MGMT 3303 – Human Resource Management

Course Description/Overview

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.

Class Meeting Times
Tuesday and Thursday 3:30 – 4:45 pm in Rassman Business 265.

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

Faculty/Instructor Information

Name: Dr. Satvir Singh
Phone: (325) 942 6587
E-Mail: satvir.singh@angelo.edu
Use blackboard for course related emails
Office: Rassman 204
Office Hours: Tuesday and Thursday 10:30 am-2:00 pm
Monday and Wednesday by appointment.

Course Objectives

This course focuses on effectively utilizing and managing human resources in a rapidly changing environment. Emphasis is on such topics as strategic human resource planning, staffing, performance appraisal, and compensation. Students will learn about challenges of managing human capital and will come up with ways to be more effective via group work, case analyses, in-class discussions, and other forms of student engagement. After taking this course students should be able to:

1. Recognize the importance of human resource management as a central management function and as an essential field of study.
2. Know the basic elements and terminology of HR function such as equal employment, recruitment, job analysis, training and development.
3. Understand the importance of behavioral sciences in managing human resources effectively.
4. Apply the principles and skills of human resource management gained through this course to the discussion of major personnel issues and to solve case problems.
Course Textbook and Required Readings


In case of any trouble related to McGraw-Hill Connect platform contact their Customer Experience Group at 1-800-331-5094.

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

Grading Policies

This course employs the following to measure student learning.

<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th>Percent of Grade</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 (250 points)</td>
<td>25%</td>
<td>Thursday, February 13</td>
</tr>
<tr>
<td>Exam 2 (250 points)</td>
<td>25%</td>
<td>Thursday, March 26</td>
</tr>
<tr>
<td>Exam 3 (250 points)</td>
<td>25%</td>
<td>Thursday, April 30</td>
</tr>
<tr>
<td>LS Quizzes (10 x 12 = 120 points)</td>
<td>12%</td>
<td>Almost every week</td>
</tr>
<tr>
<td>Group case write-up and presentation (30+30 = 60 points)</td>
<td>6%</td>
<td>See course outline</td>
</tr>
<tr>
<td>Group peer evaluation (20 points)</td>
<td>2%</td>
<td>At the time of assigned case</td>
</tr>
<tr>
<td>Class participation (50 points)</td>
<td>5%</td>
<td>Tuesday, May 5</td>
</tr>
<tr>
<td>Total points: 1000</td>
<td>100%</td>
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</tbody>
</table>

Angelo State University employs a letter grade system. Grades in this course are determined on scale below:

1000-900 points = A  
899-800 points = B  
799-700 points = C  
699-600 points = D
Response Time
Individual/team work will be graded and returned to the students within two weeks of the assignment due date. Emails will be replied within 24 hours except on weekends and holidays.

Case write-up and discussion
This group paper should include information about the case assigned to your group (see tentative schedule). The group is expected to do additional research to gather and present information that goes along with the case. Also include the structure of the in-class case discussion and things you will do to engage rest of the class. The group will be responsible for leading an engaging discussion for 20-30 minutes.

The paper is due on the day of your assigned case, see course outline for details. It should be at least 2 pages in length (typed, 12 pt. font, 1-inch margins, and error free) and includes original work based on your research. Paraphrase and cite properly in order to avoid plagiarizing. It should look neat and professional. All written papers must adhere to the APA style. You are expected to submit all papers with appropriate citation, references, etc. Style guides are available in the University library and the bookstore.

Course Policies

Academic Honesty and 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, which is in both print and web versions of the ASU Student Handbook.

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.

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.

Code of Ethics and Rules
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

Below are some other important rules for this course.

1. **Cheating, Plagiarism, Scholastic Dishonesty, and Student Discipline**: Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. *Do not submit work under your name that you did not do yourself.* You may not submit work for this class that you did for another class. You must cite, reference, or quote information obtained from other sources so you give credit where credit is due. If you do not know how to do that, ask. In addition, when an assignment specifies that you must perform a task individually, asking for your classmates’ help is scholastic dishonesty. Do NOT copy any material regardless of where you obtained it into your own work. Do NOT submit work under your name if you did not complete it entirely yourself; be honest and tell me you did it together. The consequences will be less severe when you are up front about it than when you try to hide it.

ASU now has a site license for [Turnitin.com](http://www.turnitin.com), a plagiarism detection tool that you can also use to check your own work for this or other classes to prevent getting in trouble. I may report any instances of plagiarism and dishonesty to the Dean of Students Office and the grade for the assignment/course can be an “F” or “zero”.

If you want to test your understanding of plagiarism, take the self-assessment at [http://education.indiana.edu/~frick/plagiarism](http://education.indiana.edu/~frick/plagiarism) or visit [http://www.turnitin.com](http://www.turnitin.com)

2. **Deadline Policy and Late Assignments**: It is essential that all of you come to class fully prepared to discuss your work and do well on the in-class assignments. Once a deadline has passed, you can no longer turn in your work. Plan carefully to ensure you meet the deadlines. If you wait until the last minute, things that can go wrong often do. Your computer will crash, the internet connection stops working, etc. If you had started earlier, you would have had time to deal with those annoyances, and still turn in your assignments on time. Therefore, I cannot accept those types of excuses. Create your time management plan and stick to it, so you can get everything done on time. All assignments are due before midnight, see tentative schedule for deadlines.

3. **Missed Tests**: There will be 3 Exams and multiple quizzes. If, due to a well-documented emergency, there is a possibility of missing an exam it is the responsibility of student to contact the instructor in advance to arrange an alternative option. No arrangements can be made after the fact. Missed quizzes and assignments cannot be made up.

4. **Attendance**: Students are allowed three excused absences; each subsequent absence will reduce your participation grade by 10 points. If you are late by more than 5 minutes, you are considered absent.
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:

Mrs. Dallas Swafford
Director of Student Development
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 Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class 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/registrars_office/course_drop_provisions.php.

Incomplete as a Course Grade
As stated in the Angelo State University Operating Policy and Procedures (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. For undergraduates, 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 Procedures (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, has experienced
inequitable evaluation procedures, or inappropriate grading practices, 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 grade appeal 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapters, Exams, and Assignments/cases</th>
<th>Quizzes</th>
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</thead>
</table>
| 1. January 14 | Introductions and review of syllabus
Chapter 1: Human Resource Management: Gaining a Competitive Advantage
**Assign groups, peer evaluation form** |                             |
| 2. January 16 | Chapter 1: Human Resource Management: Gaining a Competitive Advantage | **LS quiz chapter 1**       |
**Select peer evaluation form** |                             |
**Group 1 leads the Southwest case (page 101)** | **LS quiz chapter 2**       |
**Group 2 leads the Uber case (page 148)** | **LS quiz chapter 3**       |
| 7. February 4  | Chapter 4: The Analysis and Design of Work                                                             |                             |
| 8. February 6  | Chapter 4: The Analysis and Design of Work                                                             | **LS quiz chapter 4**       |
| 9. February 11 | **Group 3 leads the GM case (page 186), Chapters 1-4 review**                                         |                             |
| 10. February 13 | **Exam 1: Chapters 1,2,3&4**                                                                         |                             |
| 11. February 18 | Chapter 5: Human Resource Planning and Recruitment                                                    |                             |
| 12. February 20 | Chapter 5: Human Resource Planning and Recruitment
**Group 4 leads the “demand for on-demand labor” case (page 222)** | **LS quiz chapter 5**       |
<p>| 13. February 25 | Chapter 6: Selection and Placement                                                                     |                             |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>February 27</td>
<td>Chapter 6: Selection and Placement</td>
<td>Group 5 leads the Kinaxis case (page 263)</td>
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<tr>
<td>March 3</td>
<td>Chapter 7: Training</td>
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<tr>
<td>March 5</td>
<td>Chapter 7: Training</td>
<td>Group 6 leads the LinkedIn case (page 315)</td>
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<tr>
<td>March 10</td>
<td>Spring break</td>
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<tr>
<td>March 12</td>
<td>Spring break</td>
<td></td>
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<td>March 17</td>
<td>Chapter 8: Performance Management</td>
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<tr>
<td>March 19</td>
<td>Chapter 8: Performance Management</td>
<td>Group 7 leads the “keeping annual reviews” case (page 374)</td>
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<tr>
<td>March 24</td>
<td>Chapters 5-8 review</td>
<td>Attend Career Fair on March 25</td>
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<tr>
<td>March 26</td>
<td>Exam 2: Chapters 5,6,7&amp;8</td>
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<tr>
<td>March 31</td>
<td>Chapter 9: Employee Development</td>
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<tr>
<td>April 2</td>
<td>Chapter 9: Employee Development</td>
<td>Group 8 leads the ESPN case (page 417)</td>
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<tr>
<td>April 7</td>
<td>Chapter 10: Employee Separation and Retention</td>
<td></td>
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<tr>
<td>April 9</td>
<td>Chapter 10: Employee Separation and Retention</td>
<td>Group 9 leads the Detotel case (page 456)</td>
</tr>
<tr>
<td>April 14</td>
<td>Chapter 11: Pay Structure Decisions</td>
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<tr>
<td>April 16</td>
<td>Chapter 11: Pay Structure Decisions</td>
<td>LS quiz chapter 11</td>
</tr>
<tr>
<td>April 21</td>
<td>Chapter 12: Recognizing Employee Contributions with Pay</td>
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<tr>
<td>April 23</td>
<td>Chapter 12: Recognizing Employee Contributions with Pay</td>
<td>Group 10 leads the Wells Fargo case (page 535)</td>
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<tr>
<td>April 28</td>
<td>Chapters 9-12 review</td>
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<tr>
<td>April 30</td>
<td>Exam 3: Chapters 9,10,11&amp;12</td>
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