

**Human Resources Management
MGMT 140
Bridgewater State University
May 25 – June 26, 2020
Course Syllabus**

Location: Online

Instructor: Dr. Jakari Griffith

Email: jgriffith@bridgew.edu

Class Credits: 3 credits

Required Textbook: Jackson, Schuler, Werner (2017). Managing Human Resources. 12 ed. Oxford University Press. ISBN 13: 9780190857561

Required Articles will be posted on Blackboard.

Course Description: Upon completion of this course, students should be able to (1) understand the strategic importance of HRM in relation to organizational success; (2) assess whether an organization has components of an effective HRM strategy; (3) understand how to attract, select, develop, and retain quality employees; and (4) assess the effectiveness and legal implications of an organization's HRM systems, including employee staffing, training & development, and compensation.

Course Objectives: By completion of this course, students should be able to:

- 1) Summarize the strategic importance of HRM to organizational effectiveness.
- 2) Describe how organizational and external environment influences the management of people.
- 3) Describe the various sources for recruiting and methods for selecting employees.
- 4) Describe the five steps to effective training.
- 5) Discuss the advantages and disadvantages of the different approaches used to evaluate the performance of employees.
- 6) Describe the methods to evaluating the jobs.

Learning Outcomes: By taking the course, students should be able to achieve the following:

1. Understand the challenges and opportunities of human resource management in today's globalized business environment.
2. Apply the human resource management concepts to business situations.
3. Understand the importance of the critical human resource functions.

Course Format: Online and Blackboard under Course Content

Course Grading: Five Exams

Part One Exam -----20%

Part Two Exam -----20%

Part Three Exam ---20%

Part Four Exam ---- 20%

Part Five Exam -----20%

Total Exams -----100%

| Grade | Description | 4-point Equivalent | 100-point |
|-------|--------------|--------------------|-----------|
| A | Superior | 4.0 | 95-100 |
| A- | Superior | 3.7 | 90-94 |
| B+ | Good | 3.3 | 87-89 |
| B | Good | 3.0 | 83-86 |
| B- | Good | 2.7 | 80-82 |
| C+ | Satisfactory | 2.3 | 77-79 |
| C | Satisfactory | 2.0 | 73-76 |
| C- | Satisfactory | 1.7 | 70-72 |
| D | Poor | 1.0 | 65-69 |
| F | Failure | 0.0 | 0-64 |

Course Requirements: Students are expected to finish all the homework assignments, quizzes and exams. Due dates (deadlines) are strictly observed. Please plan your time accordingly.

| Week | Reading Assignment | Assignments and Quiz |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1 May 25-29 Introduction | Chapters 1, 2, 3, <ul style="list-style-type: none"> • Capelli, “Why we love to hate HR...” • Hammonds, “Why we hate HR” • Pfeffer, J & Veiga, J.F. “Putting people first for organizational success” | Exam 1 Due Date: May 29, 2020, 11:59pm EDT |
| 1-2 May 30- Jun 5 Job Design | Chapters 4, 5, 6 <ul style="list-style-type: none"> • Hackman & Oldham, “Motivation through the design of work” • Kanigel, “Prologue,” from <i>The One Best Way: Frederick Winslow Taylor and the Enigma of Efficiency</i> • Dvorak, P. “Hotelier finds happiness keeps staff checked in” | Exam 2 Part Two Exam: Due Date: June 5, 2020, 11:59pm EDT |
| 2-3 Jun 6-12 Attraction and Retention | Chapters 7, 8, 9 <ul style="list-style-type: none"> • Harvard Business School Press, “Keeping the Best: Why Retention Matters” • Harvard Business School Press “Market-wise retention” • Harvard Business School Press, “Workplace factors that affect hiring and retention” | Exam 3 Due Date: June 12, 2020, 11:59pm EDT |

| Week | Reading Assignment | Assignments and Quiz |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| | <ul style="list-style-type: none"> • Ryan & Tippins, “Attracting and selecting...” | |
| 3-4 Jun 13-19 Hiring Interviewing | Chapters 9, 10, 11 <ul style="list-style-type: none"> • Frommer, “It’s harder to get a job at the Apple store...” • Gladwell, “The New-Boy Network.” • Abreu, “My experience interviewing at apple” • undergroundi.com, “NYC apple store interview process” • Eadiccio, “The 25 trickiest questions Apple will ask in a job interview” | Exam 4 Due Date: June 19, 2020, 11:59pm EDT |
| 4-5 Jun 20-26 Performance and Training | Chapters 12, 13, 14 <ul style="list-style-type: none"> • Capelli & Convon, “What do performance appraisals do?” • Vara, “The push against performance reviews” • Martin, “Why employee performance reviews are getting sacked” • Nisen, “Why GE had to kill its annual performance review” | Exam 5 Due Date: June 26, 2020, 11:59pm EDT |