

MGNT 4620-01
Human Resource Management
Spring 2016

Instructor: Dr. Thomas W. Gainey
Class Time: 9:30 am - 10:50 am (TR)
Room No.: Miller Hall 2201
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: HR – Human Resources, 3rd Edition, Denisi/Griffin, 2016.

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 present documentation in a timely manner, 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:

Feb 2	Exam I
Feb 25	Exam II
Mar 31	Exam III
Apr 21	Exam IV

HRM Activity Days: On Feb 4th, Mar 1st and Apr 5th you will have the class period to work on different activities that are designed to help you understand the HR function. 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 12 (T)	Course Orientation	Read Syllabus
Jan 14 (R)	Introduction to HRM	Chapter 1
Jan 19 (T)	The Legal Environment	Chapter 2
Jan 21 (R)	The Legal Environment	
Jan 26 (T)	The Legal Environment	
Jan 28 (R)	Strategic HRM (Online Session)	
Feb 2 (T)	EXAM I	
<i>Feb 4 (R)</i>	<i>HRM Activity Day # 1 (no class)</i>	<i>(US Dept. of Labor website)</i>
Feb 9 (T)	Recruitment	Chapter 5
Feb 11 (R)	Recruitment	Chapter 7
Feb 16 (T)	Selection	
Feb 18 (R)	Selection	
Feb 23 (T)	Training (Online Session)	
Feb 25 (R)	EXAM II	
<i>Mar 1 (T)</i>	<i>HRM Activity Day # 2 (no class)</i>	<i>(O*NET)</i>
Mar 3 (R)	Performance Appraisals	Chapter 10
Mar 8 (T)	Performance Appraisals	
Mar 10 (R)	Compensation	Chapter 9
Mar 15 (T)	SPRING BREAK	
Mar 17 (R)	SPRING BREAK	
Mar 22 (T)	Compensation	
Mar 24 (R)	Compensation	
Mar 29 (T)	Labor Relations (Online Session)	Chapter 11
Mar 31 (R)	EXAM III	
<i>Apr 5 (T)</i>	<i>HRM Activity Day # 3 (no class)</i>	<i>(TBA)</i>
Apr 7 (R)	Health and Safety (Online Session)	Chapter 12
Apr 12 (T)	Employee Relations	Chapter 6
Apr 14 (R)	Employee Relations	
Apr 19 (T)	Global HRM	Chapter 3
Apr 21 (R)	EXAM IV	
Apr 28 (R)	Final Class Period (8:00 am)	Career Development Workshop