

MGNT 4620-01
Human Resource Management
Spring 2015

Instructor: Dr. Thomas W. Gainey
Class Time: 9:30 am - 10:50 am (TR)
Room No.: Miller Hall 2202
Office No.: Miller Hall 2217
Office Phone: 678-839-4828
E-Mail: tgainey@westga.edu

Office Hours: Monday/Wednesday (8:00 am – 11:30 am)
Tuesday/Thursday (8:00 am – 9:30 am)
* Other Days/Times By Appointment *

e-mail:
tgainey@westga.edu

Please e-mail me directly at this address (not through CourseDen). If you do not get a response within a 24-hour period (M-F), assume I did not receive the e-mail and please resend it.

Text: Fundamentals of Human Resource Management, 2nd Edition, Gary Dessler, 2012.

Course Description: This course is designed to introduce you to the fundamental issues associated with Human Resource Management (HRM). During this course we will examine the major topics related to HRM and attempt to better understand Human Resource's important role within the organization. Through lectures, videos, exercises, assigned readings and case studies, you will cultivate an appreciation of the many challenges that Human Resource Managers face on a daily basis and of the tools that can be used to function effectively in HRM positions.

Credit Hour Policy (3 credit hours): For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Learning Objectives:

1. Students will demonstrate an understanding of the major functions of Human Resource Management including HR Planning, Legislative Compliance, Staffing, HR Development, Compensation, Health & Safety, and Employee/Labor Relations. (BBA 4, MGT 1)
2. Students will analyze a case that requires them to apply HR concepts and techniques. (BBA 1, BBA 6, MGT 1, MGT 2)
3. Students will demonstrate the ability to use several on-line resources available to HR practitioners. (BBA 3, MGT 1)

Attendance: Having taught this introductory HR class many times, I have observed a large, positive relationship between students' attendance and their final grades. Students that regularly attend class and actively participate in discussions seem better able to retain the material and apply it during exams. I believe the specialized nature of many HR topics and the interrelationship among HR functions makes the interaction and explanation that occurs in the classroom setting critical to properly understanding the material. Thus, I strongly encourage you to attend each class session. I will take class attendance at **9:30 am** each day. **If you are not in your assigned seat by 9:30 am or if you leave early, you will be counted as absent (I will forgive one tardy if you see me immediately after class).** At the discretion of the instructor, students with no more than one absence will be eligible for a slight adjustment (typically 1-2 points) to their final grade. With proper documentation and with prior approval, university-sponsored events or work-related activities (within reason) will not count as an absence. Also, if you are sick and have documentation from a physician, your absence will be excused. **If you have more than eight (8) unexcused absences, you may be penalized a letter grade at the end of the course.**

Exams: Four exams will be given this semester to allow you the opportunity to demonstrate your understanding of Human Resource Management. Questions will be taken from class lectures, assigned readings, case discussions, and CourseDen assignments. The specific test format will be announced prior to each exam. **Generally, make-up exams will not be given.** Consideration for rescheduling an exam will be given only if you notify the instructor at the earliest possible time **and** if you can present appropriate documentation regarding your absence. Exams are scheduled for the following dates:

Jan 27	Exam I
Feb 19	Exam II
Mar 26	Exam III
Apr 16	Exam IV

HRM Activity Days: On **Jan 29th**, **Feb 24th** and **Apr 9th** you will have the class period to work on different activities that are designed to help you understand the HR function. In the first activity you will be working on the Department of Labor website, in the second activity you will be working on the O*Net System, and in the third activity you will be working on a case analysis to apply what you have learned during the semester. Specific details on each activity will be available on Course Den. **Please understand that each of these activities count for a grade and are individual efforts. If there is evidence of individuals working together, you will be subject to the “Penalties for Breach of Academic Integrity” outlined later in this syllabus.**

Grades:

Activity	Percentage of Final Average		To assure yourself an ...	Your final grade average must be at least ...
Exam I	20%		A	90
Exam II	20%		B	80
Exam III	20%		C	70
Exam IV	20%		D	60
HRM Activities	20%			

Note: As explained in the “Attendance” section, your final average may be influenced by your attendance record.

CourseDen: You will find CourseDen helpful in this class. Many of the PowerPoint overheads used in class are posted here as well as your grades. Further, if you lose your syllabus, a copy is posted for your convenience.

Responsibility For Material: I am certain that you will make every effort to attend each session of this course. However, in the event that you do miss class, it is **your** responsibility to obtain notes from a classmate and to be prepared for the next session. Although I am more than willing to help explain unclear material, I cannot review all material presented during lectures on an individual basis.

Classroom Rules:

- Do not engage in private discussions with others while someone else is speaking.
- No food, drinks, or tobacco products are allowed in the classroom at any time.
- Without prior approval, the use of tape recorders is not permitted.
- Turn off all cell phones before entering the classroom.

Penalties for Breach of Academic Integrity

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.

NOTE: Violations of the academic honesty policy may result in expulsion from the University.

Official Communication Channel

Your UWG e-mail account will be the official communication method at UWG and can be accessed through <http://myuwg.westga.edu>. You are responsible for checking this e-mail account on a regular basis.

Student Rights and Responsibilities

Please carefully review the information at the following link:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

TENTATIVE COURSE OUTLINE AND ASSIGNMENTS

DATE	TOPIC	ASSIGNMENT
Jan 6 (T)	Course Orientation	Read Syllabus
Jan 8 (R)	Introduction to HRM	Chapter 1
Jan 13 (T)	Equal Employment Opportunity	Chapter 2
Jan 15 (R)	Equal Employment Opportunity	
Jan 20 (T)	Equal Employment Opportunity	
Jan 22 (R)	Strategic HRM (Online Session)	Chapter 3
Jan 27 (T)	EXAM I	
<i>Jan 29 (R)</i>	<i>HRM Activity Day # 1 (no class)</i>	<i>(US Dept. of Labor website)</i>
Feb 3 (T)	Recruitment	Chapter 4
Feb 5 (R)	Recruitment	
Feb 10 (T)	Selection	Chapter 5
Feb 12 (R)	Selection	
Feb 17 (T)	Training (Online Session)	Chapter 6
Feb 19 (R)	EXAM II	
<i>Feb 24 (T)</i>	<i>HRM Activity Day # 2 (no class)</i>	<i>(O*NET)</i>
Feb 26 (R)	Performance Appraisals	Chapter 7
Mar 3 (T)	Performance Appraisals	
Mar 5 (R)	Compensation	Chapter 8
Mar 10 (T)	Compensation	
Mar 12 (R)	Compensation	
Mar 17 (T)	SPRING BREAK	
Mar 19 (R)	SPRING BREAK	
Mar 24 (T)	Labor Relations (Online Session)	Chapter 10
Mar 26 (R)	EXAM III	
Mar 31 (T)	Employee Relations	Chapter 9
Apr 2 (R)	Employee Relations	
Apr 7 (T)	Health and Safety (Online Session)	Chapter 11
<i>Apr 9 (R)</i>	<i>HRM Activity Day # 3 (no class)</i>	<i>(Case Analysis)</i>
Apr 14 (T)	Global HRM / end-of-class administration	Chapter 13
Apr 16 (R)	EXAM IV	
Apr 23 (R)	Final Class Period (8:00 am)	Career Development Workshop