

COURSE SYLLABUS

MGT 345, HUMAN RESOURCES MANAGEMENT

Instructor: Lisa Turner **Class:** Tue./Thur 5:00-6:15 p.m. **Semester:** Spring 2007
E-mail: MATurner@missouristate.edu **Day Phone:** 831-8761
Office Hours: 6:15-6:30 p.m. or after class – Tuesday/Thursday – GLASS 429

Textbook: Human Resources Management, 11th edition, by Robert L. Mathis and John H. Jackson

Prerequisites: MGT 340 (Organizational Behavior and Management) is a prerequisite for business majors, other majors need permission. Those of you without MGT 340 will be administratively dropped from this class. Additionally, I will assume you have taken MTH 135 and QBA 237. These are COBA core requirements and we will utilize mathematical and statistical knowledge presented in this course. If you have not taken these courses, you may be at a disadvantage for this course. I also expect students to have a basic knowledge of application software, specifically Excel or other spreadsheet packages.

Course Description & Course Objectives: This class is a broad survey course in personnel and human resources management in organizations designed to address the following set of knowledge-based or conceptual competencies:

1. You should understand the regulatory environment within which the P/HR function must operate including the various anti-discrimination laws, wage and benefit regulations, labor laws, and safety & health regulations.
2. You should have a basic understanding of the various functional areas within human resources including recruiting and selection, compensation, training & development, and labor relations.
3. You should begin to develop an awareness of the interactions between the strategic orientation of the firm, the regulatory and economic environment, and alternative HR practices. As you develop this awareness you should begin to recognize that the value of human resources goes beyond simple record keeping and legal compliance activities to a strategic function that can reinforce the organization's core values and enhance its effectiveness.

An additional set of competencies was identified by the AACSB (the Agency that accredits schools and colleges of business) as critical competencies required for business graduates to achieve success in management positions. These include:

1. **Analytical Thinking:** Identifying the fundamental ideas, concepts, themes, or issues that help to integrate, interpret, and/or explain underlying patterns in a set of information or data.
2. **Leadership:** Utilization of appropriate interpersonal styles to stimulate and guide individuals or groups toward goal and/or task accomplishment.
3. **Oral Communication/Presentation:** Effective expression of ideas or viewpoints to others in individual or group situations.
4. **Planning & Organizing:** Establishing a course of action for self and/or others to accomplish specific goals; planning proper assignments of personnel and appropriate allocation of resources.
5. **Written Communication:** Clear expression of ideas in writing and in appropriate grammatical form.

One of the objectives of the class is to link the two sets of competencies through the use of cases, exercises, and written work requiring the application of HRM knowledge. In MGT 345 we will be particularly concerned with the Analytical Thinking and Written Communication competencies which will be addressed through brief assignments and cases that require analysis and written responses. We will have some practice with the Oral Communication competency as assignments are presented. The Planning & Organizing competency is only indirectly addressed, and the Leadership competency is not addressed in this course.

Evaluation Method: In order to assess the degree to which each competency is mastered, students will take written exams and quizzes, complete written assignments, and participate in various case exercises and class discussions. All assignments being turned in must be typed in a professional manner, and checked for spelling and grammar.

Exams: There will be four exams – they will be a combination of multiple choice, true/false, and short-answer. Each exam will be worth 100 points. I will provide you with individual exam feedback by appointment only (up to one week after the exam is returned). If you feel you have a legitimate complaint, you may present your case to me in person by making an appointment to see me in private.

Quizzes, Cases, and other in-class/out-of-class assignments: There will be an opportunity to make extra points in class. If you miss the class, are late to class, or leave early, you may miss the points.

Attendance & Makeup Policy: Work and school attendance habits are very closely related. Future employers are consistently requesting that teachers emphasize the importance of not missing work or class except in emergency situations. It is very important that students make every effort to attend all classes and submit assignments when they are due. It will be the discretion of the instructor as to what constitutes an emergency situation in order to ensure the proper and fair treatment of all students. **THERE WILL BE NO MAKEUP TESTS UNLESS YOU HAVE RECEIVED APPROVAL BY INSTRUCTOR PRIOR TO THE EXAM!** Again, it will be my sole discretion as to what constitutes an emergency situation. It is the student's responsibility to notify the instructor prior to or on the day of an absence to be given consideration of emergency situations. **Note: Vacation plans, travel plans, job interviews, work schedules, and other events within your control do not constitute an emergency.**

Standard of Conduct: MSU not only wants to prepare students for the work force by improving skills, but also wants students to conduct themselves in a professional, business-like manner. Please turn off your cell phones and pagers while in class! Respect for each other, the willingness to do the work assigned, and the willingness to be part of a team are behaviors highly regarded by the business world; therefore, you will be expected to work and perform in an unethical manner. Use of the Internet at inappropriate times or in inappropriate ways will be monitored and disciplined. Leaving early or coming late to class will not be tolerated as these behaviors demonstrate disrespect for fellow students and the instructor. You will be expected to prepare yourself for the learning environment by reading assignments when they are due and be present for all tests.

Academic Dishonesty/Integrity Policy: 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/22102.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 Policy: 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 Policy: 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.

Grading: The following grading scale will be used:

A = 100% - 90%	Exams – Four Exams (100 points each)	400 Points
B = 89% - 80%	Assignments/Homework (approximately)	100 Points
C = 79% - 70%	Paper/Project	50 Points
D = 69% - 60%		
F = less than 60%	TOTAL	550 Points

**TENTATIVE COURSE OUTLINE
(Subject to Change as necessary)**

Jan. 16 & 18

Review of syllabus - Introduction to course and text – expectations
In-class assignment
Chapter 1 – Changing Nature of HR Management

Jan. 23 & 25

Chapter 2 – Strategic HR Management & Planning

Jan. 30 * & Feb. 1

Chapter 3 – Organizational/Individual Relations and Retention

Feb. 6

EXAM I – Chapters 1, 2, & 3

Feb. 8

Chapter 4 – Legal Framework of Equal Employment

Feb. 13 & 15

Chapter 5 – Managing Equal Employment & Diversity

Feb. 20 (No class on Feb. 22)

Chapter 6 – Jobs and Human Resources

Feb. 27 & March 1

Chapter 7 – Recruiting in Labor Markets

March 6 & 8

Chapter 8 – Selecting and Placing Human Resources

March 13

EXAM II – Chapters 4 through 8

March 15

Chapter 9 – Training Human Resources

SPRING BREAK – MARCH 19-23

March 27 & 29

Chapter 10 – Careers and HR Development
Chapter 11 – Performance Management & Appraisal

PAGE 6

April 3 (No class April 5 – spring holiday)

EXAM III – Chapters 9 through 11

April 10 & 12

Chapter 12 - Compensation Strategies and Practices

Chapter 13 – Variable Pay: Incentive and Exec Compensation

April 17 & 19

April 24 & 26

Chapter 14 – Managing Employee Benefits

May 1 & 3

Chapter 15 – Health, Safety, and Security

May 8 & 10

Chapter 16 – Employee Rights and Discipline

Chapter 17 – Union Management Relations

May 15

EXAM IV - FINAL – Chapters 12 through 17 PLUS SOME QUESTIONS FROM THE SEMESTER- Tuesday, May 15 @ 5:45 – 7:45 p.m.