

MGT 345
HUMAN RESOURCE MANAGEMENT
COURSE POLICY STATEMENT
FALL 2006

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Office Hours: Tuesday & Thursday, 11:00 am – 12:15 pm; 5:30-6:30 pm
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PURPOSE: This course introduces students to the world of human resource management, which is in large part the acquisition, maintenance, and retention of human assets. We will cover all nine areas of HR, and use cases to cover each of the major topics. Students will understand how the organization handles compensation, union organizing attempts, sexual harassment complaints, and such varied matters as policy development and job analysis.

TEXT: *Human Resource Management*, 11th edition, by Mathis and Jackson, Southwestern Publishing, 2006.

SCHEDULE OF ASSIGNMENTS:

August	22	Introduction, Chapter 1
	24	Chapter 1
	29	Chapter 2
	31	Chapters 2 and 3
September	5	Chapter 3
	7	Chapter 4
	12	Chapters 4 and 5
	14	Chapter 5
	19	Exam, Chapters 1-5
	21	Chapter 6
	26	Chapters 6 and 7
	28	Chapter 7
October	3	Chapter 8
	5	Chapters 8 and 9
	10	Chapter 9
	12	Exam, Chapters 6-9
	17	Chapter 10
	19	Fall Break – No Class
	24	Chapters 10 and 11
	26	Chapters 11 and 12
	31	Chapter 12
November	2	Chapters 12 and 13
	7	Chapter 13
	9	Chapters 13 and 14
	14	Chapter 14
	16	Exam, Chapters 10-14
	21	Chapter 15
	23	Thanksgiving Holiday – No Class
	28	Chapters 15 and 16
	30	Chapter 16

December 5	Chapters 16 and 17
7	Chapter 17
12	Final Exam, Chapters 15-17

CASES: The cases at the ends of the chapters will be discussed, and several will be assigned as homework. They will total 100 points.

GRADING: Each of the four exams is worth 100 points, and the cases add another 100 points. Up to 40 points can be earned for class participation, for a total of 540 points for the semester. Grading is on a modified curve system.

ATTENDANCE POLICY

Class attendance is essential and students are expected to attend all sessions and remain for the entire class period. (Class roll will be taken.) There is a significant correlation between consistent class attendance and higher grades. In addition, your participation in class discussions and presence in class determine a portion of your final grade.

NON-DISCRIMINATION:

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.

ACADEMIC DISHONESTY:

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.

DISABILITY ACCOMMODATION:

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>.

POLICY ON USE OF CELL PHONES IN CLASSES:

The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. See <http://www.missouristate.edu/provost/4264.htm> for complete policy.