MGMT 3303

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 265 from 12:30-1:45.

Classroom Health and Safety Protocols

Seating will be assigned for each student. Please sit in your assigned seat.

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
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:

Monday / Wednesday: 9:00 – 12:15, 3:15 – 4:30
Tuesday / Thursday: 9:00 – 9:30, 3:15 – 4:30
Fridays by advanced appointment 9:00 - noon.

Office appointments will be by phone of Zoom video call to maintain social distancing guidelines. You may call my mobile (559-942-0062) at any time during office hours. For a Zoom session, please notify me in advance of the time you want to meet, and I will provide a video conference link.

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
7. Discuss the roles of union and management’s labor relations responsibilities.
Course Textbook and Required Readings

You will need an access code for this class to complete your reading (e-book) and to complete your LearnSmart assignments. You may purchase the code from the ASU bookstore or you may use the link (McGraw Hill Connect) provided on Blackboard to buy directly from the publisher.

You are not required to buy from the bookstore, and I encourage you to compare prices from the publisher directly and from the bookstore.

The loose leaf edition is optional, but you may find it easier to study for and take the exams when using the paper edition

Noe, Human Resource Management, 11e, 2019 copyright
Loose-leaf version with Connect Access Card
ISBN#: 9781260829310

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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>LearnSmart Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Tests</td>
<td>600</td>
</tr>
<tr>
<td>Group Case Study Paper</td>
<td>150</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

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 not 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:

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 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/registrars_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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-Aug</td>
<td>Welcome and introduction to course Group 1 Last Names A-L may attend in person on Tuesdays today and for the rest of the semester.</td>
<td></td>
</tr>
<tr>
<td>20-Aug</td>
<td>Welcome and introduction to course Group 2 Last Names M-Z may attend in person on Thursdays today and for the rest of the semester.</td>
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<tr>
<td>25-Aug</td>
<td>Chapter 1 Lecture: Chapter 1 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>27-Aug</td>
<td>Chapter 2 Lecture. Chapter 2 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>1-Sep</td>
<td>Chapter 3 Lecture: Chapter 3 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>3-Sep</td>
<td>Chapter 4 Lecture: Chapter 4 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>8-Sep</td>
<td>Pre-test review chapters 1-4</td>
<td></td>
</tr>
<tr>
<td>10-Sep</td>
<td>Test 1: Chapters 1-4. Test is online and available only during class hours. No class meeting.</td>
<td>150</td>
</tr>
<tr>
<td>15-Sep</td>
<td>Chapter 5 Lecture: Chapter 5 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>17-Sep</td>
<td>Chapter 6 Lecture: Chapter 6 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>17-Sep</td>
<td>Assign Teams for Group Paper and Presentation</td>
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<tr>
<td>22-Sep</td>
<td>Chapter 7 Lecture: Chapter 7 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Points</td>
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<tr>
<td>24-Sep</td>
<td>Chapter 8 Lecture: Chapter 8 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>29-Sep</td>
<td>Pre-test review chapters 5-8</td>
<td></td>
</tr>
<tr>
<td>1-Oct</td>
<td><strong>Test 2: Chapters 5-8. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>6-Oct</td>
<td>Chapter 9 Lecture: Chapter 9 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>8-Oct</td>
<td>Chapter 10 Lecture: Chapter 10 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>13-Oct</td>
<td>Chapter 11 Lecture: Chapter 11 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>15-Oct</td>
<td>Chapter 12 Lecture: Chapter 12 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>20-Oct</td>
<td>Pre-test review chapters 9-12</td>
<td></td>
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<tr>
<td>22-Oct</td>
<td><strong>Test 3: Chapters 9-12. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>27-Oct</td>
<td>Reserved for group project team meetings</td>
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<tr>
<td>29-Oct</td>
<td>Chapter 13 Lecture: Chapter 13 Smartbook due before noon.</td>
<td>10</td>
</tr>
<tr>
<td>3-Nov</td>
<td>Chapter 14 Lecture: Chapter 14 Smartbook due before noon.</td>
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<tr>
<td>5-Nov</td>
<td>Chapter 15 Lecture: Chapter 15 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>10-Nov</td>
<td>Chapter 16 Lecture: Chapter 16 Smartbook due before noon.</td>
<td>10</td>
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<tr>
<td>12-Nov</td>
<td>Pre-test review chapters 13-16</td>
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<tr>
<td>17-Nov</td>
<td><strong>Test 4: Chapters 13-16. Test is online and available only during class hours. No class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td>19-Nov</td>
<td>No Class, Prep for Finals Week. Attendance Grade Assigned.</td>
<td>100</td>
</tr>
<tr>
<td>24-Nov</td>
<td><strong>Group Papers and Peer Review Due by 12:30 PM. Online submission, no class meeting.</strong></td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Total Points Available</td>
<td>1000</td>
</tr>
</tbody>
</table>