CONCEPTS OF HUMAN RESOURCE MANAGEMENT  
MGMT 3320  
Fall 2020

Instructor and Course Information

Instructor: Ryan Terry, Ph.D.  
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Email: ryan.terry@tamucc.edu  
Phone: 361.825.3416  
Office Hours: Tuesday: 10:00 AM – 12:00 PM; Thursday: 10:00 AM – 12:00 PM

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 Delivery Method:  
This course has a fully online format. All instruction and assessment will be conducted online primary through Blackboard. This is not a self-paced course. Deadlines are indicated for each assignment in the course schedule (see the last page of this document). Students are expected to regularly login to Blackboard to become apprised of any changes. The Blackboard announcement function is an important source of information for this course.

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)

Websites Used:
This class is up on Blackboard. Please check Blackboard often. There you will be able to access class material as well as your grades. Blackboard Mobile App – Mobile Learn

Course Requirements
1. You are required to complete any and all assigned readings and assignments.
2. Active participation—via Discussion Board contributions and/or Group pages—will be necessary to succeed in the class.
3. You are expected to keep track of your performance throughout the semester and seek guidance from available sources (including the instructor) if your performance drops below satisfactory levels.

Point Distribution:
Quizzes: 100 points
Article Discussions: 100 points
Exams: 200 points
Course Total: 400 points

Grade Allocation:
A: 360-400 points
B: 320-359 points
C: 280-319 points
D: 240-279 points
F: 200 points or less

Assessments:
This course will be organized into four units, each comprised of two or three chapters. Each unit will contain several categories of assessments which are described below. See the Course Schedule for a summary of the required assessments and their respective due dates for each unit.

Quizzes (100 pts)
Throughout the semester, there will be a total of 10 quizzes. Once you log into the quiz, you will be given 10 minutes to complete it. Quizzes will be administered through Blackboard and must be completed by their respective due dates. No late quizzes will be accepted. Once you begin the quiz 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 quiz was not completed. Please make sure that you have a reliable internet connection before you begin!

Article Discussions (100 pts)
Throughout the semester, you will discuss (via the Blackboard Discussion Board) assigned readings. You should create a new thread for each of your answers to the below items (i.e., create a new thread for your response to item 1, create a new thread for your response to item 2, and create a new thread to your response to item 3.

1. Provide a short summary of the reading. What is the purpose of the article? Additionally, if there are key constructs/terminology (e.g., pivotal position, person-organization fit,
human capital, etc.) in the article, make sure you describe or explain what they are, as if they were vocabulary words.

2. How does the article tie into the assigned reading from the textbook?
3. How could managers use the information in the article to benefit their organization?
4. What is the most interesting or surprising point from this reading?

Your responses to each of the above items should be between 100-200 words. In addition to providing your answers to the above items, you need to respond to at least one of your classmate’s answers to each of the above items. The reply to your classmate’s answers should be between 100-200 words in total and may address one or all responses to the above items. Please be thoughtful and respectful in your replies.

**Exams (100pts)**
There will be four exams during the semester totaling 100 points. Once you log into the exam, you will be given 30 minutes to complete it. Exams will be made up of multiple choice and/or true/false question and will be administered on Blackboard. No late exams will be accepted. 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!

**Late Work Policy:**
All assessments will be available to be completed from the first day of class, therefore, make-up exams, quizzes, or assignments will not be accepted. 
**NOTE:** Even in 2020, technology problems remain and these need to be considered. Please do not procrastinate to complete the required assessments. Online class deadlines may fall on a weekend and/or late at night and the instructor will likely be unavailable to assist with any technology issues during these times (e.g., Internet connection being lost during a quiz/exam near the deadline and not being able to submit the assessment). There will be no exceptions to the late work/exam policy in cases like this. Waiting until the last minute to complete assessments does not garner much sympathy so please do not place yourself in this type of situation.
Helpful Student Resources:

Division of Student Engagement and Success (SEAS): The SEAS Division offers activities, programs, and a variety of student support services. Please visit their office or follow the link in you’re interested in anything below:
- Aloha Days
- Intramurals
- Student Government
- Recreational Sports
- Islander Housing
- Student Activities
- Career Services
- Disability Services
- Student Conduct and Community Standards
- University Counseling Center
- University Health Center
- Student Resources
- Parent Resources
- Emergency Resources

Writing Center

Mary and Jeff Bell Library

Society for Human Resource Management (SHRM): If you’re interested in a career in HR or just interested in the profession and would like to get more information, SHRM is a great resource.
UNIVERSITY POLICIES

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. Please check for 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. The writing center at Purdue University is an excellent APA style guide resource.

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.C0.03, 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.C0.03, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site. 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.

Civil Rights Statement
Texas A&M University-Corpus Christi is committed to fostering a culture of caring and respect
that is free from discrimination, relationship violence and sexual misconduct, and ensuring that
all affected students have access to services. For information on reporting Civil Rights
complaints and support resources, (including pregnancy support accommodations) or university
policies and procedures, please contact the University Title IX Coordinator, Sam Ramirez
(Samuel.Ramirez@tamucc.edu) or Deputy Title IX Coordinator, Rosie Ruiz
(Rosie.Ruiz@tamucc.edu) at (361) 825-5826 or visit the TAMUCC website at
http://edcs.tamucc.edu/titleIX/.

Limits to Confidentiality. Essays, journals and other materials submitted for this class are
generally considered confidential pursuant to the University’s student record policies. However,
students should be aware that University employees, including instructors, are not able to
maintain confidentiality when it conflicts with their responsibility to report alleged or suspected
civil rights discrimination that is observed by or made known to an employee in the course and
scope of their employment. As the course instructor, I must report allegations of civil rights
discrimination, including sexual assault, relationship violence, stalking, or sexual harassment to
the Title IX Coordinator if you share it with me.

These reports will trigger contact with you from the Civil Rights/Title IX Compliance office who
will inform you of your options and resources regarding the incident that you have shared. If you
would like to talk about these incidents in a confidential setting, you are encouraged to make an
appointment with counselors at the University Counseling Center.
The following table provides a tentative schedule of topics, required readings, and assignments for the course. This calendar is meant as a guideline; therefore, some modifications may be necessary. As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this class. Ryan Terry

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOPICS &amp; READINGS</th>
<th>ASSESSMENTS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>CH 1: The New HRM Process</td>
<td><strong>Quizzes</strong>: CH 2 &amp; CH 3</td>
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<td></td>
<td>CH 2: Strategy-Driven Human Resource Management</td>
<td><strong>Article Discussions</strong>: Chapter 2 Article</td>
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<td></td>
<td>CH 3: The Legal Environment and Diversity Management</td>
<td><strong>Exams</strong>: Exam 1 (Chapters 1-3)</td>
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<td><strong>DUE</strong>: All assessments within this unit are due by the end of the day September 2, 2020</td>
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<td>2</td>
<td>CH 4: Job analysis and job design</td>
<td><strong>Quizzes</strong>: CH 4, CH 5, &amp; CH 6</td>
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<td>CH 5: Recruitment and careers</td>
<td><strong>Article Discussions</strong>: Chapter 5 Article, Chapter 6 Article</td>
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<td></td>
<td>CH 6: Employee selection</td>
<td><strong>Exams</strong>: Exam 2 (Chapters 4-6)</td>
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<td><strong>DUE</strong>: All assessments within this unit are due by the end of the day September 16, 2020</td>
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<td>3</td>
<td>CH 7: Training and development</td>
<td><strong>Quizzes</strong>: CH 7 &amp; CH 8</td>
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<td></td>
<td>CH 8: Performance management</td>
<td><strong>Article Discussions</strong>: Chapter 8 Article</td>
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<td></td>
<td><strong>Exams</strong>: Exam 3 (Chapters 7 &amp; 8)</td>
<td><strong>DUE</strong>: All assessments within this unit are due by the end of the day September 30, 2020</td>
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<td>4</td>
<td>CH 11: Managing compensation</td>
<td><strong>Quizzes</strong>: CH 11, CH 12, &amp; CH 13</td>
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<td>CH 12: Pay-for-performance: Incentive rewards</td>
<td><strong>Article Discussions</strong>: Chapter 11 Article</td>
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<td>CH 13: Benefits</td>
<td><strong>Exams</strong>: Exam 4 (Chapters 11-13)</td>
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<td><strong>DUE</strong>: All assessments within this unit are due by the end of the day October 7, 2020</td>
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