



## Human Resource Management

MGMT 3330 – 3 Credit Hours – Online via [blackboard.shsu.edu](https://blackboard.shsu.edu)

Fall 2017

### Course Description:

This course is designed to be an overview of the Human Resource Management field in business organizations. Material presented is selected to increase the student's understanding and awareness in this constantly evolving field.

### Learning Outcomes:

By the end of this course, students should be able to successfully:

- Analyze human resource practices used in the workplace, including design of work and what jobs do, recruitment, selection, placement, and termination of employees, and employee development.
- Explain basic terminology associated with employee classification and compensation efforts.
- Gain an understanding of employee and labor relations; including benefit processing and terminology.
- Apply human resource management analytics, reporting, and legal considerations through case studies.
- Demonstrate application of human resource knowledge through participation in the course.

### Instructor Information:

Name: Robert T. "Trez" Jones, Ph.D.  
Email: 3330@trez.email **Please... do not use my @shsu email**  
Office Hours: Online by appointment  
Office Location: 105 Donald L. Houston, Texas A&M University Research Park  
Text: +1 425/200-4801

### Required Text:

Noe, Raymond A., Hollenbeck, John R., Gerhart, Barry, and Wright, Patrick M.  
*Fundamentals of Human Resource Management*, McGraw-Hill Irwin, New York, NY:  
Seventh Edition, 2016. ISBN-13- 978-1259686702

### Grading Policies:

Requirement:	Points:
Exams, 3 @ 150 points each.	450
Case studies 3 @ 50 points each	150
Weekly discussions – 10 points each unless noted	150
Weekly assignments – 10 points each unless noted	150
Final examination (75% comprehensive, 25% new content)	100
Total	1000

Please note that total points establish the grade you will receive in this course. Final grades represent summative point totals and are determined as follows:

900 – 1000 points:	A
800 – 899 points:	B
700 – 799 points:	C
600 – 699 points:	D
< 600 points:	F

### **Academic Dishonesty:**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office](#)

### **Student Absences on Religious Holy Days:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

### **Students with Disabilities/AD A Compliance:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center . They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center . For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

## Visitors in the Virtual Classroom:

Only registered students may be enrolled in our online class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class through their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

## Classroom Rules of Conduct:

Students are expected to assist in maintaining an online classroom environment that is conducive to learning and uses basic "netiquette" where students are mindful that items conveyed in a written format lack the face-to-face delivery of other forms of communication. It is easy to be misinterpreted, and students must treat both each other and the instructor with respect.

## Make-up exams:

Given at instructor discretion depending on the related circumstances. You must notify the instructor **in advance** of the exam which is missed. If you miss an exam due to illness you must have a **documented** medical excuse from the doctor or infirmary.

## Attendance:

SHSU policy requires attendance to be taken, which will be completed by measuring weekly participation in the course. Regular attendance is expected and encouraged to facilitate student learning outcomes. The instructor retains the option to penalize excessive absences (3+) of weekly participation by a reduction in grade points.

## Course Outline:

**Note: New weekly modules will be posted each Saturday afternoon at 3:00pm for the course, they are due by 11:59pm the following Monday. You have 9 days to complete each weekly course module.** For example, on Saturday, August 26, week 2 goes live. The content will be due 11:59pm Monday, September 4<sup>th</sup>.

Week 1	Welcome!; introduction to course; syllabus; course expectations; Chapter 1 – due 9/2
Week 2	Chapter 2- Trends in HRM
Week 3	Chapter 3- EEO and safe working environments
Week 4	Chapter 4- Workflow and Job Design
Week 5	Chapter 5- Planning and Recruiting in HRM
Week 6	<b>Exam 1 (Chapters 1-6);</b> Chapter 6- Hiring and Placing
Week 7	<b>Case Study #1;</b> Chapter 7- Training
Week 8	Chapter 8- Developing Employees; Chapter 9- High Performance Organizations
Week 9	<b>Exam 2 (Chapters 7-10);</b> Chapter 10- Managing Performance
Week 10	<b>Case Study #2;</b> Chapter 11- Separating/Retaining Employees
Week 11	Chapter 12- Establishing a Pay Structure
Week 12	Chapter 13- Recognizing Employees through Pay
Week 13	<b>Case Study #3;</b> Chapter 14- Benefits
Week 14	<b>Exam 3 (Chapters 11-14);</b> Chapter 15- Labor Issues
Week 15	Chapter 16- Global HRM; <b>Final exam due in Blackboard</b>