Texas A&M University-Corpus Christi: College of Business
Concepts of Human Resources Management Spring 2016

Course Number: MGMT 3320
Course Name: Concepts of Human Resources Management
Instructor: Patricia Chastain
Email Address: pchastain@islander.tamucc.edu
*****Highly recommended that you create a profile on Mindtap and Coursemate using access code in book

Online Tools: Mindtap/Coursemate
BlackBoard

Prerequisites: MGMT 3312 and Junior Standing or above

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.
Major Course Requirements

- **Legislation/Case Reviews**: In lieu of exams, there will be 4 individual legislative/case reviews based on chapters and online resources
- **Readings**: Business Communication Text and occasional online reports.
- **Viewings**: Throughout course, there will be assignments that can be viewed online through youtube or ted.com
- **Online Discussion**: There is one general discussion topic that will be presented each week of the semester beginning January 25th through April 29th (except for Spring Break). It begins Monday, of each week and ends Friday of each week. It is important that you engage in the discussion frequently.
  - Below you will see a rubric for the grading of the online discussion. Because this is a fully online, upper level class, this discussion will account for a large percentage of your overall grade. As this class will concentrate heavily in the use of digital media for communication, it will aid you in your future employment and educational careers.
  - Discussion Guidelines:
    - The discussion begins Monday, January 25 and ends Friday, April 29
    - The topics will not be released until Monday mornings, however, topics are covered in the textbook and additional online media so highly suggest you read ahead of time and not wait until week of discussion.
    - Since this is a form of communication and an online discussion, only posting one or two times leaves little room for interaction and suggests that your postings are only to address the questions posed for the assignment and not interaction with others. The questions provide a basic framework to explore more deeply the concepts, theories, ideas, philosophies, and implications surrounding them.
    - There must be at least one REFERENCED post per week (references can come from any source but should be referenced following APA guidelines)
    - Use your experience, knowledge, background, and scholarly and professional literature to address the questions and advance the discussion.
    - It is recommended to type your response in Word then copy and paste it into the discussion.
    - Interaction is to be on a professional level, which also includes Standard English language protocols. **Absolutely no "texting" language** unless quoting a source
    - Responses need be professional and follow good business communication standards. Personal discussions, attacks, or criticisms will result in a zero for the discussion grade for the week.
    - DON’T WORRY, I am about having fun and many of the topics will be there to hopefully inspire you to dig deeper and understand how to concepts of HR while learning something different
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<th></th>
<th>Not satisfactory</th>
<th>Introductory</th>
<th>Practiced</th>
<th>Skilled</th>
<th>Total 80</th>
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<tr>
<td><strong>Content Knowledge</strong></td>
<td>Inadequate</td>
<td>Demonstrates some understanding of the topic with little reference to course material.</td>
<td>Relates major concepts of the topic with solid reference to course material.</td>
<td>Identifies specific, relevant concepts of the topic with reliance on course material as well as additional information.</td>
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<tr>
<td>Points</td>
<td>0-18</td>
<td>19-27</td>
<td>28-35</td>
<td>36-40</td>
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<td><strong>Thinking Skills</strong></td>
<td>Inadequate</td>
<td>Identifies a position that is somewhat related and support is evident.</td>
<td>Identifies a relevant position to the topic and demonstrates some support for it.</td>
<td>Contributions skillfully apply concepts from course and related material to build and support a position.</td>
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<tr>
<td>Points</td>
<td>0-18</td>
<td>19-27</td>
<td>28-35</td>
<td>36-40</td>
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<td><strong>Scholarship</strong></td>
<td>Inadequate</td>
<td>Alludes to sources and/or support is weak.</td>
<td>References to sources and/or support are evident.</td>
<td>Cites sources directly and uses them for strong support of perspectives.</td>
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<td>Points</td>
<td>0-18</td>
<td>19-27</td>
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<td><strong>Participation</strong></td>
<td>Inadequate</td>
<td>Remains on mostly topic, dealing mainly with the proposed subject matter, but rarely contributes in a timely manner.</td>
<td>Remains on topic, alluding to additional material, and contributes in a timely manner.</td>
<td>Expands the issue, bringing in additional relevant perspectives, and contributes early and often.</td>
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<td>Points</td>
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<td>Total /80 = %</td>
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Performance Evaluation and Grading:

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<tr>
<td>Online Discussion</td>
<td>50%</td>
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<tr>
<td>Individual Case Reviews</td>
<td>50%</td>
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<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
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A letter grade will be determined based on the percentage earned of total points possible, as follows: A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%. In some instances, a curve may be applied in determining letter grades. (Some professors may vary the point distribution.)

Legislative Case Reviews
Students will learn the importance of researching hr related issues and legislative actions that have changed the practice of HR managements

1. Each person will analyze a HR related court case to include Case History, Outcome, Affects of HR Management, and Products/Service provided.
2. There will be choice of cases presented in each chapter with limited number of students able per case
3. I will provide outlines on how to complete the case study
Date: Assignments Due:

January 20-January 22  Introductions/Syllabus
Understanding BB and CourseMate

January 25-29  Chapter 1

February 1-5  Chapter 2

February 8-12  Chapter 3 and Chapter 4

February 15  Case Review 1 due Midnight

February 15-19  Chapter 5

February 22-26  Chapter 6

February 29-March 4  Chapter 7

March 7  Case Review 2 due Midnight

March 7-11  Chapter 8

March 14-18  Spring Break

March 21-25  Chapters 9

March 28-April 1  Chapter 10

April 4  Case Review 3 due Midnight

April 4-8  Chapter 11

April 11-15  Chapter 12

April 18-22  Chapter 13

April 24-29  Chapter 14

May 2  Case Review 4 due Midnight
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.

Ethical Perspectives:
Ethical issues are discussed in conjunction with the major communication-related topic of the class session. Ethical issues include plagiarism, “puffery” when writing sales letters and resumes, job interviewing, preparing visual aids, and preparing bibliographic documentation.

Demographic Diversity Perspectives:
Primary coverage of this issue is included in the textbook chapter on cross-cultural communication. However, the topic is covered more specifically in concepts related to the use of nondiscriminatory language, ways to adapt messages to diverse audiences, and barriers to communication including gender, age, and cultural differences.

Political, Social, Legal, Regulatory, and Environmental Perspectives:
Relevant legislation that affects business communication, such as advertising and selling, consumer credit protection, employer-employee relations, and defamation are discussed in class when techniques for writing specific types of letters, memos, and reports are covered. For instance, in writing letters of complaint or letters related to personnel matters, certain legalities are discussed and are covered in the textbook.

Academic Honesty:
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty 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.) All assignments and exams are expected to be done independently unless otherwise specifically noted in the instructions.

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.
Disabilities Accommodations:

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 call or visit Disability Services at (361) 825-5816 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.