Texas A&M University-Corpus Christi
College of Business
Concepts of Human Resources Management (Online)

Course number: MGMT 3320-W01  Instructor: Dr. Margaret Lucero
Semester: Fall I 2018  Office: OCNR 120 & 318
Office Telephone: 2403  Office Hours: By appointment
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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 Prerequisites:
Junior standing or above.

Learning Objectives:
By the end of this course, the students will have a/an:
1. Understanding of how the Human Resource function contributes to the success of an organization. (BBA, G1O1)
2. Basic knowledge in the following functional areas: HR planning, recruitment, selection, appraisal, compensation and labor relations. (BBA, G2O1)
3. Basic understanding of the Federal legislation guiding employment practices in the workplace. (BBA, G2O1)
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. (BBA, G2O3 & G3O1)

Major Field Test (MFT)
The MFT is required for all students pursuing the Bachelor of Business Administration degree. Students register for the MFT in BUSI0088, Major Field Test in Business. To prepare for this test, business majors are advised to retain their class notes, textbooks, and other relevant materials from their business core courses in the areas referenced below. Completion of all College of Business core courses except MGMT 4388 is required. BUSI 0088 is CR/NC.

As an integral part of the College of Business’ Assurance of Learning program, the Major Field Test (MFT) is a nationally-normed, standardized multiple-choice test developed by the Educational Testing Service and administered to senior-level business students at many AACSB International accredited institutions in the United States. It is designed to measure students’ academic achievement through demonstration of their basic knowledge and understanding of key concepts, theories, and analytical methods in the functional areas of business. This test covers the areas of accounting, economics, finance, international issues, legal and social environment of business, management, marketing, quantitative business analysis, and information systems.
**Required Materials:**

**Electronic Device Usage** – Computer access is required to complete this course.

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

**Course Requirements:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points for each</th>
<th>% of Grade (total)</th>
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</thead>
<tbody>
<tr>
<td>Exams (3)</td>
<td>3 X 150</td>
<td>45%</td>
</tr>
<tr>
<td>Optional Final*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Assignments</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Semester Project</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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*Optional Comprehensive Final may be substituted for the lowest exam score.

**Grading:**
A  
B  
C  
D  
F

900 - 1000  
800 - 899  
700 - 799  
600 - 699  
< 600

**Course Policies:**

**Exams:**
There will be **three multiple choice** exams throughout the semester. Each will consist of 50 multiple choice questions to be completed in 60 minutes. **Once you begin the exam, you must complete it entirely.** All exams will be proctored by Examity with the fee paid by the student. Students must schedule their exam time in advance. For more information click on “Testing Online” in the blue Blackboard menu.

**Unit Assignments:**
Assignments are provided throughout the course to emphasize key concepts and provide opportunities to apply the content. It is essential that all assignments are written in the students own words without copying or quoting from any source. That means that the student should read
and study the course content and then complete the assignments using their own interpretation of the material. Student may use the campus writing center for assistance with writing quality.

**Academic Integrity/Plagiarism**
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.

**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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.** 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. September 21, 2018 is the last day to drop a class with an automatic grade of “W” this term.

**Preferred methods of scholarly citations**
APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

**Classroom/professional 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.

**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.

**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 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 and/or email. 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.
Schedule – Any changes to this schedule will be posted in Blackboard.

All of the following content closes at 5 p.m. on the last date of the unit.

Dates:                                      Topics and reading:
Mon. Aug. 29 – Mon. Sept. 3                 Introduction to HRM – chapter 1
                                             Legal Environment – chapter 3
Mon. Sept. 3 – Mon. Sept. 10                Workforce Planning – chapter 4
                                             Recruitment – chapter 5

Exam 1 (Ch. 1, 3, 4, & 5) scheduled 5 p.m. on Sun. Sept. 9th until 5 p.m. Mon. Sept. 10th

                                             Training and Development – chapter 7
                                             Employee Rights – chapter 9
                                             Labor Relations – chapter 10

Exam 2 (Ch. 6 -10) scheduled 5 p.m. on Sun. 23rd until 5 p.m. Mon. Sept. 24th

                                             Incentives – chapter 12
                                             Safety and Security – chapter 14
                                             Global HRM – chapter 16

Exam 3 (Ch. 11 -14 & 16) scheduled 5 p.m. on Sun. Oct. 7th until 5 p.m. Mon. Oct. 8th

Optional Comprehensive Final scheduled 5 p.m. on Thur. Oct. 11 until 5 p.m. Fri. Oct. 12