Concepts in Human Resources Management  
Mana 3320-001  
Summer I 2019

Instructor: Katherine Roberto, PhD, M.S.  
Class Time: 12:00-1:55pm  
Office Number: OCNR 371  
Office Phone: (361) 825-2482  
Email: katherine.roberto@tamucc.edu

Room Number: OCNR 259  
Office Hours: M-Th 2:00-3:55 or by appt  
Office Number: OCNR 371  
Office Phone: (361) 825-2482  
Email: katherine.roberto@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.

Course Purpose  
MGMT 3320 is the introductory course in Human Resource Management for undergraduate students. It defines the field, 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.

Learning Objectives  
By the end of this course, the students will have:
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 work place.
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.

Blackboard  
This class is up on Blackboard (https://bb9.tamucc.edu/). Please check Blackboard often. There you will be able to access class material as well as your grades.

Blackboard Mobile App – Mobile Learn

Course Materials:  

Mode of Instruction
Classes will be interactive, with both the instructor and students sharing in the processes. Students should read assigned materials PRIOR to the class date and be prepared for discussions and exercises. It is to your advantage to stay current with readings and assignments. A variety of learning tools will be used to develop and enhance your understanding of the subject matter, including experiential exercises, small group activities, video, case analyses, current events, and class discussions, rather than solely from the lectures. You are responsible for the material in the chapters as well as the materials covered in classes.

**Grading**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Grade</th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>200</td>
<td>A</td>
<td>360-400</td>
</tr>
<tr>
<td>Activity Participation</td>
<td>70</td>
<td>B</td>
<td>320-359</td>
</tr>
<tr>
<td>Job Analysis</td>
<td>40</td>
<td>C</td>
<td>280-319</td>
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<tr>
<td>T&amp;D Analysis</td>
<td>40</td>
<td>D</td>
<td>240-279</td>
</tr>
<tr>
<td>Peer Performance Appraisals</td>
<td>20</td>
<td>F</td>
<td>&lt;239</td>
</tr>
<tr>
<td>O*NET Assessment</td>
<td>10</td>
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<tr>
<td>Résumé Review</td>
<td>10</td>
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<tr>
<td>Mock Interviews</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>400</td>
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Grades are based upon point accumulation, NOT averages. Please keep that in mind when calculating your grade. There is no curving or rounding, you must receive the minimum points associated with each letter grade to receive that grade.

Extra credit will be offered throughout the semester. The number and worth is subject to the discretion of the professor. These opportunities can range from short assignments done outside of class to random on time attendance checks.

**Introductory Assignment**

At the conclusion of the first class, you will turn in the final page of the syllabus, signed, indicating that you received the syllabus and understand the requirements of the course.

**Exams**

There will be five multiple-choice exams throughout the semester. Exams 1 & 5 will be worth 30 points. Exam 2 will be worth 40 points. Exams 3 & 4 will be worth 50 points. In addition, once you log into the exam, you will be given 90 minutes to complete it. All quizzes MUST be completed by 2:00pm on the date they are due. Once you begin the exam, you MUST complete it at that time. If you stop before you answer all the questions, you will only receive credit for those questions answered – regardless of why the exam was not completed. Please make sure that you have a reliable internet connection before you begin! There will be NO makeup exams.
**O*NET Assignment**
You will explore your potential future jobs/career using O*NET - the government database of jobs definitions. First, you will identify the job you desire upon graduation and ascertain specific information about that job. Second, you will complete the Interest Profiler, which will provide you information about what your skills are and what jobs they are best suited for. Third, you will write a brief reflection identifying what you learned about yourself from the Profiler and how that fits with the job you chose in part one. Further explanation will be provided in the worksheet handed out in class.

**Mock Interviews**
Students will meet with a counselor from Career Services and participate in a mock interview. Additionally, each student must prepare a résumé and cover letter for a job/internship you would like to apply and take that with you to be reviewed by the counselor. You must complete both the mock interview and the résumé review to receive credit. You should take this seriously, the counselors will notify me of your participation. You will be assessed on whether you took the assignment seriously, and your general preparedness for the event (e.g. bringing in a cover letter, dressing appropriately, etc.). It should take approximately 60 minutes for each part. If your schedule does not allow you to do both at the same time, you may make multiple appointments.

Upon completion, the counselor will give you feedback for both the mock interview and résumé review. Please scan or take a picture of both summaries, and turn it in through Blackboard. Please contact Career Services at 361-825-2628 to schedule a time for your meeting. Though I would recommend it, you do not have to see the business counselor – any that fit your schedule is acceptable. You have until the last day of class to complete and upload your feedback to Blackboard. Please remember that are many other students in the course, I would strongly urge you not to wait until the last couple of weeks of the semester. If the counselors’ schedules fill up, you will not be able to complete the assignment, which will result in not receiving credit for the assignment.

**Activities and Participation**
In many class periods there will be activities that require active participation. You are expected to participate fully in the activities. Missing an activity or failure to actively participate will result in a reduction in participation points. If an activity cannot be completed during the class period, it may be assigned as homework, and should be uploaded to Blackboard by the due date.

**Group Projects**
Groups will consist of 4-5 members. You may choose the members that you would like to work with. You are responsible to get contact information from group members, as I will not be able to provide that information to you. Once groups have been assigned, there will be no changes in group membership, except as a result of students dropping the class. I will set up groups in Blackboard.

I encourage you to choose groups with whom you believe you will have a productive working relationship. However, despite best intentions, there may still be times when issues arise in group work and it will be your responsibility to work out differences with your group members in a productive way. This is an important learning activity given you will spend a lifetime working
in teams with others in organizations and issues with team members often develop in organizational work. Thus, you are encouraged to view any challenges that arise with group members as learning opportunities to develop skills to resolve such issues in the future since they are likely to emerge throughout your career. Fortunately, most groups develop productive working relationships so it is likely this will not be a concern for groups in this class.

Job Analysis & Description
You will complete the Job Analysis Questionnaire based either on one of the provided jobs, or a job that someone in your group would like to hold (excluding HR Specialist – as this is the example I will give in class). Based on your results from the Questionnaire and outside research (i.e. salaries, O*NET) you will create a job description that the “company” could post to a job board. Lastly, you will complete a write up explaining your rationale for the choices made during both the JAQ and job description. Further instructions will be provided in the worksheet on Blackboard.

Training and Development Analysis
You will develop an orientation and training program from the scenarios provided. The orientation section should meet the objectives outlined in the instructions. The training program and considerations should follow the four steps of a training program (as discussed in class). Further instructions will be provided in the worksheet on Blackboard.

Peer Performance Evaluations
Part of the responsibility of HR is to conduct or oversee the company’s annual performance evaluations. You will conduct an evaluation for each of your groupmates and yourself. The criteria assessed will be on the evaluation given to you. The performance appraisals should be conducted conscientiously, keeping in mind the biases (as discussed in class) that can affect ratings. That means you must provide sufficient rationale for the numerical values you give for each item. Failure to do so will result in loss of points. Further instructions will be provided in the worksheet on Blackboard.

I recognize that not all team members may contribute equally to every group project. Based on peer performance appraisals, individual project scores may then be adjusted. If you do not work with your group to prepare the assigned case and present it, you will receive a zero for the group projects. Please take this performance appraisal very seriously. I expect that you will make the evaluations based only on who you perceive to have made the greatest contribution (quality and quantity) to your group project and not based on personalities or friendship factors. If, in a particular group, I believe the evaluations were not assigned in such a manner as to be consistent with the spirit of rewarding those who contribute more, I reserve the right to adopt a policy in which all group members receive the same grade.
Class Policies

**Email Policy**
I will only contact you though your tamu.edu account or Blackboard. If you email me through a personal account I will ask you to resend it through university email. Also, I may need to contact you, and will do so through university email or Blackboard.

It is expected that email will follow good grammar and proper Email netiquette rules with proper salutations for proper response. REMEMBER: ALL CAPS MESSAGES IS SHOUTING AT THE TEACHER – and will not be responded to. In addition messages like: *hey prof wat did i miss?* or simply *here’s my paper* will not be responded to. Without grammar and the person’s name in the email response cannot be given. Your faculty will always respond when emails are received with respect and formality due to the nature of working in a professional environment.

**Attendance**
I will take attendance every day, though it will not be factored into your grade. Attendance at and participation in class are necessary to receive the full benefit and are encouraged. You are free to make your own decisions about attending class and participating. However, I will test on material covered in class lectures and not all this material covered will be in the books. Thus, please be advised that not attending class is likely to have a negative impact on your test grades.

**Classroom Behavior**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Please refrain from disrupting the class by talking during class or taking cell phone calls or pages during class. Please turn off or set to vibrate all cell phones, pagers, etc. before class. If you disrupt class by talking to each other, on the phone, or text messing during class, I reserve the right to ask you to leave the classroom.

**Academic Integrity**
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, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.
Grade Appeals  
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, 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 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 Dean’s office in the college in which the course is taught or the Office of the Provost.

Withdrawal Policy  
It is the student’s responsibility to complete the course or withdrawal from the course in accordance with University Regulations. Students are strongly encouraged to verify their grade status before dropping a course after the first withdrawal date. It is also the student’s responsibility to determine whether it is a good idea to drop the class. 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. A student who drops after the first withdrawal date may receive an “F” in the course if the student is failing at the time the course is dropped. Please make sure to identify the last day to drop the course with a “W”.

Students with Disabilities  
If you require accommodations for a disability, please consult with me at the beginning of the semester. Faculty members are required by law to provide “reasonable accommodation” to students with disabilities, but it is your responsibility is to inform me of your disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation.  
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 Corpus Christi Hall 116.

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.
Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard, Connect, and/or email. If Blackboard is down, messages will be posted on the home page of Connect. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
# Tentative Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Material Covered</th>
<th>Assignments</th>
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</table>
| 1    | 6/3  | Introduction to the Course, go over syllabus  
Get into Groups |  |
|      | 6/4  | *Chapter 1*: The New HRM Process |  |
|      | 6/5  | *Chapter 16*: Global Issues for Human Resource Managers |  |
|      | 6/6  | *Chapter 14*: Workplace Safety |  |
| 2    | 6/10 | **Exam 1** |  |
|      | 6/11 | *Chapter 3*: The Legal Environment & Diversity Management |  |
|      | 6/12 | *Chapter 3 cont* |  |
|      | 6/13 | *Chapter 3 cont* |  |
| 3    | 6/17 | **Exam 2** |  |
|      | 6/18 | *Chapter 4*: Matching Employees to Jobs |  |
|      | 6/19 | *Chapter 5*: Recruiting Job Candidates | **O*NET Assignment Due** |
|      | 6/20 | *Chapter 6*: Selecting New Candidates |  |
| 4    | 6/24 | **Exam 3** | **Recruiting Assignment Due** |
|      | 6/25 | *Chapter 7*: Training, Learning, Talent Management, & Development |  |
|      | 6/26 | *Chapter 8*: Performance Management & Appraisal |  |
|      | 6/27 | *Chapter 9*: Rights & Employee Management |  |
| 5    | 7/1  | **Exam 4** | **Training & Development Assignment Due** |
|      | 7/2  | *Chapter 11*: Compensation Management  
*Chapter 12*: Incentive Pay |  |
|      | 7/3  | *Chapter 12 cont*  
*Chapter 13*: Benefits | **Mock Interviews Due** |
|      | 7/4  | NO CLASS – INDEPENDENCE DAY |  |
|      | 7/5  | **Exam 5** | **Group Performance Appraisals Due** |

*** The professor reserves the right to change the syllabus as needed throughout the semester. However, you will be alerted to all changes during class. ***
Syllabus Agreement

By signing at the bottom of this page, I acknowledge that I have read through each statement below, and concur with each of them.

1. I acknowledge that I was given a copy of the syllabus on the first day of class, which the professor went through with the class. If I received this syllabus after the first day of class, I acknowledge that I have read through this entire syllabus.

2. I understand the assignments required of me in this course.

3. I understand the expectations needed to receive each final letter grade.

4. I was permitted to ask any questions, and if I did, I was given sufficient clarification by the instructor.

5. I understand that I may be required to do certain assignments and homework online through Blackboard.

6. I acknowledge that the syllabus may change due to unforeseen situations or circumstances, including but not limited to events such as a hurricane or snow day, Professor illness, campus closure etc., which the Professor will alert the class to during class time or by email. The Professor will alert students as to what changes will occur, as well as posting a revised copy of the syllabus on Blackboard.

Print Name: ______________________________________________________

Signature: ________________________________________________________

Date: ____________________________