

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of Management and Marketing
Course Syllabus – Spring 2018

Course Number: Management 3330
Course Title: Human Resource Management
Prerequisites: MGMT 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 12:30 – 2:00 and by Appointment
Emails: capps@shsu.edu
mgt_cjc@shsu.edu

Required Text: *Fundamentals of Human Resource Management, 6th or 7th Eds by Noe, Hollenbeck, Gerhart and Wright*

MGMT 3330: Human Resource Management course description. This foundation human resource management (HRM) course highlights basic strategic HRM principles and methods such as personnel policies and administration, job classification and analysis, compensation plans and employment procedures, employee recruitment and election, human resource development, employee relations and turnover, and legislation affecting employee issues, domestically and internationally. Course coverage includes the human resource analysis of an organization's environment using the managerial functions of planning, organizing, leading, motivating, and controlling 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 foundation and principles of human resource management (HRM) in organizations,
2. Analyze managerial issues in HRM to formulate realistic strategies for a business organization to successfully compete in the future, and
3. Survey the current literature for depth of understanding of the functions of the HRM executive.

Course Evaluation Process:

The four (4) objective tests are weighted at 100 points each. You must take all four scheduled exams. If you miss a scheduled objective test, then you must take the comprehensive essay makeup exam that is also worth 100 points. The provision for extra credit is an application letter and resume, which will add ½ point to your final average. Also, 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 59.5-69.49=D 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. Instructor will complete a form notifying the student of a reasonable time in which the missed assignments and/or examinations are to be completed. The notification date for Spring 2018 is Friday, January 26, 2018.

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), 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 class after attendance, 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 electronic 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 for the course is Friday, April 13, 2018. Last day to resign the course is May 3, 2018.

DATES	ASSIGNMENTS
1/18	Introduction
1/23	Overview to Executive Management
1/25	Overview to HRM
1/30	Chapter 1
2/01	Chapter 2
2/06	Chapter 3
2/08	Chapter 4
2/13	<i>Review Chapters 1-4</i>
2/15	Test #1: (Chapters 1-4)
2/20	Chapter 5
2/22	Chapter 6
2/27	Chapter 7
3/01	Chapter 8
3/06	<i>Review Chapters 5-8</i>
3/08	Test #2: (Chapters 5-8)
3/13	<i>SPRING BREAK</i>
3/15	<i>SPRING BREAK</i>
3/20	Chapter 9
3/22	Chapter 10
3/27	Chapter 11
3/29	Chapter 12
4/03	<i>Review Chapters 9-12</i>
4/05	Test #3: (Chapters 9-12)
4/10	Chapter 13
4/12	Chapter 14
4/17	Chapter 15
4/19	Chapter 16
4/24	<i>Review Chapters 13-16</i>
4/26	Test #4: (Chapters 13-16)
5/01	<i>Course Evaluations</i>
5/03	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!