I. Course Information

<table>
<thead>
<tr>
<th>Semester</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>MGMT 410 Human Resource Management</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Day and Time</td>
<td>Online</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Dr Kathleen Gurley</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:kgurley@uncfsu.edu">kgurley@uncfsu.edu</a></td>
</tr>
<tr>
<td>Office Location:</td>
<td>No office, call me at home</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>910-245-4894</td>
</tr>
</tbody>
</table>

**Mission Statement:** The School of Business and Economics is dedicated to providing quality business education to a diverse student population. The school prepares students to meet the challenges of a changing environment and to compete in a global market. This is accomplished by supplementing the University’s strong teaching emphasis with research and a curriculum that reflects changing market conditions. The school also assists in regional economic transformation by promoting entrepreneurial and economic education.

**FSU Policy on Electronic Mail:** Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at [http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf](http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf)

II. Course Description

“People are our most important asset.”

This stock phrase can be found, in one form or another, in most annual reports and CEO speeches. Is it true? Certainly, nearly all managers would agree that managing people effectively is an important ingredient of organizational effectiveness. In fact, an analysis of the world’s most admired companies concluded that the most important success factor, one of the few ways firms could gain long-term, sustainable competitive advantage, was the effective acquisition and management of people. This course will provide an overview of human resource management (HRM). HRM is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization, as it influences who is hired, how they are trained, evaluated, and compensated, and what steps are taken to retain them. In turn, HRM plays a critical role in predicting employees’ behavior, attitudes, and performance. Put simply, if an organization wants good people, then it must practice good HRM. Throughout the course we will focus on the role of managers and
how they can develop and implement effective and efficient human resource practices that support the strategic objectives of their firms. We will focus on the everyday human resource decisions made by all managers (e.g., selection, evaluation, compensation, termination). Increasingly, the task of managing and developing people is shared between human resources and general managers. Thus, while this course is a good introduction to strategic human resource management for students who seek careers in human resources, it does not provide the kind of in-depth topical knowledge required to hold a job as a human resource generalist and therefore is equally appropriate for students who may pursue other career paths.

III. Disabled Students:
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities ACT (ACA) of 1990, if you have a disability or think you have a disability please contact the Center for Personal Development in the Spaulding building, Room 155 (1’st floor); 910-672-1203.

IV. Title IX – Sexual Misconduct
Fayetteville State University (University) is committed to fostering a safe campus environment where sexual misconduct — including sexual harassment, domestic and dating violence, sexual assault, and stalking - is unacceptable and is not tolerated. The University encourages students who may have experienced sexual misconduct to speak with someone at the University so that the University can provide the support that is needed and respond appropriately. The Sexual Misconduct policy can be found at the following link: http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf

Consulting with a Health Care Professional - A student who wishes to confidentially speak about an incident of sexual misconduct should contact either of the following individuals who are required to maintain confidentiality:

Ms. Dionne Hall
Licensed Professional Counselor
Spaulding Building, Room 167
(910) 672-2167
dhall9@uncfsu.edu

Ms. Linda Melvin
Director, Student Health Services
Spaulding Building, Room 121
(910) 672-1454
lmelvi10@uncfsu.edu

Reporting an Incident of Sexual Misconduct - The University encourages students to report incidents of sexual misconduct. A student who wishes to report sexual misconduct or has questions about University policies and procedures regarding sexual misconduct should contact the following individual:

Title IX Coordinator
Barber Building, Room 242
(910) 672-1141

Unlike the Licensed Professional Counselor or the Director of Student Health Services, the Deputy Title IX Coordinator is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent possible.

Students are also encouraged to report incidents of sexual misconduct to the University’s Police and Public Safety Department at (910) 672-1911.

V. Course Text

**Custom bound for FSU** - ISBN 978-1-11930-914-7 (in FSU bookstore and part of the book rental program)
ISBN 978-1-119-03274-8  Loose leaf from Wiley  Price is $195  
e-Text - 978-1-119-15890-5  Price is around $70

**VI. Student Learning Outcomes**

Upon successful completion of this course students will be expected to:

1. Identify, describe and explain the main objectives of the strategic approach to Human Resources Management (HRM).
2. Understand the legal issues affecting HRM functions and decisions.
3. Possess an understanding of the critical measurement issues involved in and underlying HRM activities.
4. Understand and know how to go about performing many of the HRM activities important in organizations, such as job analysis and job design, planning, recruitment, selection, performance management, training and development, and compensation.
5. Identify, articulate and analyze significant current and emerging trends and ethical issues in HRM.
6. Students will understand the role they can play in meeting community needs

**VII. Course Competencies**

This course is designed to develop student competencies in critical thinking related to human resource management. Writing and presentation skills will be developed through the use of case analyses, written assignments, essays and project presentations. Technology skills will be developed through the use of Blackboard as an additional source of course information, communications and weekly quiz-taking throughout the course.

**VIII. Evaluation Criteria**

Grade Distribution:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Quizzes (20 pts each quiz)</td>
</tr>
<tr>
<td>20%</td>
<td>Discussion Board Participation (40 pts each DB)</td>
</tr>
<tr>
<td>20%</td>
<td>Case Studies (2) (200 pts each case study)</td>
</tr>
<tr>
<td>15%</td>
<td>Position Paper (300 pts)</td>
</tr>
<tr>
<td>10%</td>
<td>Group Project (200 pts)</td>
</tr>
<tr>
<td>10%</td>
<td>Midterm Exam (200 pts)</td>
</tr>
<tr>
<td>10%</td>
<td>Final Exam (200 pts)</td>
</tr>
</tbody>
</table>

Total points = 2000 pts

Grading Scale

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>61%-69%</td>
</tr>
<tr>
<td>F</td>
<td>60% or less (failure)</td>
</tr>
</tbody>
</table>
Students’ final course grades will be based on exams, quizzes and assignments. Criteria for evaluating assignments will be given in advance.

IX. Course Requirements:

Chapter Quizzes: There is a quiz posted under the Quizzes tab and in the Module for the week for each chapter. The quizzes include true/false, multiple choice and essay questions. The quizzes can be taken twice and your grade will be based on the highest score. The quizzes are due Sunday night by midnight. After the deadline the quizzes will no longer be available. If you have a major crisis and believe it should be an excused absence, e-mail the instructor. The quizzes will be taken using the Respondus software which will be available through Canvas.

Respondus LockDown Browser: Your first two chapter quizzes will require the LockDown Browser. When you open up Chapt 1 Quiz it will ask you to download the browser. There is no cost to you for this software. The midterm and final exams will also require the Respondus LockDown Browser. I am using it on the first two quizzes to be sure it is functional and easy to use.

Discussion Board Participation: Actively participating in the Discussion Board forums takes the place of class participation. Except for your self introduction, your participation in the Discussion Board forums will be graded. You are expected to respond to at least two other students’ posts. There is a rubric posted under the first week Module that explains the grading for the Discussion Board. Participating during the week versus the day of the deadline affects your grade since more students will view your post if you post early.

Exams: Both the midterm exam and the final exam must be proctored. You can find a proctor in the UNC proctoring system. Even the FSU proctoring lab now uses the UNC system to schedule proctoring for exams. Exams will cover textbook material and will come mainly from the quizzes and discussion board topics. Exams will be a combination of multiple choice, true/false, short answer and essay. Cell phones, pagers, calculators, electronic translators or any other electronic device may not be held, viewed, or handled during an exam. Checking (i.e., looking at) the screen on your cell phone, pager, or other electronic device during an exam will be viewed as scholastic dishonesty. A page of notes or past quizzes will NOT be allowed. You will be required to take the exams in Respondus LockDown Browser.

Case Studies: Two case studies will be assigned. Students should read and analyze the case study and answer the case study questions which should be typed and submitted through Canvas in a Word file. Case studies will be graded based on an understanding and application of course concepts and by supporting your answers with data from the case study. These reports are to be prepared by each student individually. Any help provided or accepted between students will be considered cheating.

Position Paper: One position paper is required. A topic will be provided and students will have to present their opinions on the topic in a typed paper submitted through Canvas in a Word document. Students should research the topic and include a list of references at the end of the paper. References and in-text references should be in APA format. The Position Paper will be graded on the quality of the research, the student's understanding of the topic and the degree to which the student supported their opinion with facts and logical justification. Position papers should be 3 to 4 pages in length.

Group Project: You will be assigned to a group of three students. The groups will be posted on Canvas under the People tab. Your group is to analyze and evaluate a company's onboarding process. This topic could include activities prior to hire such as realistic job interview, information packages, social events and then once the employee is hired it could include a formal orientation, meeting new employees, ways to
make the first special and later checking in with new employees periodically. If one group member is currently employed, that person may be able to obtain information from the HR Department. If no one is employed, you could try contacting a local company or visiting their HR department. If all else fails, you can go to the HR department at FSU and ask for help. The Group Project should be 4 to 5 pages not including attachments.

**Late Policy for Written Assignments**
All written assignments (two case studies, group project and position paper) are due Sunday night. Late assignments will be accepted up until a week after the assignment. If the assignment is submitted within 24 hrs of the deadline the late penalty is 5%. If the assignment is submitted within 48hrs of the deadline, the late the penalty will be 10%. After two days late up until a week, the penalty will be 20%. No assignments will be accepted after a week and the student will receive a zero on the case. The only exception is if a student has a documented excused absence.

**X. Tentative Class Schedule and Assignments**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Class Assignment</th>
<th>Due this Week</th>
</tr>
</thead>
</table>
| 1    | 1/16    | Course Objectives & Syllabus  
Chapter 1: The Dynamic Environment of HRM  
Watch Student Orientation for Canvas  
Listen to the Powerpoint presentation on Course Introduction  
Martin Luther King, Jr. Day | Read syllabus  
Syllabus quiz  
Read Chapter 1  
Chapt 1 Quiz  
Self Introduction Bd |
| 2    | 1/23    | Chapter 2: Functions and Strategy                                                | Read Chapter 2  
Chapt 2 Quiz  
Chapt 2 Discussion Bd |
| 3    | 1/30    | Chapter 3: Equal Employment Opportunity  
**Case Study 1.**                                                          | Read Chapter 3  
Chapt 3 Quiz  
Chapt 3 Discussion Bd  
Case Study 1 |
| 4    | 2/06    | Chapter 4: Employee Rights and Discipline                                         | Read Chapter 4  
Chapt 4 Quiz  
Chapt 4 Discussion Bd |
| 5    | 2/13    | Chapter 5: Human Resource Planning and Job Analysis                                | Read Chapter 5  
Chapt 5 Quiz  
Chapt 5 Discussion Bd |
| 6    | 2/20    | Chapter 6: Recruiting  
**Position Paper Due 2/26**                                                    | Read Chapter 6  
Chapt 6 Quiz  
No Discussion Bd  
Position Paper |
| 7    | 2/27    | Chapter 7: Foundations of Selection                                               | Read Chapter 7  
Chapt 7 Quiz  
Chapt 7 Discussion Bd |
| 8    | 3/06    | **Midterm exam from 3/6 - 3/10**                                                   |                                |
| 9    | 3/13    | **Spring Break**                                                                  |                                |
IX. References

**Human Resource Management Sources**

Human resources is a multi-disciplinary area of management and articles related to HR can also be found in dedicated HRM Journals as well as in specific disciplinary journals. The following list includes key journals related to HRM:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Management Journal</td>
<td>Journal of Applied Psychology</td>
</tr>
<tr>
<td>Administrative Science Quarterly</td>
<td>Journal of Health and Social Behavior</td>
</tr>
<tr>
<td>Harvard Business Review</td>
<td>Monthly Labor Review</td>
</tr>
<tr>
<td>Hospital and Health Services Adm.</td>
<td>Organizational Behavior and Human Performance</td>
</tr>
<tr>
<td>Health Care Management Review</td>
<td>Personnel</td>
</tr>
<tr>
<td>Healthcare Management Forum</td>
<td>Personnel Journal</td>
</tr>
<tr>
<td>HR Magazine</td>
<td>Public Personnel Management</td>
</tr>
<tr>
<td>Human Resource Executive</td>
<td>Sloan Management Review</td>
</tr>
<tr>
<td>Industrial and Labor Relations Review</td>
<td></td>
</tr>
</tbody>
</table>
Suggested Readings for Human Resources


ADA: The final regulations (Title 1): A lawyer’s dream/employer’s nightmare. Employment Law Update. (16)1.


