and Legal Compliance

February 11 Chapters 4 & 5: HR Planning and Alignment and Change; Using Job Analysis and Competency Modeling

February 18 Chapters 6 & 7: Recruiting and Retaining Qualified Employees; Selecting Employees to Fit the Job and the Organization

February 25 **TEST # 1**, Chapters 8 & 9: Training and Developing a Competitive Workforce; Developing an Approach to Total Compensation

March 4 Chapters 10 & 11: Measuring Performance and Providing Feedback; Using Performance Based Pay to Enhance Motivation

March 11 **Spring Break – No class**

March 18 Chapters 12: Providing Benefits and Services

March 25 Chapter 13: Promoting Workplace Safety and Health

April 1 **TEST #2**

Generations in the Workplace (no assignment for this topic)

April 8 Chapter 14: Understanding Unionization and Collective Bargaining

Guest Speaker

April 15 **Case Study Due: Southwest Airlines**

April 22 **Case Study Due: The Lincoln Electric Company**

Guest Speaker

April 29 Presentations, Review, Celebration

May 6 Last Class – Final exam