

**Human Resources
MGMT 140
Bridgewater State University
May 26 – June 29, 2020
Course Syllabus**

Time: Online
Instructor: Dr. Jakari Griffith
Email: jgriffith@bridgew.edu
Class Credits: 3 credits
Office Hours: Online <https://jakarigriffith.youcanbook.me>
Class Time: Monday-Friday (Zoom)

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, Blackboard under Course Content, and on Zoom.

Course Grading: Four Exams

Part One Exam -----25%
 Part Two Exam -----25%
 Part Three Exam ---25%
 Part Four Exam -----25%
Total Exams -----100%

The weekly exams will consist of multiple-choice questions and essay questions. The multiple-choice questions will come from the material covered in the textbook. The essay questions will come from the textbook and the assigned reading articles. Please note that you are expected to complete the tests without the aid of your textbook/articles. In addition, you are expected to complete the exams fully on your own. No exceptions.

Exams will be made available at 11:59 pm each Thursday. The exam will close at 11:59 pm each Friday. You will have 24 hours to complete the full exam.

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
May 26-29	Chapters 1, 2 <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" 	
May 30- Jun 5 Introduction & Job Design	Chapters 3, 4 <ul style="list-style-type: none"> • Hackman & Oldham, "Motivation through the design of work" 	Exam 1 Due Date: June 5, 2020, 11:59pm EDT

Week	Reading Assignment	Assignments and Quiz
Jun 6-12 Attraction and Retention	Chapters 5, 6 <ul style="list-style-type: none"> • Harvard Business School Press, “Keeping the Best: Why Retention Matters” • Harvard Business School Press, “Workplace factors that affect hiring and retention” 	Exam 2 Due Date: June 12, 2020, 11:59pm EDT
Jun 13-19 Hiring Interviewing	Chapters 7, 8 <ul style="list-style-type: none"> • Frommer, “It’s harder to get a job at the Apple store...” • Gladwell, “The New-Boy Network.” • Eadiccio, “The 25 trickiest questions Apple will ask in a job interview” 	Exam 3 Due Date: June 19, 2020, 11:59pm EDT
Jun 20-26 Performance and Training	Chapters 9, 10 <ul style="list-style-type: none"> • Capelli & Convon, “What do performance appraisals do?” • Vara, “The push against performance reviews” • Nisen, “Why GE had to kill its annual performance review” 	Exam 4 Due Date: June 29, 2020, 11:59pm EDT
Jun 29	Last Day of Class Discussion and Reflection.	