

MGMT 5535
Seminar Human Resource Management
Fall 2017

Instructor: Dr. Simmons
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OFFICE HOURS:

Tuesday and Thursday 9:00am to 9:30am; Tuesday 12:30pm to 2:30pm
Additional Office Hours can be scheduled via appointment.

REQUIRED TEXT:

Noe, Hollenbeck, Gerhart, & Wright 10th Edition (2017)
Rao Taking Sides (2013).

*Journal Articles will be provided

COURSE DESCRIPTION:

This cornerstone human resource management seminar presents relevant background literature, fundamental principles, technical tools, and case studies to develop the student's proficiency for future independent learning and research in the following areas of personnel: employee recruitment and selection, human resource development, labor relations, wage and salary administration, and employee services. The course will also focus on the development of human resource management solutions and best practices for a local organization.

COURSE OBJECTIVES:

This course has important objectives that are based on understanding and cultivating the ability to apply management skills that relate to Human Resource Management (HRM). Students will be given the opportunity to learn principles, theories, and concepts related to the human resource management process. In addition, students should be able to critically analyze and improve HRM practices and functions, for example, planning, recruiting and selecting, appraising, compensation, benefits, employee relations, which are vital behaviors for individuals within organizations that desire to obtain and maintain competitive advantage in the market place. Students should also be able to understand strategic human resource management and how to formulate and implement strategic management process. In addition, students should be able to comprehend regulations and laws about HR management. Lastly, with regard to human resource management, students should be able to identify solutions and best practices for a small local organization.

COURSE ORGANIZATION:

1. All the students must have the textbooks and read the chapters before assignments are due.

2. One organizational analysis assignment will be conducted by your team (I will assign approximately four to six students to a team) to help individual and small team learning. Each team will present their analysis and lead the discussion utilizing Blackboard tools.
3. The three examinations may consist of multiple-choice, short answer, and essay questions. Exams are designed to assess how well you can analyze, evaluate, and apply the concepts we have covered in class. Although these exams are not designed to be *cumulative*, you may find that some topics discussed early on in the course will show up on later exams. This is because concepts in this course often build upon one another. If necessary, make-up examinations will consist of essay questions.

CLASS FORMAT:

Students must take ownership in ensuring that they keep up with the required material, assignment, and papers. Students are required to read the syllabus and assignments in detail, and to contact the professor with any additional comments/questions. It is important to note that students are to complete readings before class and ponder the concepts presented in the material. Students are free to communicate in class and through Blackboard tools.

GRADING:

1. Examinations (400 points):

| | |
|------------|-------|
| Exam One | (100) |
| Exam Two | (150) |
| Exam Three | (150) |
2. Overall grading breakdown:

| | |
|------------------------------------|--------------|
| Participation/Quizzes | 100 points |
| Team Local Organization -Paper | 300 points |
| HR Individual Specialization-Paper | 200 points |
| Exams | 400 points |
| Total | 1,000 points |

****I will use the following to determine final grades. I reserve the right to curve the class grades, if deemed necessary. The exercise of this right will be limited to such cases that are consistent with the interests of students.****

1000-900 = A 899-800 = B 799-700 = C 699-600 = D 599-0 = F

More information on Exams:

There will be three exams during the semester. The exam dates are NOT negotiable. Exams may consist of multiple-choice, short answer, and essay questions. It is the inherent nature of this course that each chapter builds on the previous chapters. Therefore, exams can be considered cumulative. However, the focus of each exam will be on material covered since the prior exam. The testing domain includes all material covered in the course (assigned readings, discussions, and videos). Make-up exams are given only with University approved well documented excuses.

Policies:

Attendance Policy: Class exercises will be assigned throughout the course. No late papers or assignments will be accepted. If you are absent on the day a class exercise is given or if you come to class late after the assignment is already completed, you will receive a zero for that assignment and it cannot be made up. *There are NO exceptions to this rule unless you have a university-approved absence. Students who choose to sleep in class will also be counted as absent.* In addition, students will be required to bring official documentation for all absences after two missed class periods. ***Students will have two free absences to use throughout the semester.***

Students with Disabilities Policy: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program or activity. Students with disabilities may request academic assistance when needed from their instructor, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

Religious Holiday Policy: 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. 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). This request must be made in the first fifteen 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 timeframe in which the missed assignments and/or examinations are to be completed.

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

HUMAN RESOURCE MANAGEMENT SPECIALIZED/CURRENT TOPIC:

This is an assignment that should be written as though you are delivering the information to executives, managers, and/or entrepreneurs. You can work on this paper as an individual or with one other individual from the course. This is a research paper in which you will investigate a human resource management recent specialization or current trend.

The topic can be related to recruitment, selection, training and development, performance management, retention or any other human resource management major topic that you find interesting. The effort is to have students critically appraise and analyze the selected topic. It is important that this paper include material (e.g., concepts, theories, terms) from this course. This paper should have a cover page, your analysis of the selected topic, and a reference section. You are required to utilize at least three academic reference sources. Please follow APA. This paper should be 6 to 8 pages (double spaced). You are free to utilize tables and exhibits in the Appendix that does not take away from the page limit. In addition, each student/students will give a 6 to 9 minute presentation (utilizing power point) to the class on the information that they obtained. Useful insights will be expected. The paper and the presentation will be due on the same day. This assignment will be worth 200 points. Please note that the power point slides will also be graded for proper grammar and wording.

TEAM PROJECT:

You will be required to perform an investigation from a Human Resource Management perspective. You and a team of students (four to six) will conduct a study and analysis an organization of your choice. Teams will use relevant course literature and outside resources to identify the optimal human resource practices for a local organization. This team project, in which you partner with a LOCAL organization, will function as the laboratory for this HRM course. Each team will assume the role of human resource management consultants. The team is responsible for finding their own LOCAL company to partner with or you may select a small or mid-sized organization to analyze their Human Resource Management processes/best practices. You must select an organization that you will have the opportunity to personally visit. The date(s) of your visit(s) must be documented.

Your team will analyze and report information and suggestions regarding your selected organization in a 10-15 page paper (double space). The paper should include as many relevant concepts and theories from the text/course material as possible. The paper should follow the American Psychological Association (APA) standard. The team will also present its recommendations and solutions online. The team will also present a 20 to 25 minute presentation of their analysis to the class. You are free to use any technology that allows you to generate a presentation. The paper should be detailed and have consistent logic. Papers will be due the day of the team's presentation. Please note that the power point slides will also be graded for proper grammar and wording. More details regarding the content, format, and grading criteria will be provided in a separate handout and discussed later. Equal effort among team members is emphasized.

Please note that this is an Academic Community Engagement designated course. Because this is an Academic Community Engagement (ACE) course in which you will not only learn knowledge and skills, but also actively use them as you collaborate with a LOCAL organization. This experience, it is hoped, will help you see yourself as a positive force in this world to make a difference. Thus, students are required to complete at least 9 hours of service with regard to their selected organization. This course is related to understanding, critically analyzing, and applying key concepts and theories related to human resource management. This assignment provides an opportunity to apply obtained knowledge in a real world setting and utilize it to improve our community. Students will

help identify ways in which an organization can improve its human resource management functions, for example, recruiting, selection, and training. It also provides a chance for students to understand that they have real opportunities to function as a positive citizen in their community. The community engagement experience will be a part of each students' overall grade. In addition, one of the latter quizzes in the course will be a reflective paper that details the student's civic engagement experience and the LOCAL organization will be asked to provide an evaluation as well.

Peer rating for the Local Organization Paper:

All members of the same team will not necessarily receive an equivalent grade. Equal input is expected from each team member. Each group member will have the opportunity to rate the contributions of the other team members. This peer evaluation will be used to assess whether or not each member of the team has done their fair share of the work conscientiously. Peer evaluations will be due the day of the team's presentation.

Please note that team members of a group have the authority to dismiss a team member if a person is not doing their fair share of the team assignment. The dismissed team member may elect to do the assignment alone or seek to work with a different team.

PARTICIPATION/QUIZZES:

In order to verify your comprehension of the assigned materials, you will be given quizzes. The purpose of the quizzes is to verify that you are reading the assignments before each class and to determine whether or not you understand the material. The participation grade may include a short quiz on the assigned reading materials for the day, a case, or may simply involve a team discussion based on a relevant class topic. All participation grades will include a writing component.

Discussion questions may also be a participation grade/quiz. You will be asked to answer questions related to a case, chapter, article etc. You will be asked to respond to the discussion questions and end your statements with an insightful question. This is an opportunity to involve your classmates and have an insightful class discussion. To enhance the participation process, *8 unscheduled course activities* will be held throughout the semester. One quiz, worth the points of two quizzes will be a reflection paper for the team assignment. Every course quiz will be worth *10 or 20 points* each.

PROFESSIONALISM:

Professionalism is an important component of this course. Please be respectful of me, your classmates, as well as yourself. We will discuss "hot button" or topics that some might consider controversial, please e-mail me if you have any concerns about this important aspect of this course. It is also possible that we may engage in vigorous debates, but please refrain from making ad hominem criticisms. I appreciate your willingness to comply with our class guidelines.

GRADE APPEALS:

Within 7 days of the date you receive your exam score, submit a written note to the instructor describing the nature of the grading issue you are appealing. Demonstrate in writing how your exam response satisfies the requirements better than the given grade. Include references to readings and class notes where appropriate. Within 7 days of

receiving a written appeal, I will respond to you in writing with a decision. I will not entertain grade appeals after submitting final grades. Grade changes based on computational errors will be entertained anytime.

PREPARATION OF WRITTEN MATERIALS:

Functioning well in organizations generally requires a considerable amount of communication in writing. It is important that written communication be free of errors. Papers you submit in this class, therefore, are to be free of spelling and grammatical errors. It is strongly suggested that students whose first language is not English pair up with a mentor, either another class member or someone else, who will work with them to review their materials and help them understand the reason for any changes that may be needed.

OTHER ADMINISTRATIVE CONCERNS:

Please note that I strongly prefer to be contacted by e-mail. If you leave a message on the office answering machine, there is the strong possibility that you may not hear from me for at least a day or two. If you have any messages or specific requests for me, please submit them by e-mail. Make sure that all messages include your name and a complete description of your question or concern.

COPYWRITE NOTICE:

Unless noted otherwise, all course materials, including syllabus, course notes, exams, handouts, and other course materials are subject to copyright. Permission must be sought from me for reproduction or adaptation.

SAM HOUSTON WRITING CENTER:

The Sam Houston Writing Center, located in Farrington 111, is open from 8 a.m. until 7 p.m. Monday through Thursday, 8 a.m. until 3 p.m. on Friday, and 2 - 7 p.m. on Sunday. Writing tutors will work with you at any stage of the writing process (brainstorming, generating a draft, organizing a draft, or revising a draft) for any written assignment. The Writing Center operates on an appointment system, so please call (936) 294-3680 to schedule a session with a writing tutor. Skype sessions are available for distance students, and a tutor is available at the University Center. See website for more information:

<http://www.shsu.edu/centers/academic-success-center/writing/>

SCHOLASTIC DISHONESTY:

As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings that really belong to another individual. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the severest of academic dishonesty and can be expected to result in severe consequences.

This rule does not prevent the discussion of ideas about class materials and cases with members of the same section of MGMT 5355 outside the classroom, as long as appropriate credit is given to the originator(s) of the idea. Obtaining case details or ideas from students from other sections, or getting notes from previous years is not considered

honest behavior, as it hinders the normal discovery and learning process of the team, and overstates your preparation.

To prevent any possible misunderstandings on this issue, document your sources well so that I can find the relevant books, newspaper articles, journals, and websites that you use. The failure to properly cite referenced work will result in a lowered grade. At a minimum list the author, title, publication, date, and page, if appropriate.

It is the responsibility of students and instructors to help maintain scholastic integrity at the university by refusing to participate in or tolerate scholastic dishonesty. Scholastic dishonesty in any form is not tolerated in this course.

<http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

Academic Misconduct: “All students who enroll at Sam Houston State University agree to assume the responsibilities of citizenship in the campus community.” Any form of cheating will not be tolerated!

COURSE CALENDAR

| DATE | TOPICS | ASSIGNED READING |
|-------------------------------|--|--|
| Aug 24 th - Thurs | Syllabus and HRM: Gaining a Competitive Advantage | Ch. 1 |
| Aug 31 st - Thurs | SHRM & The Legal Environment: Equal Employment Opportunity and Safety <i>Quiz 1</i> | Ch. 2 and Ch. 3 Rao Issue 4 *Barney & Wright 1998 *Wright & Boswell, 2002 |
| Sept 7 th - Thurs | Analysis and Design of Work <i>Quiz 2</i> | Ch. 4 Rao Issue 3 *Lepak & Snell, 1999 * Singh, 2008. |
| Sept 14 th – Thurs | Exam I <i>Team Assignments</i> | |
| Sept 21 st – Thurs | Human Resource Planning and Recruitment <i>Roles and Responsibilities</i> <i>for Team Project Due Before midnight</i> <i>Quiz 3</i> | Ch. 5 Rao Issue 5 *Hamori, 2010 *Coutu, 2007 – We Googled You |
| Sept 28 th – Thurs | Selection and Placement ; Collective Bargaining and Labor Relations <i>Quiz 4</i> <i>10/03 Ethics Presentation with Andy</i> <i>Fastow in Mafrige Auditorium @ 12:30pm</i> | Ch. 6 & Ch. 14 Rao issue 1 *Brecher, Bragger, & Kutcher, 2006 *Cascio & Aguinis, 2008 |
| Oct 5 th – Thurs | Training <i>Ind. Human Resource Management Project</i> | Ch. 7 Rao Issue 17 *Colquitt, LePine, & Noe, 2000 |
| Oct 12 th - Thurs | Performance Management; Employee Development <i>Quiz 5&6</i> | Ch. 8 and Ch. 9 Rao Issue 11 *Scullen, Mount, & Judge 2003 |
| Oct 19 th – Thurs | Exam II | |
| Oct 26 th – Thurs | Employee Separation and Retention; Pay Structure Decisions | Ch. 10 and Ch. 11 Rao Issue 10 *Fryer, 2009 - The Layoff: HBR Case Study * Martin & Schmidt, 2010 |
| Nov 2 nd – Thurs | <i>Team Presentations</i> | |
| Nov 9 th - Thurs | Recognizing Employee Contributions w/Pay; Employee Benefits <i>Reflection Quiz 7 & 8</i> | Ch. 12 and Ch 13 Rao Issue 16 *Milkovich & Anderson, 1972 * Case, 2001 |

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|------------------------------|--|---|
| Nov 16 th - Thurs | Managing Human Resources Globally; Strategically Managing the HR Function | Ch. 15 and Ch. 16 Rao Issue 18 * Dulebohn, Molloy, Pichler, & Murray 2008 *Cappelli, Singh, Singh, & Useem, 2010. |
| Nov 23 rd - Thurs | <i>Thanksgiving Holiday</i> | |
| Nov 30 th - Thurs | Exam III | |

Syllabus Change

You may expect that amendments to this syllabus will be made as the course progresses.

Student Information Sheet

Full Name: _____

Preferred or Nickname: _____

Student #: _____

E-mail: _____

Major / Minor: _____

Year and Semester of Graduation: _____

Post-graduate plans: _____

Reason you are taking this course: _____

Other courses you are taking this semester: _____

Previous internships and work experience: _____

Course expectations (What do you expect out of this course?): _____

If anything, what concerns you about this course?: _____

If you are not comfortable giving out some or all of this information, for whatever reason, please leave those areas blank. The information you provide on this form will be treated as strictly confidential and will only be distributed in accordance with SHSU policy and public law. Disclosure is voluntary and will only be used for student familiarization and contact purposes.

Please complete, detach, and return this page to me. I look forward to working with you this semester. Thanks!