CONCEPTS OF HUMAN RESOURCE MANAGEMENT

MGMT 3320

SYLLABUS

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

MCC BUSINESS

Instructor: Dr. Katy Peeples

Office: Online

Office Hours: Online Monday and Tuesday 10-1:00 p.m.

email: katy.peeples@tamucc.edu

Student Assistant: Stephanie Riske

email: stephanie.riske@tamucc.edu

REQUIRED: TEXT

DeNisi, A., Griffin, R. (2013). HR 2.0, Mason, OH, South-Western Cengage Learning

REQUIRED: Cengage “CourseMate” access. This should be included in your textbook purchase.

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.

PREREQUISITES: MGMT 3312 and Junior standing or above.

COURSE OBJECTIVES:

Students will obtain a(n):

1) Understanding of how the Human Resource function contributes to the success of an organization.

2) Basic knowledge in the following functional areas: HR planning, recruitment, selection, appraisal, compensation and labor relations.

3) Basic understanding of the Federal legislation guiding employment practices in the workplace.

4) 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.

INSTRUCTIONAL METHODS: Instruction will include reading textbook chapters, independent readings, online discussions, experiential exercises, and short cases. Article reviews will serve to demonstrate the relevance of the material and demonstrate the concepts in "real world" situations. 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. Student assignments require effective written communication using a concise business style of writing.

EXAMS - Exams will consist of multiple choice questions based on the text material, PowerPoint presentations, and class discussion. Scheduled exams are indicated on the syllabus.

Make-up exams will not be given. An optional comprehensive final will be available. 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.

QUIZZES – Chapter quizzes will be posted on Blackboard and will be available from the 1st day of class until the end of the week in which the Chapter(s) is assigned. You may work ahead (this is a wise
practice). Each question will have a value of 1 point. It is assumed that all quizzes will be taken by the person to receive credit, and that assistance in answering questions will be neither sought nor received.

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 (you will only be allowed one attempt to take the other quizzes). 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.

ONLINE PROCTORING: All exams and quizzes are subject to online proctoring. You must have access to a webcam (easily purchased online for less than $10) and be prepared to pay any fees related to the proctoring website.

READING ASSIGNMENT – you will be required to read and submit team written article reviews beginning the second week of class. The readings shall reflect the topic(s) covered during the week the article is due. Submit only the article review (not the actual article) to turnitin.com, before submitting the hard copy in class. Attach a hard copy of the actual article for in-class submission. Refer to the supplemental handout for guidelines.

EXERCISES: Dates for the exercises are listed on the syllabus calendar.

ASSIGNMENTS & EXERCISES: The assignments and experiential exercises are designed to provide the student with experience in applying the material discussed in class, in the textbook, any notes provided by the professor, PowerPoint slides, and other sources of information. Due dates are listed on the syllabus calendar. Assignments must be submitted electronically to Turnitin.com. NOTE: late assignments will not be accepted. You must submit your assignments to turnitin.com by the date listed. Due to the possibility of unforeseen circumstances, such as technical difficulties with online submission and delivery, or personal situations, you are encouraged to complete your assignments and quizzes in time to rectify any problems before the deadlines. Early submissions are encouraged.

Students may collaborate on exercises, but each student must complete his or her own assignment, anything less than this is plagiarism and will result in an F (zero) for the assignment. Continued violations will result in an F in the course.

NOTE: You should only submit your responses to the questions, DO NOT SAVE THE ENTIRE CASE (SITUATION, DIRECTIONS, ETC....) TO THE FILE THAT YOU INTEND TO SUBMIT TO TURNITIN.COM. AGAIN, ONLY SUBMIT YOUR RESPONSES TO THE QUESTIONS NOT THE ENTIRE ASSIGNMENT. If you submit the entire case, it will appear in Turnitin.com as being plagiarized.

GRADING:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 @ 100 pts.)</td>
<td>300</td>
<td>90 - 100% = A</td>
</tr>
<tr>
<td>Article Reviews (10 pts. Each)</td>
<td>40</td>
<td>80 - 89% = B</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80</td>
<td>70 - 79% = C</td>
</tr>
<tr>
<td>Assignments</td>
<td>50</td>
<td>60 - 69% = D</td>
</tr>
<tr>
<td>Total*</td>
<td>470*</td>
<td>0 - 59% = F</td>
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- Total points are an approximation only. The total points available at the end of the semester will be calculated and the above grading scale will be applied.
- Article reviews and the Assignments will be graded on Turnitin.com’s GradeMark feature (click on the icon next to the submitted assignment—it will change after the assignment has been graded, or is in the process of being graded).

TECHNOLOGY APPLICATIONS: This course will be delivered entirely on Blackboard and Cengage website; you must be relatively self-sufficient in finding solutions for technical problems. The Blackboard and Cengage helpdesks are excellent resources 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 assignments and article reviews. Additionally, students must be familiar with
the electronic databases available in the Library as well as gaining familiarity with accessing the Internet to search for relevant management data. E-mail communication is encouraged for routine communications; however it is discouraged for more personal, non-routine communications where face-to-face 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.

**ATTENDANCE POLICY:** Attendance is mandatory. **Attendance is defined as participation in weekly class discussions and timely completion of quizzes and assignments.** Credit for weekly quizzes is contingent upon *thoughtful* participation in the weekly discussions.

**ATTENDANCE POLICY FOR ATHLETES:** There are no special allowances for athletes. See Attendance Policy above. You have the ability to complete exercises and quizzes in advance; plan your activities so they do not conflict with your class requirements.

**TIMELY SUBMISSION OF ASSIGNMENTS:** Late assignments will not be accepted. An assignment is considered late if it arrives after the designated deadline—**no exceptions.** Due to the possibility of unforeseen circumstances such as technical difficulties or personal situations, you are encouraged to complete your assignments and quizzes in time to rectify any problems before the deadlines.

**ACADEMIC HONESTY:** Students are expected to conduct themselves in accordance with the highest standards of academic honesty. **There will be 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.* Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as (but not limited to) illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work. Note that plagiarism can occur intentionally or unintentionally; grading will reflect the policy previously stated). Incidents of academic dishonesty will be documented and placed on the student's permanent record.

**TURNITIN.COM:** In an effort to protect you from unauthorized use of your original work and to aid in the identification of plagiarism, all article reviews and assignments will be subject to screening by Turnitin.com. You are encouraged to familiarize yourself with the site and to take advantage of the valuable instructional materials explaining the *details of plagiarism and the ways to identify and avoid plagiarism.* The following website contains valuable information for your use: [http://www.plagiarism.org](http://www.plagiarism.org)
LIBRARY MATERIALS: All books, journals, newspapers and other library materials are the property of
the library and Texas A&M University. You must not clip articles out of publications found in the Library or
otherwise deface or destroy Library publications. Unauthorized removal of any materials or defacing of
any materials is considered destruction of state property and may be prosecuted accordingly.

PROFESSIONALISM: As in business, professionalism will be maintained at all times. This includes (but is
not limited to) respecting classmates and the instructor in all circumstances, virtual or in person.
Unprofessional conduct is an unwelcome distraction for all and will not be tolerated. All written
communications are to be in a business format (i.e. no chat room abbreviations, slang, etc.).

CODE OF ETHICS: 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.

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.

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
Rule13.02.99.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.

DROPPING A CLASS: I hope that you never find it necessary to drop this or any other class.
However, events can sometimes occur that make dropping a course necessary or wise. 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 WILL NOT automatically result in your being dropped from the class.

STUDENTS WITH DISABILITIES: Texas A&M University–Corpus Christi complies with the
Americans with Disabilities Act in making reasonable accommodations for qualified students with
disabilities. If you need disability accommodations in this class, please see me as soon as possible.
Please have your accommodation letter from Texas A&M University–Corpus Christi Disability
Services (DS) Office with you when you come see me. If you suspect that you may have a disability
(physical impairment, learning disability, psychiatric disability, etc.), please contact the Disability
Services Office (located in Corpus Christi Hall 116) at 825.5816.

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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>TOPIC(S)</th>
<th>Chapter(s)</th>
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</table>
| 1    | Aug 27-31 | Syllabus Quiz  
The Nature of Human Resource Management                  | 1          |
| 2    | Sept 1-7 | The Legal Environment  
Submit Assignment #1 to turnitin.com                              | 2          |
| 3    | 8-14    | The Global Environment  
Article Review 1 Due                                                  | 3          |
| 4    | 15-21   | The Competitive Environment                                             | 4          |
| 5    | 22-28   | Information for Human Resource Decisions  
Exam # 1 – Chapters 1, 2, 3, 4, 5                                     | 5          |
| 6    | 29-Oct 5| Human Resource Decision Making in Organizations  
Article Review 2 Due                                                   | 6          |
| 7    | 6-12    | Recruitment and Selection  
Submit Assignment #2 to turnitin.com                                    | 7          |
| 8    | 13-19   | Managing a New and Diverse Workforce  
Article Review 3 Due                                                     | 8          |
| 9    | 20-26   | Compensation and Benefits                                               | 9          |
| 10   | 27-Nov 2| Performance Appraisal and Career Management  
Exam #2 – Chapters 6, 7, 8, 9, 10                                        | 10         |
| 11   | 3-9     | Managing Labor Relations  
Article Review 4 Due                                                       | 11         |
| 12   | 10-16   | Safety, Health, Well-Being, and Security  
Extra Credit Opportunity Submit up to two article reviews (worth10 points each) over any concept in the text. Early submission is highly encouraged. | 12         |
| 13   | 17-23   | Motivation at Work                                                       | 13         |
| 14   | 24-30   | Managing and Enhancing Performance: The Big Picture                      | 14         |
| 15   | Dec 1-2 | Exam # 3 – Chapters 11, 12, 13 & 14                                      |            |
| 16   | Dec 4   | Comprehensive Final (AVAILABLE ON DECEMBER 4TH ONLY)                     |            |

*This schedule is subject to change.*