Course number: MGMT 3320-001  Instructor: Robert E. Allen, Ph.D.
Semester: Spring 2019
Office 372 OCNR Building
Telephone: 361-825-3416 (office) 361-443-0695 (cell)
Contact: Use Bb messages within the class web site

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)

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/). Please check Blackboard often. There you will be able to access class material as well as your grades.
**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.

**Allen’s Educational Philosophy**

When approaching MGMT 3320, I assume that I am educating future managers. When serving as managers, you have to be prepared to compete effectively with the “best and the brightest.” My job is to help prepare you for this competition, and by doing so, contribute to your success in life and as managers.

My intention is to offer you a rigorous course through which you will acquire the subject matter knowledge needed to be an effective manager. Basic knowledge transfer will take place by reading assignments from the text book and lecture notes that I have prepared. Power points presentations and notes for each chapter prepared by the author of the text book are also available in each unit. My intention is to create a course that rewards students who read the assigned material, develop an understanding of it, and then demonstrate their mastery of the material through their performance on the exams and the written assignments. The work you will do this semester will be handled individually. In other words, there is no group work or other forms of collaboration on any of the assignments. Proven collaboration will be viewed as a form of academic dishonesty that will be treated accordingly. By taking this course, you will be exposed to the up-to-date relevant the human resource management functions of management. You will also develop higher order critical thinking skills such as the ability to take this information and apply it to the resolution of real-world problems.

However, becoming an effective manager involves more than acquiring knowledge. It also involves the acquisition of attitudes and skill sets needed to effectively perform the wide range of tasks performed by managers in contemporary organizations. Although having a strong knowledge base is essential to managerial success, it is not enough. You also have to have good problem-solving skills, communications skills, a dedication to high quality work, and the ability to think critically. Therefore, it is part of my responsibility to provide you opportunities to develop these necessary skills.
We have a shared interest. Both you and I want you to leave this class better prepared for life, in general, and career success, in particular. I will be thorough in my review of your work and objective in its evaluation. I will be available to you by telephone or by the use of Bb messages within the class website. I am well prepared to teach this class and have designed a course in which each component has educational value. I will not waste any of your time. I am committed to work hard to ensure that the objectives of the class are met.

As you well know, it takes more than a good professor to have a good class. The commitment of students to the course’s success is also necessary. Just like you have expectations of me, I have expectations of you. I expect you check into the class’ website on a daily basis. While there, make sure you read the class announcements. You are responsible for everything that I communicate so keep in close touch with the class. I expect you to complete all of the assigned readings in a timely manner. I expect you to be rigorous in your work and thorough when completing class assignments. I expect you to pay close attention to the class schedule so that you can keep track of when assignments must be submitted. **I am a stickler when it comes to meeting deadlines. Poor time management is the factor that contributes the most to on-line students failing to be successful. Exams and written assignments receive no credit if submitted after their deadlines.** This is especially a concern in a fast-paced seven-week class. A busy schedule and time conflicts are not justifications for missing deadlines. Deadlines should be viewed as incentives to start your work early so that they can always be met. I expect you to think ahead, plan accordingly, and get started early on assignments. I expect you to be respectful of both your classmates and me. Most of all, I expect you to THINK. Think about the meaning of the readings. Think about assignments and the learning that they have been designed to encourage. Think about what you need to do in order to take full advantage of your college experience. Think about what it means to be a successful manager. You cannot take this class on autopilot. To be successful, you need to be fully engaged in the learning process. It is your responsibility to help make this class one of the best in your college experience. Good education is not a spectator sport.

If you have any questions or concerns, do not hesitate to contact me. Using the Bb Messages function within Blackboard is the best way to do this. In the past, I have had emails from students go into my junk mail basket that rarely gets checked. Use of the Bb Messages function avoids this problem. During the day, I check for messages every couple of hours. I will respond to you as quickly as possible, usually the same day that the message was sent. I am a "morning person" so I usual check for messages for the first time around 6:00 a.m. However, don't expect a prompt response if you contact me after about 9:00 p.m. (Central time). I will get back with you the following morning. If you try to contact me by telephone and I do not answer, just leave a message that includes your name and phone number. I am old and do not hear very well. Make sure you speak slowly and clearly so that your message can be understood.

If you live up to your responsibilities and I live up to mine, we should have a great semester.

**Course Requirements:**

| Three non-cumulative exams | 100 points (14.2% each) | 300 points |
Four written assignments | 100 points (14.2% each) | 400 points
---|---|---
Total | | 700 points

Course Policies:

*Exams* – There will be two three exams this semester each worth 100 points. The exams will be given during Units m2, 3 and 5. The exams will be taken using the Examity testing system. They will be available for a specified 24-hour period. The exams can only be taken during these specific time periods so plan accordingly. The specific dates for the exams can be found in the class schedule that is part of the syllabus and in the unit folders. Make-up exams are possible if a university excuse is obtained from the Associate Dean of Students office.

*Written assignments* – There are four written assignments each worth 100 points this semester. They have been included in the first four units of the class. They are due on the last day of the unit in which they are found. All written assignments have a research obligation. This means that when completing the assignments, you must review the relevant literature and incorporate the results of your research effort in ways that demonstrate a thorough understanding of the issues raised by the assignments. Direct quotes are not allowed. The work of others needs to be paraphrased, that is, put into your words and then referenced. When relying on the work of others, you need to comply with the Department of Management and Marketing requirement that you cite your references using the APA format. The research and APA requirements are taken very seriously in this class because you need these skills in all of your future management courses. My plan is to encourage (require) you to develop this expertise by applying rigorous grading standards to your work.

APA style is the only accepted method used for citations and referencing for this class. Links to websites that can help you master the APA style of referencing have been included in each of the four written assignment.

*Electronic Device Usage* – Computers are required to complete the certain assignments.

**Grading:** When determining final grades, the final point totals will be needed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>630 – 700 points</td>
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<tr>
<td>B</td>
<td>560 to 629 points</td>
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<tr>
<td>C</td>
<td>490 to 559 points</td>
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<tr>
<td>D</td>
<td>420 to 489 points</td>
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<tr>
<td>F</td>
<td>Fewer than 420 points</td>
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**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. April 5, 2019 is the last day to drop a class with an automatic grade of “W” this term.

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.

**Course schedule and assignment deadlines:** Please pay close attention to the following information. It is important that you meet all of the deadlines. Assignments (exams and written work) will receive no credit if submitted after their deadlines unless you provide a written excuse from the Associate Dean of Students office.
<table>
<thead>
<tr>
<th>Units and Dates</th>
<th>Topics</th>
<th>Assignments</th>
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| **Unit 1** | 21st Century Human Resource Management | Read Lussier & Hendon Ch. 1, Ch. 2, and Ch. 3  
Review the power point presentations and flash cards that support these chapters  
Submit the first written assignment no later than 11:59 p.m. on Sunday 2/3.  
Participate in the Introductions! threaded discussion (an ungraded assignment) by 1/20 |
| 1/14 to 2/3 (three weeks) | | |
| **Unit 2** | Staffing | Read Lussier & Hendon Ch. 4, Ch. 5 and Ch. 6.  
Review the power point presentations and flash cards that support these chapters  
Submit the first exam during the time period specified in the unit (parts of February 17 and 18)  
Submit the second written assignment no later than 11:59 p.m. on Sunday 2/24. |
| 2/4 to 2/24 (3 weeks) | | |
| **Unit 3** | Developing and Managing | Read Lussier & Hendon Ch. 7, Ch. 8, Ch. 9 and Ch. 10  
Review the power point presentations flash cards that support these chapters |
<p>| 2/25 to 3/31 (5 weeks) | | |</p>
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<tr>
<th>Note: Pay close attention. This unit has two deadlines, one for the second exam (parts of March 31 and April 1) and one for the third written assignment (3/10)</th>
<th>Submit the third written assignment no later than 11:59 p.m. on Sunday 3/10. Submit the second exam during the time period specified in the unit (parts 3/31 and 4/1)</th>
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<td><strong>Unit 4</strong>&lt;br&gt;4/1 to 4/21 (3 weeks)&lt;br&gt;&lt;br&gt;April 5, 2019 is the last day you can drop the course without a penalty.</td>
<td>Compensation&lt;br&gt;Read Lussier &amp; Hendon Ch. 11. Ch. 12 and Ch. 13&lt;br&gt;Review the power point presentations and flashcards that support these chapters&lt;br&gt;Submit the fourth written assignment no later than 11:59 p.m. on Sunday 4/21</td>
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<tr>
<td><strong>Unit 5</strong>&lt;br&gt;4/22 to 5/6 (2 weeks)</td>
<td>Protecting and Expanding Organizational Reach&lt;br&gt;Read Lussier &amp; Hendon Ch. 14 and Ch. 16&lt;br&gt;Review the power point presentation and that support these chapters&lt;br&gt;Submit the third exam during the time period specified in the unit (parts 5/5 and 5/6)</td>
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