Course: MGMT 3320.W01 – Concepts of Human Resource Management
Prerequisites: MGMT 3312 and Junior Standing or above.


Use the following website link to purchase an ebook:
http://www.coursesmart.com/9780538474238?__professorview=false&__instructor=1615928
You can also purchase access to the Online Study Center when you purchase your textbook. Used textbooks will not have an access key. Access to the site is not required for the course.

Instructor: Dr. Wingfield
Time and Location: Course delivery online
Office: OCNR 317
Office Hours: M-F available on-line in Blackboard, or by appointment in the office.
Phone: 825-5560
Email: Preferred email – use the email function in Blackboard for this course. TAMU-CC email address is sue.wingfield@tamucc.edu

Course Description:
A study of policies, procedures and strategies for human resource management. Topics include recruitment, selection and utilization of employees, human resource planning, the law and HR, employee appraisal and compensation systems, and an introduction to labor relations.

Learning Objectives:
Students will obtain a(n):
- Understanding of how the Human Resource function contributes to the success of an organization.
- Basic knowledge in the following functional areas: HR planning, recruitment, selection, appraisal, compensation and labor relations.
- Basic understanding of the Federal legislation guiding employment practices in the work place.
- The ability to interpret and analyze data to make decisions and form conclusions about the appropriate actions that HR should take in different situations.

Relationship to Other Coursework:
MGMT 3320 is the introductory course in Human Resource Management for undergraduate students. It defines the field and introduces the various human resource activities and ties them
to the other management content courses like organizational behavior, motivation and leadership, multinational management and administrative strategy and policy.

Criteria for Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>3 Exams – 220 points each</td>
<td>660</td>
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<tr>
<td>Optional Comprehensive Final Exam – (220 points)</td>
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</tr>
<tr>
<td>Required Class Discussions</td>
<td>140</td>
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<tr>
<td>Quizzes - 11 best out of 14 Quizzes (20 points each, one quiz will count as Extra Credit)</td>
<td>200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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NOTES: No make-up exams will be given. If a student misses an exam, he or she will be required to take the comprehensive final exam to replace the missing exam grade.

Quizzes cannot be made up. The lowest three quiz scores will be dropped.

Technology Issues: Due to the possibility of unforeseen circumstances, such as technical difficulties with online submission and delivery, or personal situations, you are encouraged to complete exams, discussions, and quizzes in time to rectify any problems before the deadlines. PLEASE MAKE SURE you follow the directions on Blackboard to prepare your computer. This preparation will help you avoid most technical problems.

MOST OF THE TIME requirements for this course must be submitted by 11:55 p.m. on the due date (please review the course calendar in the syllabus and on Blackboard to confirm due dates). IF YOU WAIT until the last minute to complete a course requirement (Exam, Quiz, Discussion) and experience technical difficulties you will likely NOT be able to reach Dr. Wingfield for resolution of problems occurring so late in the evening and so close to the deadline.

AGAIN, do not WAIT until the last minute to complete requirements for the course. Exams will be available starting the first day of class and can be completed until the due date for the exam. Quizzes will be available starting the first day of class and can be completed until the due date for the quiz. Class discussions will be available from the first day of the semester and can be completed until the due date for the discussion. PLEASE NOTE: A student’s responses to exams or quiz questions and exam or quiz scores will not be available to the student until after the due date for the exam or quiz.

Dropping this Course:
At some time during the course of the semester you may find it necessary to drop this course. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, **you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation in the class WILL NOT automatically result in your being dropped from the course; you will receive a grade for the course unless you initiate the drop process.** The last day to drop a course with an automatic grade of “W” is 4/12/13.
Grading Scale:
Grades will be awarded according to the following distribution:

- A ........ 90% OR ABOVE
- B ........ 80% - 89.9%
- C ........ 70% - 79.9%
- D ........ 60% – 69.9%
- F ........ 59.9% OR BELOW

Exams:
Three exams will be given in this course. Exams will be multiple-choice. Students are responsible for all material covered in the lecture notes posted on Blackboard, textbook, PowerPoint, and exercises. Students must complete exams during the assigned time frame.

Each exam is worth 220 points, but has 20 bonus points built into the test. A student has the potential to score 240 out of 220 points (20 points of extra credit or over 100% on each exam).

Exams will be delivered using Blackboard. The tests are timed; once you begin an exam you have 90 minutes to complete it. If you have not submitted the Exam in the allotted time Blackboard will submit the exam for you. You cannot exit the exam and return to it at a later time. No make-up exams will be provided. Students who miss an exam will take the optional final exam to replace the missing exam grade. Those who have not missed an exam may take the optional final in an effort to replace their lowest exam grade. This is a “no lose” option. A student’s final grade will be computed using the three highest grades on the four exams.

It is assumed that all exams will be taken by the person to receive credit, and ASSISTANCE IN ANSWERING QUESTIONS WILL BE NEITHER SOUGHT NOR RECEIVED. Anything less than this will be considered Academic Misconduct and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog. A student’s responses to exam questions and Exam score will not be available to the student until after the due date for the exam.

Quizzes: Quizzes are utilized to encourage students to complete assigned reading in a timely manner. Quizzes will be given on a regular basis over material in assigned readings and will be delivered via Blackboard. All the quizzes will be available starting the first day of class until the due date for that particular quiz, so students may work ahead if they choose to do so. Quizzes have an allotted time of 20 minutes. If you have not submitted the quiz in the allotted time Blackboard will submit the quiz for you. You cannot exit a quiz and return to it at a later time. No make-up quizzes will be given. It is assumed that all exams and quizzes will be taken by the person to receive credit, AND ASSISTANCE IN ANSWERING QUESTIONS WILL BE NEITHER SOUGHT NOR RECEIVED. Anything less than this will be considered Academic Misconduct and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog.

The first quiz covers material in the syllabus, notes in Blackboard and assignment guidelines. Please read the syllabus and instructions on Blackboard prior to taking this quiz. You must pass
this quiz with a score of 100%. You may take the quiz as often as necessary to accomplish this requirement. Although it shows the score, the syllabus quiz does not count in the final grade. Once you have successfully passed the syllabus quiz you will have access to the other components of the course. You will not be able to take quizzes until you have successfully completed the syllabus quiz with a score of 100%

Students are required to participate in on-line class discussions for each chapter covered in the course in order to receive credit for the quiz due for that chapter. Participation in the class discussion pertaining to the chapter being tested is required—students must provide a thoughtful, professional response to the topic AND respond to one other student’s post in order to receive credit for participation (see requirements below). Don’t forget to maintain a business style of writing.

The Total Quiz Grade will be based on the best 11 out of 14 quizzes. Each quiz is worth 20 points. Quizzes are worth 200 points total toward your final grade. One quiz grade will be considered as Extra Credit. This provides students with the opportunity to earn 220 total points (20 extra credit points) on quizzes or more than 100% on this portion of their grade. A student’s responses to quiz questions and quiz score will not be available to the student until after the due date for the quiz.

Class Discussions: In order to receive credit for each chapter quiz, students must participate in the Required Class Discussion in Blackboard for that chapter. Students must complete the exercise and respond to the questions, providing a thoughtful, professional response AND respond to at least one other student’s post in order to earn credit for participation. The student’s original post must be a minimum of 200 words, and response to one other student’s post must be a minimum of a 70 words (don’t forget to maintain a business style of writing). Participation in the class discussions is mandatory. If a student does not participate in the REQUIRED CLASS DISCUSSION for a particular chapter the student will earn a “0” for that chapter’s quiz (the student’s grade will be changed to a zero (0)).

If a post does not meet the minimum length requirement, the post will earn ONE (1) point. Deductions will also be made for posts that: do not address the topic clearly; are difficult to read due to lack of organization or poor writing skills; or contain typos. Please provide thoughtful, organized, professional responses. The Required Class Discussions are worth 10 points each.

You may also participate in the EXTRA CREDIT DISCUSSIONS to receive extra credit in the course. The Extra Credit Discussions must be completed by NOON on 5/30.

Communication with Dr. Wingfield
Please use the BbMessages function in Blackboard to contact Dr. Wingfield. This is the best form of communication as it will not “get lost” in the campus email SPAM.

It is very important to me to be available to answer your questions and concerns. Please do not hesitate to contact me. I will be available by email during normal business hours, Monday through Friday, and randomly on the weekends. I will do my best to answer your emails in a timely manner, however, if you do not receive a timely response please feel free to
send a follow-up email after a reasonable time. If you need to meet with me please contact me to set up an appointment.

Do not WAIT until the last minute to complete weekly requirements for the course. All exams will be available starting the first day of class and can be completed at any time prior to the due date for the exam. Quizzes will be available starting the first day of class and can be completed at any time prior to the due date for the quiz. Class discussions will be available from the first day of the semester and can be completed at any time prior to the due date for the discussion.

Requirements for this course are TYPICALLY due at 11:55 p.m. on the due date. HOWEVER, IF YOU WAIT until the last minute to complete a course requirement (Exam, Quiz, Discussion) and experience technical difficulties you will likely NOT be able to reach Dr. Wingfield for resolution of problems occurring so late in the evening and so close to the deadline.

**Online and In-Class Conduct:**
Each student is expected to maintain a professional attitude at all times. The use of foul language, discriminatory comments, or racial slurs will not be tolerated. You are required to maintain a professional attitude in all communications with students and the professor. Students who engage in disrespectful or inappropriate conduct will be reported to the Office of Student Affairs for appropriate action.

**Academic Integrity/Plagiarism:**
Students are expected to conduct themselves in accordance with Texas A&M University - Corpus Christi standards of academic integrity and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog. Academic misconduct includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism (Plagiarism is the presentation of the work of another as one’s own work).

In this course there will be a ZERO tolerance for academic misconduct. At minimum, an automatic grade of zero will be given for any assignment/exam in which any element of academic misconduct has taken place, but could include all penalties appropriate under University rules as stated in the University catalog, including the receipt of an F in the course.

This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamucc.edu). Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

**Grade Appeals**
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the
instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Harassment:**
Texas A&M-Corpus Christi believes that establishing a safe learning environment is necessary for an institution committed to the pursuit of excellence in instruction, research, and public service. Discrimination against, or harassment, or actions that are intended to harass, intimidate, or humiliate individuals on the basis of ethnicity, sex, religion, disability, or sexual preference is inconsistent with this institutional purpose and will not be condoned. Persons found guilty of harassment will be subject to disciplinary sanctions.

**American with Disabilities Act Compliance:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Instructional Methodology:**
Instruction will involve independent reading, online discussions, and experiential exercises. The emphasis will be on development of critical thinking skills through the practical application of theory.

**Oral and Written Content:**
Students will be expected to have read assigned material and participate in online class discussions. Students are encouraged to ask questions and share pertinent personal experiences that relate to the material being covered. Student assignments require effective written communication.

**Technology Applications:**
This course will be delivered on Blackboard. With regard to material delivered on Blackboard, you must be relatively self-sufficient in finding solutions for technical problems. The Blackboard helpdesk is an excellent resource for technical problems that you cannot solve. You must report problems immediately in order to meet your deadlines. Knowledge of word processing is necessary to complete the individual assignments. Additionally, the student must be familiar with the electronic databases available in the library as well as the Internet. E-mail communication is encouraged for routine communications; however it is discouraged for more
personal, non-routine communications where face-to-face or telephone contact is more appropriate.

**Ethical Perspectives:**
Human resource management and its various functions deal with how employees are treated by organizations from recruitment through termination. Many of the topics that are covered include examples of the ethical implications of managers' behavior when they interview, appraise, train, discipline, schedule, compensate, and motivate employees. Generally speaking, issues involving individual and corporate rights and responsibilities provide an opportunity to consider and critically evaluate various preventive and remedial approaches to ethics at organizational and public policy levels.

**Global Perspectives:**
International examples will be used throughout the course to demonstrate the importance of the diversity of the labor force and the impact of administering the HR function in the context of the global marketplace.

**Demographic Diversity Perspectives:**
Demographic diversity is a pervasive issue for this human resource management introductory course. It will be addressed throughout the semester especially in the context of examining civil rights legislation and the impact of an increasingly diverse and older labor force on human resource planning, recruitment, selection, training, performance appraisal, compensation, labor relations, employee rights, and safety and health.

**Political, Social, Legal, Regulatory, and Environmental Perspectives:**
All of the subjects covered in this introductory course deal with the political, social, legal and regulatory impacts of managing people within organizations. Several chapters will deal directly with the legal and regulatory environment of HR: civil rights legislation, employee rights, and safety/health. Additionally, all major HR functions are regulated at the local, state, and federal level. In this introductory course specific federal legislation related to recruitment, selection, training, compensation, benefits, labor relations/collective bargaining, employee rights, and work scheduling, will be discussed.

**Final Notes:** The course calendar below will provide a guideline for the course scheduling. However, certain changes in assignments and/or due dates may be made, as the instructor deems necessary. Such changes will be posted on Blackboard and will represent an amendment to the schedule.

Students are responsible for all material covered in the textbooks, exercises, PowerPoint slides and lecture notes. It is the student’s responsibility to check Blackboard for important announcements with regard to this class and to keep up with due dates for all quizzes, exams, and assignments.
Course Calendar:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>5/16</td>
<td>Intro to the Course</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>The Nature of HRM</td>
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Requirements for Day 1
- *Read Syllabus and familiarize yourself with materials on Blackboard*
- *Complete Syllabus Quiz* with a score of 100% to open additional quizzes.
- *Read Chapter 1*, review PowerPoint slides and posted lecture notes (if available)
- *Complete Quiz 1* covering Chapter 1 due by 11:55 p.m. on 5/17
- *Complete Exercise and respond to Required Class Discussion* for Chapter 1 by 11:55 p.m. on 5/17
- *Complete Extra Credit Class Discussion* for Chapter 1 by 12:00 noon on 5/30

2  5/20 The Legal Environment  2
The Global Environment  3

Requirements for Day 2
- *Read Chapters 2 & 3*, review PowerPoint slides and posted lecture notes (if available)
- *Complete Quiz 2* covering Chapter 2 due by 11:55 p.m. on 5/20
- *Complete Quiz 3* covering Chapter 3 due by 11:55 p.m. on 5/20
- *Complete Exercise and respond to Required Class Discussion* for Chapter 2 by 11:55 p.m. on 5/20
- *Complete Exercise and respond to Required Class Discussion* for Chapter 3 by 11:55 p.m. on 5/20
- *Complete Extra Credit Class Discussion* for Chapter 2 by 12:00 noon on 5/30
- *Complete Extra Credit Class Discussion* for Chapter 3 by 12:00 noon on 5/30

3  5/21 The Competitive Environment  4
Information for Making HR Decisions  5

Requirements for Day 3
- *Read Chapters 4 & 5*, review PowerPoint slides and posted lecture notes (if available)
- *Complete Quiz 4* covering Chapter 4 due by 11:55 p.m. 5/21
- *Complete Quiz 5* covering Chapter 5 due by 11:55 p.m. on 5/21
- *Complete Exercise and respond to Required Class Discussion* for Chapter 4 by 11:55 p.m. on 5/21
- *Complete Exercise and respond to Required Class Discussion* for Chapter 5 by 11:55 p.m. on 5/21
- *Complete Extra Credit Class Discussion* for Chapter 4 by 12:00 noon on 5/30
- *Complete Extra Credit Class Discussion* for Chapter 5 by 12:00 noon on 5/30

4  5/22 Exam # 1 – Chapters 1, 2, 3, 4, 5
Organization Form and Structure  6

Requirements for Day 4
- *Complete Exam # 1* covering Chapters 1-5 due by 11:55 p.m. on 5/22
- *Read Chapter 6*, review PowerPoint slides and posted lecture notes (if available)
- *Complete Quiz 6* covering Chapter 6 due by 11:55 p.m. on 5/22
- *Complete Exercise and respond to Required Class Discussion* for Chapter 6 by 11:55 p.m. on 5/22
- *Complete Extra Credit Class Discussion* for Chapter 6 by 12:00 noon on 5/30
5 5/23  Recruitment & Selection 7
Managing the Diverse Workforce 8

Requirements for Day 5
- Read Chapters 7 & 8, review PowerPoint slides and posted lecture notes (if available)
- Complete Quiz 7 covering Chapter 7 due by 11:55 p.m. on 5/23
- Complete Quiz 8 covering Chapter 8 due by 11:55 p.m. on 5/23
- Complete Exercise and respond to Required Class Discussion for Chapter 7 by 11:55 p.m. on 5/23
- Complete Exercise and respond to Required Class Discussion for Chapter 8 by 11:55 p.m. on 5/23
- Complete Extra Credit Class Discussion for Chapter 7 by 12:00 noon on 5/30
- Complete Extra Credit Class Discussion for Chapter 8 by 12:00 noon on 5/30

6 5/24  Exam # 2 – Chapters 6, 7, 8, 9 9
Compensation

Requirements for Day 6
- Read Chapter 9, review PowerPoint slides and posted lecture notes (if available)
- Complete Quiz 9 covering Chapter 9 due by 11:55 p.m. 5/24
- Complete Exam # 2 covering Chapters 6-9 by 11:55 p.m. on 5/24
- Complete Exercise and respond to Required Class Discussion for Chapter 9 by 11:55 p.m. on 5/24
- Complete Extra Credit Class Discussion for Chapter 9 by 12:00 noon on 5/30

7 5/28  Performance Appraisal and Career Management 10
Managing Labor Relations 11

Requirements for Day 7
- Read Chapters 10 & 11, review PowerPoint slides and posted lecture notes (if available)
- Complete Quiz 10 covering Chapter 10 due by 11:55 p.m. on 5/28
- Complete Quiz 11 covering Chapter 11 due by 11:55 p.m. on 5/28
- Complete Exercise and respond to Required Class Discussion for Chapter 10 by 11:55 p.m. on 5/28
- Complete Exercise and respond to Required Class Discussion for Chapter 11 by 11:55 p.m. on 5/28
- Complete Extra Credit Class Discussion for Chapter 10 by 12:00 noon on 5/30
- Complete Extra Credit Class Discussion for Chapter 11 by 12:00 noon on 5/30

8 5/29  Safety, Health, Well-Being, & Security 12
Performance Management 13

Requirements for Day 8
- Read Chapters 12 & 13, review PowerPoint slides and posted lecture notes (if available)
- Complete Quiz 12 covering Chapter 12 due by 11:55 p.m. on 5/29
- Complete Quiz 13 covering Chapter 13 due by 11:55 p.m. on 5/29
- Complete Exercise and respond to Required Class Discussion for Chapter 12 by 11:55 p.m. on 5/29
- Complete Exercise and respond to Required Class Discussion for Chapter 13 by 11:55 p.m. on 5/29
- Complete Extra Credit Class Discussion for Chapter 12 by 12:00 noon on 5/30
- Complete Extra Credit Class Discussion for Chapter 13 by 12:00 noon on 5/30
**Exam # 3 – Chapters 10-12 & 14**

**Requirements for Day 9**
- Read Chapter 14, review PowerPoint slides and posted lecture notes (if available)
- Complete Quiz 14 covering Chapter 14 due by 11:55 p.m. on 5/30
- Complete Exam # 3 covering Chapters 10-12 & 14 by 11:55 p.m. on 5/30
- Complete Exercise and respond to Required Class Discussion for Chapter 14 by 11:55 p.m. on 5/30
- Complete Extra Credit Class Discussion for Chapter 14 by 12:00 noon on 5/30

**Optional Comprehensive Final**

**Requirements for Day 10**
- Complete Optional Final Exam by 11:55 p.m. on 5/31