



## University of International Business and Economics International Summer Session

### HRM 303 Human Resources Management

**Term:** July 10-August 4, 2017

**Instructor:** Feng Naixiang

**Home Institution:** University of International Business and Economics

**Office hours:** By appointment; talk or email professor

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#### Course Description

This course is to provide a general overview of the concepts and applications of the fundamental aspects of Human Resources Management (HRM). It is for the entry level for students who want to explore how the interdependence of the major topics in HRM are created and implemented. It will help students understand how the management of people is influenced by the social, ethical, and legal environment; by diversity in the work place; by the organizational culture; and by the business strategy. Students will learn how to perform the following activities: selecting employees; career development; evaluating and rewarding performance; and managing conflict. Topics will include: the strategic, legal, and global human resource environments; planning and job analysis; recruiting; performance management; training and development; pay structure and labor relations.

#### Course Objectives

The primary objective of this course is to expose students to issues involved in HRM practices. The specific objectives of the course are as follows:

- ✧ To understand basic concepts and principles of HRM
- ✧ To make ethical decisions on certain HRM issues.
- ✧ To apply theoretical perspectives to practical problems in HRM.

#### Required Textbook

Cascio, Wayne (2016). *Managing Human Resources (10th edition)*, Irwin/McGraw-Hill  
ISBN 10: 0078112958; ISBN 13: 9780078112959

#### Attendance

Summer school is very intense and students need to attend every class to be successful. Occasionally, due to illness or other unavoidable circumstance, a student may need to miss a class. UIBE policy requires a medical certificate to be excused. Any unexcused absence may affect the student's grade. Moreover, UIBE policy is that a student who has more than 1/3 of the class in unexcused absences will fail the course.

#### Class Formats

This course is taught using a combination of the lecture and student participation methods. The class will participate in several in-class exercises intended to reinforce the concepts discussed in the lectures and in the text. It is imperative that students actively participate in these discussions. Approximately 1



chapter will be covered in each class, plus supplementary readings as listed and augmented as the course progresses.

**Course Hours**

The course has 20 class sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday.

**Grading Policy**

Assignments and examinations will be graded according to the following grade scale:

- A 90-100
- A- 85-89
- B+ 82-84
- B 78-81
- B- 75-77
- C+ 72-74
- C 68-71
- C- 64-67
- D 60-63
- F below 60

**In this course, grading will be based on the following:**

◇ Attendance + class participation	20
◇ *Tests	30
◇ Midterm exam	20
◇ **Final presentations	30
TOTAL	100

\*Tests 1-3 are multiple choices + short answers in format; each test covers 4 chapters, 2 hours in length (each). Students are responsible for material covered in the lectures as well as the text. All tests and exams will be closed book – no books, intelligent cell phones, notes, calculators, electronic dictionaries, or aids of any type will be allowed.

\*\*Final presentations will be done on team basis. A team consists of 2-4 students give a presentation on topics relevant to what is covered in *Managing Human Resources*, topics should be agreed with the instructor beforehand. The presentation should be 15-minute long (strictly enforced). This is your opportunity to be creative with visual aids and charts. The use of PowerPoint is strongly encouraged. You can create a video, or something else (be innovative) to make your presentations interesting.

**Academic Integrity**

Students are responsible for knowing policy regarding academic honesty.

The University of International Business and Economics (UIBE) expects students to be honest in their academic work. Academic dishonesty is viewed as a serious violation of university rules and such misconduct is not accepted by academic community. In particular, students must refrain from plagiarism,

cheating and collusion in connection with examinations, submitting substantially the same piece of work to different classes and must fully acknowledge all the sources of ideas and all assistance received in work submitted to the instructor for evaluation. Violation of the rules of academic honesty may lead to suspension or disqualification of the student from further study at UIBE.

### General expectations

- ✧ Class starts on time. It is in your best interest to be punctual. Late arrivals to class will not be admitted. Nor are you allowed to leave the class early.
- ✧ Class attendance is required. Students may miss no more than 3 classes for the entire course. Only valid medical or family emergencies qualify as an absence, and documentation of the same must be presented to the professor no later than the next class meeting. Any missed class without authorized reason (such as a documented health problem) beyond the allowed 3 sessions will lead to the exclusion of the student from the class, and a failing grade.

### \*Tentative Course Schedules

DATE	TOPICS	CHAPTER TO READ	REMARKS
July 10	Syllabus, Course overview	1	
July 11	Chapter 1: Human Resources in a Globally Competitive Business Environment	2	
July 12	Chapter 2: Workforce Analytics: The Financial Impact of HRM Activities	3	
July 13	Chapter 3. The Legal Context of Employment Decisions	4	
July 14	Chapter 4. Diversity at Work		
July 17	Test 1 (Chapter 1-4)	5	
July 18	Chapter 5. Planning for People	6	Test 1 returned
July 19	Chapter 6. Recruiting	7	
July 20	Chapter 7. Staffing		
July 21	Midterm Exam	8	
July 24	Chapter 8. Training and On-Boarding	9	Midterm exam returned
July 25	Chapter 9. Performance Management		
July 26	Test 2 (Chapter 5-8)	10	
July 27	Chapter 10. Managing Careers	11-12	Test 2 returned
July 28	Chapters 11&12. Teams: Pay and Incentive Systems and Indirect Compensation: Employee Benefit Plans		Teams and topics selection for final presentations due
July 31	Test 3 (Chapter 9-12)	13	
August 1	Chapter 13. Union Representation and Collective Bargaining	14	Test 3 returned
August 2	Chapter 14. Procedural Justice and Ethics in Employee Relations	15-16	



August 3	Chapters 15 & 16. Safety, Health, and Employee Assistance Programs and International Dimensions of Human Resource Management		
August 4	<b>Final presentations and wrapping up</b>		

\*While this syllabus should provide you with an outline of the course, grading criteria and a tentative schedule, please note that the instructor reserves the right to modify this syllabus and schedule as deemed necessary.