

MGMT 3303 – Human Resource Management

Course Description/Overview

This course includes 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

Online, Asynchronous, Duration: 8 weeks

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. Respondus Lockdown Browser and a webcam are required. Instructions on how to download the browser are available on course homepage.

Faculty/Instructor Information

Name: Dr. Satvir Singh

E-Mail: satvir.singh@angelo.edu (Use blackboard for course related emails)

Office: Rassman 204

Office Hours: Tuesday and Thursday 10:45am - 12:45 pm

My aim is to help the students succeed in this course. If it is not possible to meet during the posted office hours, please email me and I will be happy to work with the student.

Course Objectives

This course focuses on effectively utilizing and managing human resources in a rapidly changing environment. Emphasis is on topics such 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 using case analyses, discussion boards, 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 problems.

Course Textbook and Required Readings

Human Resource Management, 12th Edition with **Connect Access Card**; ISBN-13: 9781264340552; Authors: Noe, Hollenbeck, Gerhart & Wright; Publisher: McGraw Hill

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.

Grade Calculations	Percent of Grade	Due
Exam 1 (250 points)	25%	February 3
Exam 2 (250 points)	25%	February 21
Exam 3 (250 points)	25%	March 10
SB assignments (20 x 12 = 120 points)	24%	Two, each week
Discussions (40 x 4= 160 points)	16%	See course outline
Term paper (80 points)	8%	March 7
Assignments 1 & 2 (10 x 2 = 20 points)	2%	February 21, 28
Total points*: 1000	100%	

****Students will be able to drop one exam with the lowest score out of the three exams.***

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 a week of the assignment due date. Emails will be replied within 24 hours.

Discussion Board

During any given week/module, the discussions are scheduled to be completed *no later* than 11:59 PM on the day it's due. Participation in the discussion not only includes answering questions posted by your instructor, but also includes responding and interacting with fellow students. Students are expected to participate in accordance with the rubric below. Reading the discussions is important. The individual responses are directed to other students' projects or comments based on any of the prompts that have been posted. You are expected to start posting at least 3 days before the due date for each discussion to give enough time for others to respond and have a productive online conversation. Initial posts closer to the due date may lose points for timeliness.

Both reading and commenting are equally important. A response to another student such as "*I liked your comment*" is **not** considered constructive nor a quality posting. Analysis and critique is the goal. The professor is able to view when individual students read comments and respond to comments in the Discussions. Discussions are much more informal than your assignments, but professionalism is encouraged. Your postings will not be graded for spelling, grammar, or APA Style; however, if you refer to a source you should provide the reference in APA style.

I will read all discussions. However, I will not respond to every discussion post. I tend to *lift up* key ideas and concepts and to comment on them in order to add to the *teaching and learning* in the course. Often, if the student responses cover what I want taught and learned, then I may not respond to a posting at all. I will grade discussions as per the rubric. A single response to the stated topic is basic. Multiple responses to other students' comments and ideas are expected. This scoring is highly *subjective* and relates directly to the *quality* of responses and somewhat to quantity of responses (number). If no appropriate comments are made in a Required Discussion thread, no points will be awarded.

Unless otherwise specified, click the title of the initial thread in order to participate in the discussion. Click *Reply* to the prompt and respond as appropriate. Do not create a new thread unless requested to do so. For the most part, all discussions will be graded according to the following simplified rubric:

Criteria	Levels of Achievement and Points			Maximum Points
	Proficient	Competent	Novice	
Completeness	Posts are complete based on prompt/format and have good amount of relevant content (8-10)	Posts are mostly complete based on prompt/format and have satisfactory amount of relevant content (4-7)	Posts are incomplete based on prompt/format and lacks relevant content (0-3)	10
Quality	Exceeds expectations and demonstrates critical thinking (8-10)	Meets minimum expectations and demonstrates some critical thinking (4-7)	Below expectation and lacks critical thinking (0-3)	10
Timeliness	Posted before due date i.e. earlier is better (4-10)	Posted after due date (1-3)	Not posted (0)	10
Engagement	Actively engaged with other co-students in discussions i.e. two or more quality comments on others' posts (6-10)	Limited engagement with other co-students (1-5)	No engagement with other co-students (0)	10
				40 Points

Term Paper (see course outline for deadlines)

This paper is about using evidence to persuade your manager/HR representative to take action on a work-related issue. You will prepare a short report to convince your (hypothetical or real) manager/HR representative to take a particular action to solve a problem related to a chapter we cover from the textbook, e.g., the reward system is not doing a very good job to motivate employees. If the problem is outside the scope of the textbook but related to human resources management, you may need instructor's approval. Your report should include a review of the topic in detail, and evaluate relevant research and arguments that support your recommended action. Students will write a 3-6 page (excluding title page and references) report. See **Appendix A** on the last page for project outline.

The written project report should be typed, 12 pt. font, 1-inch margins, double-spaced, and error free. It should look neat and professional. All written papers must adhere to **APA format**. Use headings and subheadings to organize your report. You are expected to submit all papers with appropriate citation, references, etc. Style guides are available in the University library, the bookstore, and online.

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**, 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> or visit <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 all 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 are three exams and multiple SmartBook (SB) assignments. 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 exams and assignments cannot be made up.

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/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. 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

Module	Date	Chapters, Exams, and Assignments/cases	Assignments due
		Syllabus, Connect orientation, Discussion 1 activates	
1	January 18-20	Chapter 1: Human Resource Management: Gaining a Competitive Advantage	SB chapter 1 due
	January 21-24	Chapter 2: Strategic Human Resource Management	SB chapter 2 due Discussion 1 due
2	January 25-27	Chapter 3: The Legal Environment: Equal Employment Opportunity and Safety	SB chapter 3 due
	January 28-31	Chapter 4: The Analysis and Design of Work	SB chapter 4 due
3	February 1-3	Feb 3: Exam 1 from chapters 1,2,3&4 is available from 6:00 am until 11:59 pm. (50 MCQs, duration: 1 hr., single attempt, closed book, Respondus Lockdown Browser and webcam required)	Discussion 2 due
	February 4-7	Chapter 5: Human Resource Planning and Recruitment	SB chapter 5 due
4	February 8-10	Chapter 6: Selection and Placement	SB chapter 6 due
	February 11-14	Chapter 7: Training	SB chapter 7 due Discussion 3 due
5	February 15-17	Chapter 8: Performance Management	SB chapter 8 due
	February 18-21	Feb 21: Exam 2 from chapters 5,6,7&8 is available from 6:00 am until 11:59 pm. (50 MCQs, duration: 1 hr., single attempt, closed	Assignment 1 due

		book, Respondus Lockdown Browser and webcam required)	
6	February 22-24	Chapter 9: Employee Development	SB chapter 9 due
	February 25-28	Chapter 10: Employee Separation and Retention	SB chapter 10 due Assignment 2 due
7	March 1-3	Chapter 11: Pay structure Decisions	SB chapter 11 due
	March 4-7	Chapter 12: Recognizing Employee Contributions with Pay	SB chapter 12 due Term paper due
8	March 8-11	March 10: Exam 3 from chapters 9,10,11&12 is available from 6:00 am until 11:59 pm. (50 MCQs, duration: 1 hr., single attempt, closed book, Respondus Lockdown Browser and webcam required)	Discussion 4 due Term paper presentation video due (extra credit-20 points)

Appendix A

Term Paper Outline

Title Page (1 page)

Abstract: (optional, 200 words)

Introduction: Provide information about yourself (if needed) and include company information (it can be hypothetical or real). Write a paragraph about the purpose and structure of this report.

(1-2 pages)

Problem: Explain the problem in detail with all of the facts and figures. Why is it important to solve this problem? Who is impacted the most because of the problem?

(1-2 Pages)

Alternatives: Discuss and analyze at least one solution to solve the problem. Include pros and cons of your approach.

(1-2 pages)

Conclusion (optional)

References

Note: Always check your work for plagiarism