

# MGNT 4620-01D – Spring 2020

## Human Resource Management

### Dr. Thomas W. Gainey

**Class Time:** 9:30 am - 10:45 am (TR)  
**Room No.:** Miller Hall 1309  
**Office No.:** Miller Hall 2217  
**Office Phone:** 678-839-4828

**Office Hours:** Monday/Wednesday (9:00 am – 10:00 am)  
Tuesday/Thursday (8:30 am – 9:30 am)  
\* Other Days/Times By Appointment \*

### Basic Information

**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, assume I did not receive the e-mail and please resend it.**

**Optional Text:** Fundamentals of Human Resource Management, Lussier & Hendon, 2017.

**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 and exercises, 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 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 January 7<sup>th</sup>. Additionally, attendance is required for four exams. 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.

## Tentative Exam Schedule

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 course lectures. 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. The tentative exam schedule is as follows:

Exam I	Jan 30 <sup>th</sup> (Thursday)	9:30 am	Miller Hall 1309
Exam II	Feb 27 <sup>th</sup> (Thursday)	9:30 am	Miller Hall 1309
Exam III	Mar 31 <sup>st</sup> (Tuesday)	9:30 am	Miller Hall 1309
Exam IV	Apr 23 <sup>rd</sup> (Thursday)	9:30 am	Miller Hall 1309

## 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, simple questions to ensure you have a general understanding of the topic after reviewing the videos. However, they are not necessarily representative of the questions you will have on the exam. 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 creating a simple HR Dashboard. 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.

**HRM Activities are due at the beginning of class on exam days. If the activity is not submitted at the beginning of class, there will be a 20 point deduction for each 24 hours the assignment is late. HRM Activities will not be accepted via e-mail.**

HRM Activity 1: DOL	Due Jan 30 <sup>th</sup>
HRM Activity 2: O*Net	Due Feb 27 <sup>th</sup>
HRM Activity 3: HR Dashboard	Due Mar 31 <sup>st</sup>

## Final Grade Calculation

Exam I	20%
Exam II	20%
Exam III	20%
Exam IV	20%
HRM Activities	15%
Quizzes	5%

## Letter Grade Assignments

A	90-100
B	80-89
C	70-79
D	60-60
F	0-59

### **Academic Support, Online Courses, Honor Code, UWG E-mail Policy, Credit Hour Policy, and HB 280**

The VPAA's Office at UWG provides common language on each of the above issues at the following website:

<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>

Each semester, it is the student's responsibility to review these policies.

# Exam I Materials – Checklist

**Remember to Print Your PowerPoint Slide Pages**

## Introduction

- Video 1: Introductory Remarks
- Video 2: The Evolution of HRM
- Video 3: The Big Picture
- Video 4: Environmental Considerations
- Video 5: Leadership and Ethics
- Video 6: Concluding Remarks

## Equal Employment Opportunity

- Video 1: Introductory Case and Remarks
- Video 2: EEO: Important, Time-Consuming, and Frustrating
- Video 3: Equal Pay and Equal Rights
- Video 4: Title VII
- Video 5: Demonstrating Adverse Impact
- Video 6: American With Disabilities Act
- Video 7: EEOC Enforcement Process
- Video 8: Defining Sexual Harassment
- Video 9: Handling Claims of Sexual Harassment
- Video 10: More Recent Initiatives
- Video 11: Affirmative Action
- Video 12: Concluding Case and Remarks

## Strategic HRM

- Video 1: Introductory Remarks
- Video 2: The Steps in Strategic HRM
- Video 3: Important Tools
- Video 4: High Performance Work Systems
- Video 5: Concluding Remarks

**Remember to Take Your Quiz for Each Topic**

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

# Exam II Materials - Checklist

**Remember to Print Your PowerPoint Slide Pages**

## Recruitment

- Video 1: Introductory Remarks
- Video 2: Job Analysis
- Video 3: Job Descriptions and Specifications
- Video 4: Forecasting Labor Demand
- Video 5: Absenteeism and Turnover
- Video 6: Forecasting and Labor Supply
- Video 7: Labor Surplus and Alternatives to Recruitment
- Video 8: Recruiting Job Candidates
- Video 9: Improving Effectiveness of External Recruitment
- Video 10: Concluding Remarks

## Selection

- Video 1: Introductory Remarks
- Video 2: Finding the Right Fit
- Video 3: Key Concept - Reliability
- Video 4: Key Concept - Validity
- Video 5: Assessing Job Candidates
- Video 6: Types of Interviews
- Video 7: Interviews - Potential Problems and Poor Questions
- Video 8: Making the Hiring Decision
- Video 9: Concluding Remarks

## Training

- Video 1: Introductory Remarks
- Video 2: A Systems Model of Training
- Video 3: Training – Phases I and II
- Video 4: Training – Phases III and IV
- Video 5: Training – Final Topics
- Video 6: Concluding Remarks

**Remember to Take Your Quiz for Each Topic**

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

# Exam III Materials - Checklist

**Remember to Print Your PowerPoint Slide Pages**

## Performance Appraisals

- Video 1: Introductory Remarks
- Video 2: The Importance of Performance Appraisals
- Video 3: Basic Considerations in Performance Appraisals
- Video 4: Trait Approaches
- Video 5: Behavioral Approaches
- Video 6: Results-Oriented Approaches
- Video 7: Comparative Approaches
- Video 8: Dealing with Ineffective Performance
- Video 9: Concluding Remarks

## Compensation

- Video 1: Introductory Remarks
- Video 2: Why Compensation Matters
- Video 3: The Fair Labor Standards Act
- Video 4: Factors Impacting Pay
- Video 5: Developing a Base Pay System
- Video 6: Issues with Pay Grades
- Video 7: Incentive Pay
- Video 8: Individual Incentives
- Video 9: Organizational Incentives
- Video 10: Benefits: Pay for Time Not Worked
- Video 11: Benefits: Insurance
- Video 12: Benefits: Family Friendly and Retirement
- Video 13: Executive Compensation
- Video 14: Concluding Remarks

## Labor Relations

- Video 1: Introductory Remarks
- Video 2: The Purpose of Labor Unions
- Video 3: Three Major Federal Laws
- Video 4: Union Elections
- Video 5: Collective Bargaining
- Video 6: Challenges Confronting Unions
- Video 7: Concluding Remarks

**Remember to Take Your Quiz for Each Topic**

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

# Exam IV Materials - Checklist

**Remember to Print Your PowerPoint Slide Pages**

## Health and Safety

- Video 1: Introductory Remarks
- Video 2: The Importance of Safety
- Video 3: OSHA: A Description
- Video 4: OSHA: Inspections and Violations
- Video 5: Improving Workplace Safety
- Video 6: Health-Related Issues
- Video 7: Employee Assistance Programs
- Video 8: Workplace Violence
- Video 9: Concluding Remarks

## Employee Relations

- Video 1: Introductory Remarks
- Video 2: Employee Rights
- Video 3: Privacy Rights: Part I
- Video 4: Privacy Rights: Part II
- Video 5: Employee Discipline: An Introduction
- Video 6: Employee Discipline: Rules, Principles, and Approaches
- Video 7: Employee Discipline: Investigations, Documentation, and Discussions
- Video 8: Concluding Remarks

## Global HRM

- Video 1: Introductory Remarks
- Video 2: Cultural, Economic, and Political Issues
- Video 3: International Staffing
- Video 4: International Compensation
- Video 5: Researching Specific Countries
- Video 6: Concluding Remarks

**Remember to Take Your Quiz for Each Topic**