

# **Bridgewater State University**

## **2019 Summer Program**

### **MGMT 140–B Human Resource Management**

#### **Course Outline**

**Instructor:** William F. O’Brien

**Email address:** w2obrien@bridgew.edu

**Classroom:** TBD

**Class Dates:** May 27, 2019-June 21, 2019

**Class Time:** Monday thru Friday—15:30 to 17:20 each day

**Text:** “HR4” by Denisi & Griffin

ISBN: 978-133-711-6381 (hard copy with ‘4ltr’ study tool)

ISBN: 978-133-711-8603 (e book with ‘4ltr’; study tool)

Publisher: Cengage Learning

**Office Hours:** 12:30-13:15 each day—please let me know in advance and we can arrange a place to meet

**Course Description:** A study of the staffing, compensation systems, individual and group behavior, employee development and human resource management systems.

**Prerequisites:** Principles of Management, MGMT 130

#### **Course Outcomes:**

at the completion of the course, students should be able to:

- Understand the critical role of human resource management in organizations

- Build a foundation in human resource management knowledge, skills, principles and practices
- Understand the role of HRM in planning, recruitment, selection, performance evaluation, compensation and training and development
- Explore the issue of diversity in the workplace
- Apply HRM skills to business situations
- Explore major HR issues, laws & regulations

### **Policies**

This course will comply with all University Policies and Academic Policies. Students are encouraged to read the University's Policies, which can be found on the School's web site.

Students will be expected to come to class prepared with assignments completed, including reading the text material, and ready to engage in class discussion. In every class, students are encouraged to come prepared to discuss contemporary topics related to HRM. When absent from class, students will be expected to access class notes and cover the material they missed and if they have questions, bring them to the Instructor during Office Hours.

As the situation allows, the Instructor will try to provide class time for students to discuss their paper (2) and to prepare for Exams; therefore, students should come with the materials they need to productively use these opportunities.

All assignments (papers, Quizzes, Exams etc.) are due on the date specified in the Class Schedule. Assignments not completed on time may not be

graded. If an assignment cannot be completed on time due to unusual circumstances, the student should contact the instructor before the due date, discuss the circumstances and it will be at the instructor's discretion if an alternative due date is provided. Situations related to health will require a note from a doctor indicating the student could not attend class on a given day.

Attendance will be taken and class participation will be graded.

Arriving late is disruptive and students are encouraged to be punctual.

With the exception of devices for note taking, all electronic devices should be turned-off during class.

No food or drinks should be taken during class.

### **Student Resources**

Presentation material/Power Points and a 'soft' copy of the Syllabus and other documents used in the course can be found on BSU Blackboard.

The text used in the course is: "HR4" by Dinisi & Griffin

Students can access the Instructor between class meetings via BSU email.

The Instructor will make announcements etc. between classes via BSU email and by Announcements on BSU Blackboard. Students are encouraged to periodically check their BSU email and Blackboard for messages. The Instructor may also make changes to this Syllabus, which will be announced in class and/or by Announcements on Blackboard.

The Instructor will cover the various topics/chapters in the text with varying degrees of depth; however, students are responsible for all of the material in the text, power point slides and lecture material.

**Course Requirements and Grading:**

Class Participation:	10%
Quizzes (2) @ 10% each	20%
Midterm & Final Exam	50% (25% each)
Job Description	10%
Career Plan	10%

There will be two quizzes during the course. The quizzes will be multiple choice in format.

The Midterm and Final exams will be short essay in format.

Students will prepare a Job Description for a job they would aspire to upon graduation, following the format in Appendix of this Syllabus. The Job Description should be very specific. A bibliography of sources should accompany the Job Description.

The Job Description should be typed, printed and submitted according to the Class Schedule.

Students will prepare a type written, printed Career Plan corresponding to the Job Description. For each element (Knowledge Requirements; Skill Requirements; Educational Requirements; Experience Requirements; Special Requirements) in the Job Description where there is a gap between the students' current 'abilities' and the requirements of the job, provide

specifics how you will close the gaps to make you qualified for the job. A bibliography of sources should accompany the Career Plan.

### **Scoring**

A 94-100

A- 90-93

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 64-66

D- 60-63

F below 60

### **Class Schedule and Assignments**

#### Week of May 27th

Review the Syllabus

Chapter 1-The nature of Human Resource Management

Chapter 2-The legal environment (class discussion only)

Chapter 3-The Global Environment

Chapter 4-The Competitive Environment

Chapter 5-Information for making Human Resource Decisions

#### Week of June 3<sup>rd</sup>

**Monday, June 3<sup>rd</sup>- Quiz #1 (Chapters 1-5)**

Monday—class discussion of the Job Description & Career Plan papers.

Students should come prepared with specific questions.

Chapter 6 -Human Resource Decision Making

Chapter 7-Recruiting, Selecting, training and Developing Employees

Chapter 8-Managing a New and Diverse Workforce

Chapter 9- Compensation & Benefits

Review for Midterm Exam on Friday

Week of June 10<sup>th</sup>

**Monday, June 10<sup>th</sup>- Midterm Exam (Chapters 1-8)**

Chapter 10-Performance Appraisal & Career Management

Chapter 11-Managing Labor Relations (class discussion only)

Chapter 12-Safety, Health, Well Being and Security

Review for Final Exam on Friday

**Printed Job Descriptions are due on Friday, June 14<sup>th</sup>**

**Friday, June 14<sup>th</sup>-Quiz # 2 (Chapters 8-11)**

Week of June 17<sup>th</sup>

**Printed Career Plans are due on Monday, June 17<sup>th</sup>**

Chapter 13-Motivation at Work

Chapter 14-Managing and Enhancing Performance: The Big Picture

**Wednesday June 19<sup>th</sup> Final Exam (Chapters 9-14)**

Week of June 17<sup>th</sup> ( continued)

Thursday—students should come prepared to lead class discussion of a contemporary topic in human resources (i.e. the shortage of skilled workers in many professions—how would you fill the skills gap; pressure to increase the minimum wage could put pressure on the overall compensation structure of a company—how would you handle this if you were Human Resources VP...etc.)

Friday—Students should come prepared to present/discuss the highlights of their Job Descriptions & Career Plans

*I look forward to working with you.*

## **APPENDIX I—Job Description Format**

### **Job Title**

**Job Reports to:** (title only)

**Salary Range**

**Summary of Job Responsibilities:** (provide a summary of responsibilities for the job and the major elements the incumbent will be measured on for compensation—i.e. salespeople are measured on sales results, like total revenue)

**Knowledge Requirements** (what does the incumbent have to know to successfully do the job—i.e. salespeople would have to know the features, functionality and sometimes the technology of the products/services they sell)



**Skill Requirements** (what skills would the incumbent have to demonstrate to succeed—for example, salespeople would have to be able to construct and present a customer presentation—any special language skills)

**Educational Requirements** (degrees, majors, special training)

**Experience** (what and how much specific work, cultural etc. experience does an incumbent require)

**Special Requirements** (licenses, certifications, security clearances)

**STUDENT'S Name:** \_\_\_\_\_