

FRAMINGHAM STATE UNIVERSITY**COURSE SYLLABUS****MGMT 381 Human Resources Management****Summer, 2018****General Information****Session: Summer 2018(July 2nd,2018-August 3rd,2018)****Credit: 4****Teaching Hours: 50 Hours****Time: 2 hours/day, Mon.-Fri.****Professor Name: Ashita Goswami, M.A. Ph.D Industrial-Organizational Psychology****Home Institution: Framingham State University****Office Hours: By appointment****Email: agoswami@salemstate.edu****Required Textbook:****Title:** *Human Resource Management: Functions, Applications, and Skill Development*, Third Edition.**Authors:** Robert N. Lussier and John R. Hendon**ISBN:** 9781506360348**Companion Website:** edge.sagepub.com/lussierhrm3e**Course Description**

The course is an introductory course in the principles of planning, directing, and controlling people functions in an organization. Emphasis is on the effective implementation of a comprehensive human resources program, including the recruitment, development, evaluation, and motivation of employees. The curriculum is designed to provide a basic understanding as well as

appreciation of the importance of human resource management in today's competitive business environment, as well as the HR information students will need to be effective managers in either a large or small company setting. Prominence is devoted to the human resource management activities and decisions facing managers throughout the organization as well as the duties and responsibilities of human resource professionals. The course will also examine the impact of human resource management practices and decisions on both organizational and individual performance.

Global Goals

The purpose of this course is to assist the student in gaining working knowledge of the major human resources functions in a modern organization. Specific attention will be given to several broad learning objectives. You will be expected to become familiar with the following:

- demonstrate an understanding of job analysis; recruitment of employees, including internal and external sources; selection of employees, including concerns of validity and reliability;
- demonstrate comprehension of the legal environment that affects HRM;
- develop an understanding of the training and development function, including needs assessment, methods of training, and development processes;
- show a basic understanding of the performance evaluation process, including methods of performance appraisal, and potential errors involved;
- demonstrate an understanding of organizational reward systems, in particular wage and salary systems; incentive-based or performance-based systems; and employee benefits, including retirement benefits, health benefits, and so on;
- exhibit understanding of employee safety and health concerns and requirements, particularly the Occupational Safety and Health Act (OSHA);
- recognize the importance of business ethics and the role it plays in HRM, as HR professionals serve as advocates for the workforce while complying with the corporate objectives of senior management; and
- comprehend the global perspective of HRM and how it serves the long-term objectives of business globalization.

Knowledge of the class material will be assessed by performance on:

1. **Exams:** There will be 5 exams worth 100 points each. Each exam will carry 50 questions (50 points) and 2 essay questions (25 points each).
2. **Inclass presentations**(15 points each): Each student will present one assigned topic in class on power point and this will be distributed on the 1st day of the class. There will be 5 points for visual aids, 5 points for speaking and presentation and 5 points for handling questions. BARS or criteria for grading presentations will be distributed on the first day of the class.
3. **Activity Assignments** (10 points each):There will be 11 in class activity assignments. They are supposed to be completed in class and handed in.

Grading Policies

Grades will be weighted as follows on 3 types of evaluation/assessments:

Exams	40%
Presentations	30%
Assignments	30%

Grading Policies

Grades will be distributed as follows. There are NO exceptions (even if you score a 89.9, for example).

94-100	A	77-79.99	C+
90-93.99	A-	74-76.99	C
87-89.99	B+	70-73.99	C-
84-86.99	B		
80-83.99	B-		

An incomplete grade must be made up by the end of the sixth week of the following semester or the grade will turn to an F.

HR Resources

HR Websites

Several websites related to HR can be used to explore additional information about the field.

- Academy of Management: <http://www.aomonline.org>
- Academy of Management, HR Division: <http://www.hrdiv.org>
- American Staffing Association: <http://www.staffingtoday.org>
- Bureau of Labor Statistics: <http://www.bls.gov>
- Department of Labor: <http://www.dol.gov>
- Dictionary of Occupational Titles (DOT):
http://www.wave.net/upg/immigration/dot_index.html
- Educational Testing Service (GRE & other tests): <http://www.ets.org/>

- Employment Standards Administration: <http://www.dol.gov/esa>
- Equal Employment Opportunity Commission: <http://www.eeoc.gov>
- Findlaw: <http://www.findlaw.com>
- Human Resources Information: <http://humanresources.about.com/>
- Human Resources Internet Guide: <http://www.hr-guide.com/>
- International Association for Human Resource Information: <http://www.ihrim.org/>
- International Personnel Mgmt. Association Assessment Council: <http://www.ipmaac.org/>
- International Public Management Association for Human Resources: <http://www.ipma-hr.org>
- National Human Resources Association: <http://www.humanresources.org/>
- Occupational Outlook Handbook: <http://www.bls.gov/oco/>
- Office of Federal Contract Compliance Programs: <http://www.dol.gov/dol/esa/ofccp>
- O-NET: Occupational Information Network: <http://www.doleta.gov/programs/onet/>
- Performance 3: <http://www.zigonperf.com/resources/links.html>
- Society for Industrial and Organizational Psychology (SIOP): <http://www.siop.org/>
- Society for Human Resource Management (SHRM): <http://www.shrm.org>
- Workforce Management: <http://www.workforce.com>
- Workindex.com: <http://www.workindex.com>
- WorldatWork: <http://www.worldatwork.org>

Top HR Journals

Many students get excited about human resources as a career path and often ask where they might find more information. The following journals, which publish scientific research directed toward understanding HR problems, are excellent sources for current developments in this field. The library has recent copies and old issues of these journals.

- Journal of Applied Psychology
- Personnel Psychology
- Academy of Management Review
- Academy of Management Journal
- Journal of Management
- Journal of Vocational Behavior
- Human Performance
- International Journal of Selection and Assessment
- Human Resource Management Review
- Research in Personnel and Human Resource Management

Cell Phones, Pagers, PDAs, MP3s and iPods, and Tape Recorders--These and other types of electronic equipment are not welcome to be used in our classroom as they are distracting or disruptive to others. Only Laptop is allowed to take notes. If you must bring these types of electronic equipment into our classroom, be certain that they are turned off and securely

packed away. If you are expecting a cell phone call or any contact of a critical nature and need to use such a device, please speak with me individually before class.

Attendance Policy

Policy for Documentation of Student Absence

As a *courtesy* (this is not a mandatory policy), the office of the Dean of Students will provide notice to faculty after appropriate documentation has been provided for the following reasons only:

- Student absence of at least three days for medical reason with documentation from a medical doctor (Please note: Health Services does not provide documentation for missed classes.)

Academic Honesty Policy

Faculty are expected to report each infraction to the Dean of Students for record-keeping purposes. This allows the University to track students who have repeated violations of the Academic Honesty Policy. Once the infraction is reported to the Dean of Students, the faculty member will be informed of whether the infraction is a first, second, or third violation, in order to correctly note this on the infraction form.

In the case of a student's first or second alleged infraction of the academic honesty policy, every effort should be made to resolve the matter directly between the instructor and student. The instructor will confront the student with the allegation of dishonesty and take appropriate action. Appropriate penalties for a first infraction range from re-submission of the work in question to failing the course, as determined by the instructor. Appropriate penalties for a second infraction range from failing the work in question to failing the course. If, however, an instructor feels that the severity of the alleged infraction warrants dismissal from the college prior to the third offense, the instructor may request a hearing, which will be conducted per the process described below.

In the case of the third alleged infraction of the academic honesty policy, the involved instructor will impose the course penalty and forward all evidence and appropriate documentation of the alleged infraction to the Dean of Students, who will convene a hearing body. The hearing body shall consist of the Dean of Students and two faculty members, one from a department other than that of the department of the involved instructor. The Dean shall, in consultation with members of the hearing body, review all of the student's academic honesty infractions (including the current incident) and impose a penalty of dismissal from the University. In unusual circumstances, the hearing body may determine, as a group, that a lesser penalty shall be imposed. Only a penalty of dismissal can be appealed. Such an appeal will be made to the University Provost/Vice President for Academic Affairs within three (3) business days of notification of the penalty.

NOTE: Notification of the alleged infraction must be submitted to the Dean of Students within a week of the infraction. Upon resolution of the infraction, all documentation regarding the academic honesty policy violation will be maintained by the Dean of Students

Class Schedule

The schedule lists the topics, readings, and assignment due dates.

Days	Dates	Week 1: Theme: 21 st Century Human Resource Management Strategic Planning and Legal Issues	Readings	Due
1	07/02	Introduction; Syllabus		
2	07/03	The New Human Resource Management Process	Chapter 1	Assignment 1
3	07/04	Strategy Driven Human Resources Management	Chapter 2	Assignment 2
4	07/05	The Legal Environment and Diversity Management	Chapter 3	
5	07/06	Doubt Clearing and Q & A Session		

The schedule lists the topics, readings, and assignment due dates.

Days	Dates	Week 2: Theme: Staffing	Readings	Due
1	07/09	Exam I		
2	07/10	Workforce Planning	Chapter 4	Assignment 3
3	07/11	Recruiting Candidates	Chapter 5	
4	07/12	Selecting New Candidates	Chapter 6	Assignment 4
5	07/13	Doubt Clearing and Q & A Session		

The schedule lists the topics, readings, and assignment due dates.

Days	Dates	Week 3: Theme: Developing and Managing	Readings	Due
1	07/16	Exam II		
2	07/17	Workforce Planning	Chapter 7	Assignment 5
3	07/18	Recruiting Candidates	Chapter 8	
4	07/19	Selecting New Candidates	Chapter 9 & 10	Assignment 6
5	07/20	Doubt Clearing and Q & A Session		

The schedule lists the topics, readings, and assignment due dates.

Days	Dates	Week 4: Theme: Compensating	Readings	Due
1	07/23	Exam III		
2	07/24	Workforce Planning	Chapter 11	Assignment 7
3	07/25	Recruiting Candidates	Chapter 12	
4	07/26	Selecting New Candidates	Chapter 13	Assignment 8
5	07/27	Doubt Clearing and Q & A Session		

The schedule lists the topics, readings, and assignment due dates.

Days	Dates	Week 5: Theme: Protecting and Expanding Organizational Reach	Readings	Due
1	07/30	Exam IV		
2	07/31	Workforce Planning	Chapter 14	Assignment 9
3	08/01	Recruiting Candidates	Chapter 15	Assignment 10
4	08/02	Selecting New Candidates	Chapter 16	Assignment 11
5	08/03	Exam V		