

**MGNT 4620D-01 – Fall 2015**  
**Human Resource Management**  
**Dr. Thomas W. Gainey**

**Class Time:** 7:00 pm - 8:20 pm (MW)  
**Room No.:** Miller Hall 2202  
**Office No.:** Miller Hall 2217  
**Office Phone:** 678-839-4828

**Office Hours:** Monday/Wednesday (8:00 am – 9:30 am)  
Tuesday/Thursday (8:00 am – 12:00 noon)  
\* Other Days/Times By Appointment \*

<b>e-mail:</b> <b>tgainey@westga.edu</b>	<b>Please e-mail me directly at this address (not through CourseDen). If you do not get a response within a 24-hour period, assume I did not receive the e-mail and please resend it.</b>
---	---

**Text:** Fundamentals of Human Resource Management, 2<sup>nd</sup> 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.

**Class Format:** All lectures in this course are delivered in an online format and are available on CourseDen. You will be required to take four mandatory exams on the UWG Carrollton campus.

**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:** Attendance is required at the mandatory orientation session on August 24<sup>th</sup>. If you cannot attend this session, you must notify me before 7:00 pm on August 24<sup>th</sup> or you may be dropped from the class. Additionally, attendance is required for exams on September 21<sup>st</sup>, October 14<sup>th</sup>, November 9<sup>th</sup>, and December 9<sup>th</sup>. 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:** 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/or 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/times:

Exam I	Sept 21 <sup>st</sup>	7:00 pm	Miller Hall 2202
Exam II	Oct 14 <sup>th</sup>	7:00 pm	Miller Hall 2202
Exam III	Nov 9 <sup>th</sup>	7:00 pm	Miller Hall 2202
Exam IV	Dec 9 <sup>th</sup>	8:00 pm	Miller Hall 2202

**Quizzes:** At the end of each HR topic presented online, there is a short quiz (typically 4 – 8 multiple choice questions). These are relatively broad questions and should be rather easy to answer after reviewing the videos. The quizzes will count five percent in your final grade calculation.

**HRM Activities:** You will complete three different activities that are designed to help you better 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. The assignments will be collected when you come to campus to take your first three exams.

**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.**

**Late assignments will not be accepted.**

HRM Activity 1: DOL	Due Sept 21 <sup>st</sup>
HRM Activity 2: O*Net	Due Oct 14 <sup>th</sup>
HRM Activity 3: Case Analysis	Due Nov 9 <sup>th</sup>

**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	15%			
Quizzes	5%			

### **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](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.

## **Exam I Materials – Checklist**

### **Introduction**

- Step 1: Read Chapter 1
- Step 2: Print PowerPoint Overheads
- Step 3: View “Introduction” Video
- Step 4: View “HRM: Yesterday & Today” Video
- Step 5: View “Environmental Considerations” Video
- Step 6: View “HRM: Leadership and Ethics” Video
- Step 7: View “Conclusion” Video
- Step 8: Take Quiz (Introduction)

### **Equal Employment Opportunity**

- Step 1: Read Chapter 2
- Step 2: Print PowerPoint Overheads
- Step 3: View Intro: “666 Sticker” Video
- Step 4: View “EEO: Important, Time-Consuming, and Frustrating” Video
- Step 5: View “Equal Pay and Equal Rights” Video
- Step 6: View “Title VII” Video
- Step 7: View “Demonstrating Adverse Impact” Video
- Step 8: View “ADA” Video
- Step 9: View “Enforcement” Video
- Step 10: View “Defining Sexual Harassment” Video
- Step 11: View “Handling Claims of Sexual Harassment” Video
- Step 12: View “More Recent Initiatives” Video
- Step 13: View “Affirmative Action” Video
- Step 14: View Conclusion “Mark of the Beast” Video
- Step 15: Take Quiz (Equal Employment Opportunity)

### **Strategic HRM**

- Step 1: Read Chapter 3
- Step 2: Print PowerPoint Overheads
- Step 3: View “Introduction” Video
- Step 4: View “The Steps in Strategic HRM” Video
- Step 5: View “Important Tools” Video
- Step 6: View “High Performance Work Systems” Video
- Step 7: View “Conclusion” Video
- Step 8: Take Quiz (Strategic HRM)

**Don't forget to bring HRM Activity #1 to Exam 1!**

## **Exam II Materials - Checklist**

### **Recruitment**

- Step 1: Read Chapter 4
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction-Recruitment" Video
- Step 4: View "Job Analysis" Video
- Step 5: View "Job Descriptions and Specifications" Video
- Step 6: View "Forecasting Labor Demand" Video
- Step 7: View "Absenteeism and Turnover" Video
- Step 8: View "Forecasting and Labor Supply" Video
- Step 9: View "Labor Surplus and Alternatives to Recruitment" Video
- Step 10: View "Recruiting Job Candidates" Video
- Step 11: View "Improving Effectiveness of External Recruitment" Video
- Step 12: View "Conclusion- Recruitment" Video
- Step 13: Take Quiz (Recruitment)

### **Selection**

- Step 1: Read Chapter 5
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction- Selection '3 Steps'" Video
- Step 4: View "Finding the Right 'Fit'" Video
- Step 5: View "Key Concept: Reliability" Video
- Step 6: View "Key Concept: Validity" Video
- Step 7: View "Assessing Job Candidates" Video
- Step 8: View "Types of Interviews" Video
- Step 9: View "Interviews: Potential Problems and Poor Questions" Video
- Step 10: View "Making the Decision" Video
- Step 11: View "Conclusion- Selection 'Staffing Book'"
- Step 12: Take Quiz (Selection)

### **Training**

- Step 1: Read Chapter 6
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction-Training" Video
- Step 4: View "A Systems Model of Training" Video
- Step 5: View "Phases I and II" Video
- Step 6: View "Phases III and IV" Video
- Step 7: View "Training- Final Topics" Video
- Step 8: View "Conclusion- Training" Video
- Step 9: Take Quiz (Training)

**Don't forget to bring HRM Activity #2 to Exam 2!**

## **Exam III Materials - Checklist**

### **Performance Appraisals**

- Step 1: Read Chapter 7
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Performance Appraisals" Video
- Step 4: View "The Importance of Performance Appraisals" Video
- Step 5: View "Basic Considerations in Performance Appraisals" Video
- Step 6: View "Trait Approaches" Video
- Step 7: View "Behavioral Approaches" Video
- Step 8: View "Results- Oriented Approaches" Video
- Step 9: View "Comparative Approaches" Video
- Step 10: View "Dealing with Ineffective Performance and Summary Tips" Video
- Step 11: View "Conclusion to Performance Appraisals" Video
- Step 12: Take Quiz (Performance Appraisals)

### **Compensation**

- Step 1: Read Chapter 8
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Compensation" Video
- Step 4: View "Why Compensation Matters" Video
- Step 5: View "The Fair Labor Standards Act" Video
- Step 6: View "Factors Impacting Pay" Video
- Step 7: View "Developing a Base Pay System" Video
- Step 8: View "Issues with Pay Grades" Video
- Step 9: View "Incentive Pay" Video
- Step 10: View "Individual Incentives" Video
- Step 11: View "Organizational Incentives" Video
- Step 12: View "Benefits: Pay for Time Not Worked" Video
- Step 13: View "Benefits: Insurance" Video
- Step 14: View "Benefits: Family Friendly and Retirement" Video
- Step 15: View "Executive Compensation" Video
- Step 16: View "Conclusion to Compensation" Video
- Step 17: Take Quiz (Compensation)

### **Labor Relations**

- Step 1: Read Chapter 10
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Labor Relations" Video
- Step 4: View "The Purpose of Labor Unions" Video
- Step 5: View "Three Major Federal Laws" Video
- Step 6: View "Union Elections" Video
- Step 7: View "Collective Bargaining" Video
- Step 8: View "Challenges Confronting Unions" Video
- Step 9: View "Conclusion to Labor Relations" Video
- Step 10: Take Quiz (Labor Relations)

**Don't forget to bring HRM Activity #3 to Exam 3!**

## **Exam IV Materials - Checklist**

### **Health and Safety**

- Step 1: Read Chapter 11
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Health and Safety" Video
- Step 4: View "The Importance of Safety" Video
- Step 5: View "OSHA: A Description" Video
- Step 6: View "OSHA: Inspections and Violations" Video
- Step 7: View "Improving Workplace Safety" Video
- Step 8: View "Health-Related Issues" Video
- Step 9: View "Employee Assistance Programs" Video
- Step 10: View "Workplace Violence" Video
- Step 11: View "Conclusion to Health and Safety" Video
- Step 12: Take Quiz (Health and Safety)

### **Employee Relations**

- Step 1: Read Chapter 9
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Employee Relations" Video
- Step 4: View "Employee Rights" Video
- Step 5: View "Privacy Rights: Part I" Video
- Step 6: View "Privacy Rights: Part II" Video
- Step 7: View "Employee Discipline: An Introduction" Video
- Step 8: View "Employee Discipline: Rules, Principles, and Approaches" Video
- Step 9: View "Employee Discipline: Investigations, Documentation, and Discussions" Video
- Step 10: View "Conclusion to Employee Relations" Video
- Step 11: Take Quiz (Employee Relations)

### **Global HRM**

- Step 1: Read Chapter 13
- Step 2: Print PowerPoint Overheads
- Step 3: View "Introduction to Global HRM" Video
- Step 4: View "Cultural, Economic, and Political Issues" Video
- Step 5: View "International Staffing" Video
- Step 6: View "International Compensation" Video
- Step 7: View "Researching Specific Countries" Video
- Step 8: View "Conclusion to Global HRM" Video
- Step 10: Take Quiz (Global HRM)