

MGMT 3303: Human Resources Management

Course Description/Overview

An overview of human resources management concepts including using human resource management as a strategic tool for competitive advantage. Techniques and procedures of general personnel management; employer-employee relationships; recruitment, selection, placement, and training of employees; job analysis; wage plans and policies; transfer and promotion; employee health and safety; and employment services and fringe benefits.

Prerequisites

Knowledge

No prerequisite classes are required.

Technology

Retrieve course materials from Blackboard. Access and post online homework assignments using Blackboard and McGraw Hill's Connect / LearnSmart application. The textbook is available as an e-book, although you will also have access to a loose-leaf hard copy for an additional fee. Microsoft Word is required to complete some assignments.

Classroom Philosophy

To keep both the students and the professor focused on the material, food and chewing tobacco, and text messaging are not allowed in class. Beverages (water and soft drinks) are allowed provided students are responsible. Mobile devices must be set to silence: texting, chat, Facebook, and other interactions with a mobile device or laptop are not allowed during class time.

Class Meeting Times

Class meets on Tuesdays and Thursdays in Rassman 266 from 11- 12:15 PM.

Classroom Health and Safety Protocols

Each of us has a responsibility - in living our Core Values from "Integrity" to "Commitment" - to do our part to protect the well-being of ourselves, those we serve, and those we live with on a daily basis. Given the known science, we recommend individuals do two things to maximize protection against COVID-19:

Wear a facial covering.

Get a vaccination.

ASU is not currently mandating facial coverings; however, please feel free to wear a facial covering when you are indoors among groups of people. Facial coverings have been an effective part of the COVID-19 management strategy. These safety precautions support our efforts to continue operations without disruptions and provide as traditional of an educational experience as possible.

As an institution that teaches health care professionals and one that also teaches science - in addition to being a part of the TTUS where we have two exceptional Health Science Centers - we respect the data that being fully vaccinated is the most effective way to prevent illness and slow the spread of COVID-19. Although ASU is not mandating vaccinations, we encourage everyone who is eligible to get a vaccination.

For information on how you can get vaccinated, contact your local medical provider.

Technical Support

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu.

McGraw Hill's Connect and LearnSmart technical support resources and help are available online at: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2.

You may also call McGraw Hill 1-800-331-5094 for technical support.

Faculty/Instructor Information

Larry Hettick, MBA
Instructor, Marketing and Management

Office: Rassman 243

Phone: (559) 942-0062 (mobile)

E-mail: lhettick@angelo.edu

Day and Time:

Tuesday and Thursday 9- 11 AM and 2- 3:30 PM. Other times by appointment. All appointments will be virtual (Zoom or phone) until February 1.

Course Objectives

Learning Objectives:

Upon completion of this course, students will be able to...

1. Identify HR strategies and planning tools.
2. Explain equal treatment, employee rights and responsibilities, and equal opportunity employment.
3. Describe workforce management and job analysis techniques
4. Identify traditional and contemporary leadership approaches
5. Understand the importance of and tools for recruiting and retaining high quality talent, including compensation, rewards, and employee benefits.
6. Describe employee assessment and development strategies and tactics.
7. Discuss the roles of union and management's labor relations responsibilities.

Course Textbook and Required Readings

Please note that you do not need to buy a book or access code, as you have already paid for access when you registered for this class. By bundling the book and quizzes, students realize substantial savings over traditional prices. You can access your first reading assignment and quizzes by following the links found under “Reading and Quizzes” on Blackboard; this will take you the e-book from McGraw Hill.

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Additional course materials, including PowerPoint slides may be found on the University’s Blackboard system at <http://blackboard.angelo.edu>.

Grading Policies

Grades are based on your total points.

- A= 1000- 900 points
- B = 899 - 800 points
- C = 799 - 700 points
- D = 699 - 600 points
- F = 599 points and below

The table below shows how points are allocated based on attendance and assignments.

LearnSmart Assignments	150
Tests	600
Group Case Study Presentation	150
Attendance	100
Total	1000

Attendance

Attendance and active participation is critical to success in this class, both for lectures and for group projects. Students are allowed three excused absences in the semester; the fourth absence will result in one letter grade reduction for the course. If you are late by more than 5 minutes, you are considered absent.

Participation

Students should be prepared for class and are expected to participate in solving in-class problems. This class is meant to be largely discussion, and I will call on every student in the class on a rotating basis.

Please note:

Grades for assignments will be posted to Blackboard once they are graded.

Response Time

Exams and homework assignments will normally be graded within seven days. Response to emails will normally be within 24 hours Monday through Friday. I am here because I want you to learn, so please consider me a resource. You may talk to me during office hours, or e-mail me with a call back number at any time between 8 AM and 10 PM and if I am available, I will call you back as soon as possible.

Missed/Late Work

Homework assignments are to be submitted on Blackboard by the time and date due. Late homework assignments are not accepted. Blackboard is set so that you cannot submit late assignments, so please note the due date and times due for each assignment included at the end of this syllabus. Early homework assignments are accepted.

If you are unable to take an exam for a valid reason, recognized by the university, such as illness or death in the family, a makeup exam will be scheduled. You will be required to produce documentary evidence to substantiate your claim. Any other excuse must be approved by telephone in advance. If no advance approval is given, there will be no make-up.

Writing Guidelines

Good writing skills are essential to good analysis. Before submitting a paper or homework assignment, it should be free of typos and grammatical errors. Poor grammar and spelling mistakes will have a I will provide you the rubric that will use for grading written assignments so you know what to plan for as you prepare.

Exams

You will take four exams in class, each worth 150 points. These will be multiple choice and true / false answers based on concepts from reading and from material covered in lecture and by guest speakers. Your group case study will serve as your final exam.

Course and University Policies

Academic Honesty and Other Important Issues

Academic Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university [Academic Honor Code](#) and the [ASU Student Handbook](#).

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- a. It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as

- soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.
- b. Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

College of Business Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Dr. Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit

http://www.angelo.edu/services/registrar_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I's.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), 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 Operating Procedure 10.03 at:

<http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>

Course Outline

The instructor reserves the right to change this schedule subject to class performance, participation and the presence of other opportunities to present material. The best way to know exactly what will happen each class period is to be present the previous class period. The course schedule is below:

Date	Assignment	Points
18-Jan	Welcome and introduction to course. This session will be online only; Please see video posted on Blackboard	
20-Jan	Chapter 1 Lecture.	
25-Jan	Chapter 2 Lecture. Chapter 1 & 2 Smartbook due before 2PM Each for 10 points.	20
1-Feb	Chapter 3 Lecture: Chapter 3 Smartbook due before 11AM.	10
3-Feb	Chapter 4 Lecture: Chapter 4 Smartbook due before 11AM.	10
8-Sep	Pre-test review chapters 1-4	
10-Feb	Test 1: Chapters 1-4. Test is online and available following test review; due by 11:59 PM. No class meeting.	150
17-Feb	Chapter 5 Lecture: Chapter 5 Smartbook due before 11AM.	10
22- Feb	Chapter 6 Lecture: Chapter 6 Smartbook due before 11AM.	10
22-Feb	Assign Teams for Group Paper and Presentation	
24-Feb	Chapter 7 Lecture: Chapter 7 Smartbook due before 11AM.	10
1-Mar	Chapter 8 Lecture: Chapter 8 Smartbook due before 11AM.	10
3-Mar	Test review for Chapters 5-8	

8-Mar	Test 2: Chapters 5-8. Test is online and available following test review; due by 11:59 PM. No class meeting.	150
10-Mar	Reserved for Team Case Study Prep. Teams should meet today.	
15-Mar	Spring Break	
17-Mar	Spring Break	
22-Mar	Chapter 9 Lecture: Chapter 9 Smartbook due before 11AM.	10
24-Mar	Chapter 10 Lecture: Chapter 10 Smartbook due before 11AM.	10
29-Mar	Reserved for Team Case Study Prep. Teams should meet today.	
31-Mar	Chapter 11 Lecture: Chapter 11 Smartbook due before 11AM.	10
5-Apr	Chapter 12 Lecture: Chapter 12 Smartbook due before 11AM.	10
7-Apr	Pre-test review chapters 9-12	
12-Apr	Test 3: Chapters 9-12. Test is online and available following test review; due by 11:59 PM. No class meeting.	150
14-Apr	Chapter 13 Lecture: Chapter 13 Smartbook due before 11AM.	10
19-Apr	Chapter 14 Lecture: Chapter 14 Smartbook due before 11AM.	10
21-Apr	Chapter 15 Lecture: Chapter 15 Smartbook due before 11AM.	10
26-Apr	Chapter 16 Lecture: Chapter 16 Smartbook due before 11AM.	10
28-Apr	Pre-test review chapters 13-16	
3-May	Test 4: Chapters 13-16. Test is online and available until Nov 21 11:59 PM. No in-person class today.	150
5-May	Team Presentations Teams 1-3 (Attendance Taken) All teams submit group case study papers and team presentations before class	150
10-May	Finals Week. Team Presentations 4-8 (Attendance Taken)	
	Award Attendance Points	100
	Total Points Possible	1000