

SAM HOUSTON STATE UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
Department of Management and Marketing  
Course Syllabus – Fall 2017

Course Number: Management 4355  
Course Title: Human Resource Development  
Prerequisites: Management 3310 – Principles of Management  
Professor: Dr. Charles J. Capps III, SPHR  
Telephone: 936-294-1895

Office: Smith-Hutson, Room #236Q  
Hours: MW 12:30 - 2:00  
TTh 12:00 – 12:30 and by Appointment  
Emails: [capps@shsu.edu](mailto:capps@shsu.edu)  
[mgt\\_cjc@shsu.edu](mailto:mgt_cjc@shsu.edu)

Required Text: ***Employee Training and Development 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> Edition*** by Raymond A. Noe.

MGMT 4355: Human Resource Development course description. This fundamental course in human resource development provides an overview of the training and development discipline, identifies current issues for researchers and practitioners, and highlights coming changes in the workplace and their impact on human resource development in organizations. Because of intense global competition the course highlights the determination of both domestic and international strategies and policies for the successful integration of major human resource development activities in a for-profit business organization.

Course Objectives: Students are expected to:

1. Demonstrate an understanding of the history, purpose, process and development of the human resource development function in organizations,
2. Analyze human resource development issues to formulate realistic HRD strategies for a business organization to successfully compete in the future, and
3. Survey the current literature and present their findings of the library research in both acceptable verbal and written form.

Course Evaluation Process:

The two (2) objective tests are weighted at 100 points each. You must take both scheduled tests. If you miss a scheduled objective test, then you must take the comprehensive essay makeup exam that is also worth 100 points. The paper and presentation are also worth 100 points (50 points for the paper and 50 points for the presentation). If you miss your schedule presentation time, then you are subject to receive a zero on that assignment. Hardcopy of your paper is due in class on the day you present. The provision for extra credit is an application letter and resume, which will add ½ point to your final average. Additionally, perfect attendance (zero absences) will add one (1) point to your final average and any fraction of a point will be rounded up in your favor!

GRADING SCALE

89.5-100=A    79.5-89.49=B    69.5-79.49=C    Below 69.5=F

University Policies:

Student Absences on Religious Holy Days Policy:

Section 51.911(b) of the Texas Education Code requires that an institution of higher learning 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. 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 procedure to be followed by the student and the 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). This request must be made in the first twelve days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed. The notification date for Fall 2017 is Friday, September 1, 2017.

Students with Special Needs Policy:

It is the policy of Sam Houston State University that no otherwise disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Handicapped students may request academic assistance when needed from the Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Annex, or by calling X41720.

**Attendance Policy:**

Class attendance is mandatory and influences your grade. You are responsible for keeping up with your absences and tardies. You will not be penalized for three (3) absences when assignments have not been missed. Your final average is subject to being lowered for each absence in excess of three (3). **EXAMPLE:** If you have four (4) absences, then minus -4 points off your final average; if five (5) absences, then minus -5 points; if six (6) absences, then minus -6 points; etc. You are expected to be in class on time, and stay for the entire class once you arrive. If you leave after attendance is taken, then one (1) point will be deducted from your final average each time.

**Class Policy:**

You must be registered for the course to attend class; thus, no visitors are allowed. Food, drinks, tobacco products, tape recorders, and any activated devices are NOT allowed in the classroom. If you use a cell phone (or any electronic device) or should it ring, your final grade will be lowered by minus -5 points each time, you will be asked to leave and will be counted absent for that day. Caps/hats and all electronic devices are not allowed in the classroom on test days. Drop day is Friday, November 10, 2017. Friday, December 1, 2017, is the last day to resign from the course.

<b>DATES</b>	<b>ASSIGNMENTS</b>
8/24	Introduction and Baseline
8/29	Overview
8/31	Chapter 1
9/05	Chapter 2
9/07	Chapter 3
9/12	Chapter 4
9/14	Chapter 5
9/19	<b><i>Review Chapters 1-5</i></b>
9/21	<b>TEST #1 (Chapters 1-5)</b>
9/26	Chapter 6
9/28	Chapter 7
10/03	Chapter 8
10/05	Chapter 9
10/10	Chapter 10
10/12	<b><i>Review Chapters 6-10</i></b>
10/17	<b>TEST #2 (Chapters 6-10)</b>
10/19	<b><i>Capps – Experiential Exercise</i></b>
10/24	Four Presentations Daily
10/26	Four Presentations Daily
10/31	Four Presentations Daily
11/02	Four Presentations Daily
11/07	Four Presentations Daily
11/09	Four Presentations Daily
11/14	Four Presentations Daily
11/16	Four Presentations Daily
11/21	Four Presentations Daily
11/23	<b><i>Thanksgiving Holiday</i></b>
11/28	Four Presentations Daily
11/30	Four Presentations Daily
12/05	Makeup Presentations and Comprehensive Essay Makeup Exams

**NOTICE:**

Anyone caught cheating or plagiarizing (software used) will immediately fail the course and be recommended for permanent academic expulsion from the university!