

MGT 345
HUMAN RESOURCE MANAGEMENT
FALL 2006

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Office hours: Tuesday/Thursday 9:30-10:45

Tuesday/Thursday 2:00-3:15

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Text

Mathis, R. L., & Jackson, J. H. (2006). *Human resource management* (11th ed.). Cincinnati, OH: South-Western Publishing.

Course objectives

This course is an introduction to human resource/personnel management. The successful management of human resources will be a major factor in the success of organizations in the 21st century. The successful organization will be one which learns how to effectively manage its human resources. As students of management, knowledge of human resource management will be important to your future success. This course will provide you with basic knowledge of areas and issues related to the management of employees. Both the theoretical and practical aspects of human resource management will be emphasized. This course is designed to provide students with the foundation needed for more advanced study.

This course will survey the major areas of human resource management. Topics include recruitment, selection, training, performance assessment, compensation and union-management relations. Attention will also be given to equal employment opportunity and legal considerations and some quality of work life issues. The relation of these issues to overall organizational goals and objectives will also be considered.

Specific objectives are as follows:

1. Develop an appreciation and understanding of the importance of human resource management for successful organizational performance.
2. Develop an understanding of the strategic role of human resources in achieving overall organizational goals and objectives.
3. Develop an understanding of essential human resource management concepts, theories and principles as well as current issues and trends in the field
4. Development of knowledge and understanding of the major functional areas of human resource/personnel management.
5. Acquire knowledge and understanding of methods, techniques and instruments in the major functional areas and how to apply these to practical situations

Course requirements

Exams (350 points)

There will be two unit exams consisting primarily of multiple choice and some short answer questions. However, other types of items may also be included (true/false, matching, listing). Test material will be taken from both the lecture notes and the text, so it is important that you read and review both. I will give you information during lectures that will not be in your textbook. Unit exams will be worth 100 points each. Students will need to bring a number 2 lead pencil to each of the exams.

The final exam will follow the same format as the unit exams. The final exam will cover the last unit of the class as well as material covered from the beginning of the course. Therefore, it will be comprehensive. The final exam will be worth 150 points. Students will need to bring a number 2 lead pencil to the final exam.

Exams will test students' knowledge and comprehension as well as their ability to analyze the material.

Make-up exam policy

I do not have a make-up exam policy. Make-up exams will not be scheduled under any circumstances nor will students be allowed to take exams early. Plan ahead so that you do not plan activities or make commitments that will conflict with scheduled exam times. If you miss an exam, your final exam grade will be more heavily weighted to compensate for the missed exam. For example, if you miss a unit exam, your final exam will be worth 250 points. There will be no make-up opportunity for the final exam.

Project (150 points)

Students will complete a project that consists of developing a human resource management system for a job. Students will work in groups of 3-5 for the project. Students will select a job and conduct a task-oriented job analysis on the job. A selection system, training and performance evaluation program for the job will be developed. Compensation (base pay) for the job will also be determined. The project is an opportunity for students to practice and develop skill within the different HR functions discussed in class. More detailed guidelines for the project will be given at a later time.

Team members will conduct peer evaluations of each team member's performance. This means that a portion of each student's grade for the project will be determined by other team members. Each student on a team is expected to do his/her part and make a contribution to the team project. Team member assessment of each other's contribution to the project will be factored in to the student's grade. For example, if your group received 142.5 points of the possible 150 points on the project (95%), and your peers assessed you only contributed about an 80% effort, you would earn only 80% of the 142.5 points on the project (you would earn only 114 points; a 76%).

Therefore, it is very important that each group member contribute to the group's performance.

Groups will submit a summary of their job choice by September 12. The final project is due on November 21. Late projects will not be accepted.

Assignments (125 points)

Students will complete five assignments (25 points each) throughout the semester. These assignments will involve issues such as HR planning, wage surveys, realistic job previews, identifying good interview questions, and adverse impact analysis. Assignments will be assigned as the semester progresses. **Assignments are due on the date shown on the course schedule. Late assignments will not be accepted.**

Grades

The grading scale used will be based on a total of 625 possible points, as follows:

A = 625-562	D = 436-375
B = 561-500	F = 374-0
C = 499-437	

Attendance

I will take regular attendance. You are strongly encouraged to attend class regularly. We will cover a lot of material in this class very quickly and material will be presented in class that is not discussed in the text. You will be responsible for this material and it will be easy to get behind if class is missed.

Although attendance points will not be calculated into the final course grade, it is possible that attendance could affect the assignment of final grades in cases where grades are borderline. For example, if a student had an 89%, that student's attendance could affect whether they receive an A or B for the course. Attendance is an indicator of how seriously a student takes a course and the amount of effort they put forth to meet course goals and objectives. I believe that is worth something in the final assignment of grades when they are borderline (89%, 79%, 69%).

Students who do not attend will be reported to the Records and Registration Office and the Office of Student Financial Aid. **My policy is mercy for those who attend, justice for all others.**

Students with disabilities

To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>.

Nondiscrimination

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Student academic integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/3935.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Final withdrawal/drop date

The final withdrawal date for the Fall semester is **December 1**. The grade of **N (WITHDRAW PASSING)** may not be awarded after this date.

<i>Date</i>	Tentative Schedule <i>Topic</i>	<i>Reading Assignment</i>
August 22	Introduction to course/HRM	
August 24	Changing nature of HR	Chapter 1
August 29-31	Strategic HR planning	Chapter 2
<i>*September 5 & 7: No class</i>		
September 7	Assignment 1 due	
September 12-19	Equal employment law	Chapters 4 and 5
September 12	Summary of job selection due	
September 21-26	Job analysis	Chapter 6
September 26	Assignment 2 due	
September 28	EXAM 1	
October 3-5	Recruitment	Chapter 7
October 10-17	Selection and placement	Chapter 8
<i>*Thursday, October 19: No class</i>		
October 24-26	Training and development	Chapter 9
October 24	Assignment 3 due	
October 31-November 2	Performance assessment	Chapter 11
November 2	Assignment 4 due	
November 7	EXAM 2	
November 9-16	Compensation	Chapter 12
November 21-28	Issues in international HR	
November 21	Assignment 5 due	
November 21	PROJECTS DUE	
November 30-December 5	Job attitudes and turnover	Chapter 3
December 7	Health, safety, and security	Chapter 15
<i>December 7 Team member evaluations conducted in class</i>		
Friday, December 8	Study Day	
Saturday, December 9	FINAL EXAM 10:15-12:15	MGT 345 Section 1
Tuesday, December 12	FINAL EXAM 11:00-1:00	MGT 345 Sections 802, 810, 815