

MGMT 3330
Human Resource Management

Department of Management and Marketing
College of Business Administration

Section 01: M/W 8:00-9:20 am – Building/Room: Smith-Hutson 335

“The workplace should primarily be an incubator for the human spirit.”

Anita Roddick

Course Description

Personnel policies and administration, job classification and analysis, wage plans and employment procedure, employment interviewing and testing, employee training and evaluation, labor turnover, and legislation affecting labor problems are studied. Prerequisites: MGMT 3310

Instructor Information

Name: Dr. Carrie Belsito
Email: belsito@shsu.edu
Office: Smith-Hutson 236X
Office Hours: M/W 12:30-1:30 pm – Smith-Hutson 236X
We can always schedule additional time if needed – just ask!

Learning Resources

- Human Resource Management, 15th Ed. Mathis, Jackson, Valentine, Meglich – 2017
 - The e-text, as well as access to all other course material, will be found embedded within our course BB page. The ISBN that I have submitted to our bookstore is:
9781305630000
 - Additional articles/materials - Links will be provided through our BB page or in class
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Course Objectives

This course is designed to help you to become a more effective manager (and employee) by building skills and raising awareness of critical human resource (HR) management related issues. In addition to understanding how HR fits strategically into an organization, you will be exposed to best practice, HR jargon, legal issues, and will understand the steps necessary to prepare for a career in HR.

When you successfully complete this course, you will:

- **Gain a basic understanding of human resource management theories, methods, and principles**
- **Learn to apply human resource management theories, methods, and principles to improve decision-making and problem-solving**

Learning Activities

To help us achieve the course objectives, we will engage in a variety of activities throughout the course of the semester.

Exams (weighted at ~67%)

You are required to take four exams. Exams are designed to assess how well you can recognize, define, explain, and apply management theories, methods, and principles. The format for all exams may include multiple choice, true/false, and short answer questions. Questions on exams will be developed from our textbook readings, in-class discussions, handouts, and extra materials covered in class.

There are no make-ups for exams due to *unexcused* absences. Missing an exam due to an *unexcused* absence will result in a “0” for that exam. Additionally, once the first student has completed an exam and leaves our classroom, no one will be permitted to enter and start their exam. This will result in a “0” for that exam.

There is a possibility to make-up an exam for *excused* absences. Schedule make-up exams with me. Documentation is required for excused absences.

More info on an ***optional*** Final Exam will be given at a later date. Note – the optional final exam **will not replace a score of zero earned on missed exams**. I.e., if you miss an exam and receive a zero, that zero counts in the calculation of your final point total for this class.

Project (weighted at ≈17%)

This project is designed to allow you the opportunity to showcase your talents in a team-based situation (prospective employers love that you can demonstrate teamwork experiences!) and requires high-quality project management, critical-thinking, and interpersonal skills. The final project will be based on an interview that you will conduct with an HR executive and will result in a team presentation. Further details will be provided – please see additional handouts.

Note – failure to participate in either your own presentation, or as an audience member during your classmates' presentations, will result in a one letter grade deduction to your overall course grade.

In-Class and Take Home Exercises (weighted at ≈17%)

Periodic exercises will be conducted in-class and assigned as take home exercises to reinforce material and help you apply HR management theories, methods, and principles. Details regarding each exercise will be provided throughout the semester. Failure to be in class during an exercise will result in 0 points for that assignment. ***There are no make-ups for in-class/take home exercises.*** Please note – in-class and take home exercises are to be done individually, not with help from others.

Grading Criteria

Learning Activity	Possible Pts	Letter Grading Guidelines
Exam 1 (1, 2, 3)	75 points	A >= 540 90-100%
Exam 2 (4, 5, 6, 7)	125 points	B 480-539 80-89.9%
Exam 3 (8, 9, 10)	100 points	C 420-479 70-79.9%
Exam 4 (11, 12, 13)	100 points	D 360-419 60-69.9%
Project	100 points	F <360 <60%
In-Class and Take Home Exercises	<u>100 points</u> 600 points	

Final Exam (cumulative)

All questions concerning a particular grade, or possible grades/scoring error, must be discussed within one week of being posted to BB.

I will not be able to adjust scores after this deadline.

University and Course Policies

PARTICIPATION, PROFESSIONALISM, CONDUCT:

Participation is very important to both my teaching and your learning. Although I will provide you with “lectures” throughout the semester, you must also take responsibility through thoughtful comments and questions that you pose during class sessions. If you are absent from class, you won’t be able to actively take part in this course. More than two unexcused absences will negatively affect your overall course grade. Be sure to talk with me regarding any types of issues that may preclude you from coming to class (e.g. interviews, illnesses, approved SHSU organizational activities, SHSU athletic events, etc.). It’s easy for me to work with you **if you’re planning ahead**, but I can’t guarantee an accommodation after the fact.

Professionalism is also an important component of this class. Be respectful of me, your classmates, as well as yourself. ***Become a presence in the classroom***, come to class on time, don’t leave class early, silence electronics, don’t sleep, don’t be tempted to pick-up your phone, don’t study for other classes during our class time, etc. Also, be prepared during class to discuss course material and offer examples and experiences that you have had that might relate to our discussions. In other words, engage others in the class and be professional. Professionalism also includes your written communication – e.g., emails to me and others. Professional emails include opening greetings, references to the particular course you have questions about, the day/time of your course, and closing remarks. If you have questions about professional tone in emails – talk with me so I can help you present your best self to future employers (and to current professors!).

Conduct stems from how well prepared you are and how you present yourself – both in and out of the classroom. Disruptive behaviors will not be tolerated and, depending upon the severity of the disruption, could cause you to be removed from our classroom and/or to fail the course.

Participation, professionalism, and conduct all serve to either help or hurt your final grade in this course – i.e., letter grades can be adjusted up or down according to your level of participation, professionalism, and conduct.

COMMUNICATION POLICY:

I will utilize our course web page, offered through the Blackboard system to keep in contact with you throughout the semester. I will post all announcements (e.g., updates and/or

changes to our course, new exercise/discussion postings, etc.) to the **“Announcement”** section on our course web page. I will also send out periodic emails which will be sent to your @shsu.edu account. I strongly recommend that you check email and the web page regularly – a good rule of thumb is to check email and BB at least every day.

With respect to communicating with me, please feel free to stop in during office hours, email me, or call my office line. I am happy to talk about aspects of our course with you, how you may be progressing in the course, any areas that are troubling you in the course (content, team dynamics, etc.). I would also be happy to talk about careers with you and give informal feedback on resumes, interview tips, etc.

Please be aware **that I will generally only check email during normal business hours**. If you wait to ask questions about an assignment the night before it is due, you will, unfortunately, probably not have your question answered in time... Be sure to address these questions/concerns with me early on!

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

Academic dishonesty is unacceptable in this course. Penalties for academic dishonesty in this course fall on a continuum from: receiving no credit for an assignment (i.e., receiving a 0) up to failing the course in its entirety (i.e., receiving an F as a final letter grade). A few examples (although not a complete list) of academic dishonesty: sharing answers to assignments, using phones/notes to look up answers during exams, signing in on attendance sheets for students who are not present, not contributing fairly to team projects (yet taking credit for a fair share).

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS 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. 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: </dept/academic-affairs/documents/aps/students/861001.pdf>

STUDENTS WITH DISABILITIES POLICY:

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 should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). 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 Services for Students with Disabilities 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 Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

VISITORS IN THE CLASSROOM:

Only registered students may attend 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 by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Tentative Course Schedule – Section 01, M/W 8:00-9:20 am

I reserve the right to modify this schedule as needed.

Date	Activities	Prep
January		
W – 17	1. Syllabus 2. Course Objectives 3. Intros/Icebreaker	
Environment for HRM (Chapters 1, 2, 3)		
M – 22	1. Chapters: 1, 2, 3	1. **RNQ** (<u>R</u> ead, Prepare your <u>N</u> otes, Come with <u>Q</u> uestions)
W – 24	1. Chapters: 1, 2, 3	1. RNQ
M – 29	1. Project Info and Team Formation Day 2. Chapters: 1, 2, 3	1. RNQ
W – 31	1. Project – Meet in Library (NGL 155)	1. Meet in Library (NGL 155)
February		
M – 5	1. Chapters: 1, 2, 3	1. RNQ
W – 7	1. Pre-Quizzes for Chapters 1, 2, 3 due before class 2. Exam 1 (1, 2, 3)	1. Be prepared and well rested – bring a pencil and blue scantron
Jobs and Labor (Chapters 4, 5, 6, 7)		
M – 12	1. Chapters: 4, 5, 6, 7	1. RNQ
W – 14	1. Chapters: 4, 5, 6, 7	1. RNQ
M – 19	1. Chapters: 4, 5, 6, 7	1. RNQ
W – 21	1. Chapters: 4, 5, 6, 7	1. RNQ
M – 26	1. Chapters: 4, 5, 6, 7	1. RNQ
W – 28	1. Pre-Quizzes for Chapters 4, 5, 6, 7 due before class 2. Exam 2 (4, 5, 6, 7)	1. Be prepared and well rested – bring a pencil and blue scantron
March		

Training and Development (Chapters 8, 9, 10)		
M – 5	1. Chapters: 8, 9, 10	1. RNQ
W – 7	1. Project – Interview Notes due 2. Chapters: 8, 9, 10	1. RNQ
March 12-16	Spring Break – No Classes	
M – 19	1. Chapters: 8, 9, 10	1. RNQ
W – 21	1. Chapters: 8, 9, 10	1. RNQ
M – 26	1. Pre-Quizzes for Chapters 8, 9, 10 due before class 2. Exam 3 (8, 9, 10)	1. Be prepared and well rested – bring a pencil and blue scantron
Compensation (Chapters 11, 12, 13)		
W – 28	1. Project – Packets due: A, B 2. Chapters: 11, 12, 13	1. RNQ
April		
M – 2	1. Presentations: A, B	1. Bring a pencil
W – 4	1. Project – Packets due: C, D 2. Chapters: 11, 12, 13	1. RNQ
M – 9	1. Presentations: C, D	1. RNQ
W – 11	1. Project – Packets due: E, F 2. Chapters: 11, 12, 13	1. RNQ
M – 16	1. Presentations: E, F	1. Bring a pencil
W – 18	1. Project – Packets due: G, H 2. Project – Packets due: I, J 3. Chapters 11, 12, 13	1. RNQ
M – 23	1. Presentations: G, H	1. Bring a pencil
W – 25	1. Presentations: I, J	1. Bring a pencil
M – 30	2. Chapters: 11, 12, 13	1. RNQ
May		
W – 2	1. Pre-Quizzes for Chapters 11, 12, 13 due before class 2. Exam 4 (11, 12, 13)	1. Be prepared and well rested – bring a pencil and blue scantron

May 7-9	1. Final Exam – per SHSU Final Exam Schedule	1. Be prepared and well rested – bring a pencil and blue scantron
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