



## **MGMT 381 – HUMAN RESOURCE MANAGEMENT**

### **Course Information**

Semester	: July 6th, 2020 – August 7th, 2020
Credit	: 4
Teaching Hours	: 50 Hours
Location	: Online
Professor	: Catherine Latham
E-mail	: Catherine_Latham@uml.edu

### **Course Description**

The course examines how to manage human resources effectively in a dynamic legal, social, and economic environment. Among the topics included are formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, and compensation and benefits. Emphasis is placed on integrating human resource management with the overall business strategy.

### **Course Objectives**

To describe the evolution of human resource management over the decades and the external forces driving change.

- To develop a practical understanding of how organizational strategy, recruitment, selection, training & development, and compensation influence the broader business strategy.
- To describe the various roles of human resource professionals and how they support the achievement of business goals.
- To develop an understanding of the laws and contemporary issues that effect the role of human resource management.
- Describe the role played by HRM in organizational change efforts.

### **Course Materials:**

- Required Materials: Human Resource Management, Third Edition, Robert N. Lussier, John R. Hendon.
- Blackboard: Framingham.blackboard.com. It is your responsibility to access the email account



# Framingham

---

## State University

associated with your BB account daily.

### **“Materials Release” Day**

This class begins each Monday (12:00 AM EST) and ends on Sunday (11:59 PM EST). The weekly materials will be released on Blackboard and include a **Weekly Agenda, Lecture Notes, Chapter Slides and Blog instructions**. It is important that you read the agenda carefully which details work due that week. Your assignments may be completed at anytime during the week. Please note blogs have specific due dates. The course calendar at the end of this syllabus provides additional details with regards to the course schedule.

### **Lectures**

There will be three lectures posted each week that related to the slides and lecture notes. Questions related to the videos may be posted on the Discussion Board and I will be happy to respond.

### **Overall Guidelines**

On-going and regular interaction is a critical component of online learning. We will have a variety of ways to interact including, Discussion Boards, Mail, and Weekly Blogs. Since this is an online course, we do not have the benefit of body language, tone, etc., therefore it is important to be mindful of your written interactions ensuring that you demonstrate respect and professionalism. There is no place for profanity or harassment. If any concerns, arise please let me know. I will be happy to help.

### **Discussion Board (on the course menu)**

I have created a “Questions/Comments” Discussion Board. This is an ideal place for you to post any questions or comments you have about assignments or general questions related to the course. Chances are if you have a question, another student may also; students should feel free to respond to other students, sharing their ideas and thoughts. Instructor responses can be expected within one business day. The Questions/Comments Discussion Boards are not graded.

### **Mail (on the course menu)**

Please feel free to email me with your course-related questions as they arise. Please use the internal email system (Mail – My Messages), in Blackboard – not your own external email. I will response within 24 hours. You should also check your messages regularly so that you do not miss any important course correspondence.

As mentioned previously, if you have a course-related question, please use the Discussion Board. Email should be reserved for private, personal matters that are not appropriate for class-wide discussion.

### **Netiquette**

Netiquette stands for Network Etiquette. It refers to proper behavior while interacting online. The golden rule of netiquette is essentially to treat people as you would want to be treated. Please be polite and considerate. Think about whether your comment could cause hurt feelings. Be careful about how your words can come across because misunderstandings can be common online. The University has a diverse



population be considerate of potential differences when responding to a blog. Feel free to use emoticons to show your tone.

### Assignment Grading

Your numeric grade will comprise the following:

Assignment	Percentage
Project Paper	20%
Weekly Blog	20%
Midterm	25%
Final Exam	25%
Participation	10%
Total	100%

### Weekly Blogs (20%)

Each week, I will post a question, reading, or video assignment on Blackboard along with discussion questions.

The objective of Blogs is to provide students the opportunity to critically think about an issue or topic related to the chapters. It also provides another way in which students can interact and share opinions. Blog participation is an important element of this class and is graded. I will respond to each blog and provide feedback.

All blog entries are due by Friday night at midnight. **To get the full 2.0 points you must respond to and engage two other students by responding to their blog.** Blogs provide an opportunity for students to interact and share thoughts and opinions.

### ONLINE COMMENTING GUIDELINES

- Comments should be at least **at least** 5 to 8 sentences.
- Comments should extend the discussion.
- Read all the comments and be part of the full discussion.
- Use comments to show what you think is important, interesting, controversial, thoughtful.
- Constructive criticism only. Critique the idea, not the person.
- Use good grammar and spelling. Mistakes cause readers to focus on how you write, not your ideas.



**BLOG RUBRIC**

Points	Criteria
2.0	<b>Exceptional.</b> The blog post is focused and coherently integrates examples with explanations or analysis. The entry reflects in-depth engagement with the topic. <b>Response to at least two other peers.</b>
1.5	<b>Satisfactory.</b> The blog post is reasonably focused. The post reflects moderate engagement with the topic. <b>Response to at least one other peer.</b>
1.0	<b>Underdeveloped.</b> The blog post is mostly description or summary, without consideration of alternative perspectives. The post reflects passing engagement with the topic. <b>Response to at least one other peer.</b>
0.0	<b>Failure</b> to participate in weekly blog.

**Project Paper (20%)**

You will write a 6-page, double-spaced paper detailing the steps outlined below which is due during the last week of class. Since we only have five weeks' together, I would encourage you to select your topic as soon as possible and begin work on your paper. Once you have identified your topic, **please let me know via mail.**

In this paper, you will:

1. Identify a **current** trend in human resource management. It might relate to technology, new recruitment methods, benefits, remote working, etc. Choose a topic that interests you.
2. Describe, in detail, the trend that you have select. What are the internal and external factors driving the trend?
3. Gather information related to your topic, Google, books, periodicals, etc.
4. Describe how human resources, as a **Productivity Center**, can influence effectiveness and efficiencies to the business.
5. Identify two examples of companies whose human resources function is implementing change in this area? Explain.
6. Provide a detailed summary of your topic, findings, and final thoughts.



### Project Paper Rubric

<b>Content</b>	The degree to which the paper responds to the questions posed in the syllabus	25%
<b>Effort</b>	Thoughtfulness and depth of reflection presented (Thoughtful answers are expected which show that you took the time to research the topic) Reflects original thoughts.	25%
<b>Use of Concepts</b>	Extent you link your answers to class material through connection to the class material and concepts learned	25%
<b>Professionalism</b>	The deliverable was well organized and clearly written. Paper was grammatical and free from errors. Must have a cover page that lists topic and student's name.	25%

### Midterm and Final Exam (25%)

The final exam will comprise 40 – 50 multiple choice & true and false questions covering the material studied during prior weeks. It will be available during the week of August 3<sup>rd</sup>. You will have the entire week to take the exam.

### Participation (10%)

Your participation will be graded based on your timely completion of assignments, engagement with other students as described in the syllabus, e.g., introductions, blogs, etc.

Your final course letter grade will be determined as follows:

<b>Numeric Grade:</b>	<b>Letter Grade:</b>
<b>94-100</b>	<b>A</b>
<b>90-93</b>	<b>A-</b>
<b>87-89</b>	<b>B+</b>
<b>84-86</b>	<b>B</b>
<b>80-83</b>	<b>B-</b>
<b>77-79</b>	<b>C+</b>
<b>74-76</b>	<b>C</b>
<b>70-73</b>	<b>C-</b>



<b>67-69</b>	<b>D+</b>
<b>64-66</b>	<b>D</b>
<b>0-63</b>	<b>F</b>

## **Make Up Policy**

In cases of emergency, requests for makeup work may be discussed with the instructor (via email) and will be handled on an individual basis.

## **Policies**

### **Classroom Behavior & Civility:**

Being a Framingham State University student requires appropriate adult behavior and respect for others. Please be respectful of other students and of the instructor in all interactions, including lectures, group work, and in-class discussions. Students may use devices such as laptops and tablets to take notes during class. Class topics will sometimes benefit from in-class internet searches. At these times, students will be encouraged to use their computers and other devices to actively look up and share information. At all other times, students must turn off cell phones and refrain from texting, checking email, and surfing the internet during class. Students should arrive on time for class. No food in the classroom and drinks only in a spill-proof container. Class conduct will be reflected in the participation/preparation grade.

**Recording Class:** No student may record any classroom activity without express written consent from the professor. If you have (or think you may have) a disability such that you need to record or tape classroom activities, you should contact the Office of Equal Opportunity Services, Disability Resources to request an appropriate accommodation.

### **Academic Honesty:**

All work should reflect each student's own abilities and efforts. Evidence of cheating or plagiarism will be referred to the Framingham State University administration for disciplinary action and may result in zero credit for the assignment/exam. For written and oral work, any reference to the work or results of another person must give full credit, including a list of references with information about the source. Whenever a source's exact words are included, quotation marks must indicate that it is a quote from the source, followed by a reference to the source. Failure to give credit to the original author(s) is plagiarism and is in violation of the Framingham State University academic honesty policy. Please refer to the University's Academic Policy in the undergraduate course catalogue:

### **Communication:**

The official communication mechanism at Framingham State University is the assigned campus email. The instructor will communicate information about the course with students via the Blackboard email system. Please check email regularly. In-depth questions for the instructor should be addressed in-



# Framingham

---

## State University

person. Minor questions may be sent via email. The instructor will respond within 24 hours Monday-Friday, and within 48 hours over weekends or holidays. Any significant concern from the class should be addressed with the instructor through an appointment or during office hours; email is not an appropriate method to resolve significant concerns.

### **Documented Disabilities:**

Framingham State University is committed to providing an equal educational opportunity for all students. If you have a documented disability and need any kind of special accommodations for this class, please contact Academic Support (Ms. LaDonna Bridges at [lbridges@framingham.edu](mailto:lbridges@framingham.edu) or 508-626-4906). Please be aware that any request for special accommodations for testing must be made at least 24 hours prior to scheduled exams or the final exam.

### **U.S. Copyright Law:**

This course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor who knows which materials are copyrighted and which are not.

### **Add/Drop:**

Per Framingham State University policy, students have up to one week after the first day of classes to add or drop this course. Any missed coursework must be made up for those adding after the first assignment is due.

### **FSU Notice of Non-Discrimination and Diversity:**

Framingham State University is committed to a policy of non-discrimination, equal opportunity, diversity, and affirmative action. The University provides educational, working, and living environments that value the diverse backgrounds of all people. Furthermore, the Massachusetts Civil Rights Act ("MCRA," M.G.L. c. 12, §§ 11H, 11I, 11J) protects the rights of all residents of and visitors to Massachusetts to be free from bias-motivated threats, intimidation, and coercion that interfere with their civil rights. The MCRA protects the right to attend school, live peacefully, and enjoy other basic rights.



### Course Calendar

Week	Dates	Assignments	Activity
1	July 6 - July 12	<ul style="list-style-type: none"><li>Review this week's agenda</li><li>Read: Chapters, 1, 2, 3</li><li>Watch Lecture video</li><li>Read: Lecture Notes &amp; Slides</li><li>Respond to #1 Blog</li><li></li></ul>	<b>Introductions on Discussion Board</b>
2	July 13 to July 19	<ul style="list-style-type: none"><li>Review this week's agenda</li><li>Read: Chapters 4, 5, 6</li><li>Watch Lecture video</li><li>Read: Lecture Notes &amp; Slides</li><li>Respond to #2 Blog</li></ul>	
3	July 20 to July 26	<ul style="list-style-type: none"><li>Review this week's agenda</li><li>Read: Chapters 7, 8, 9</li><li>Watch Lecture video</li><li>Read: Lecture Notes &amp; Slides</li><li>Respond to #3 Blog</li></ul>	<b>Midterm Chapters 1-9</b>
4	July 27 to August 2	<ul style="list-style-type: none"><li>Review this week's agenda</li><li>Read: Chapters 10, 11, 12</li><li>Watch Lecture video</li><li>Read: Lecture Notes &amp; Slides</li><li>Respond to #4 Blog</li></ul>	
5	August 3 to August 7	<ul style="list-style-type: none"><li>Review this week's agenda</li><li>Read: Chapters 13, 16</li><li>Watch Lecture video</li><li>Read: Lecture Notes &amp; Slides</li><li>Respond to #5 Blog</li></ul>	<b>On-line Final Exam Chapters 10, 11, 12, 13, 16</b>

**PLEASE MAKE SURE THAT YOU ARE FOLLOWING THE SCHEDULE IN A TIMELY BASIS AND YOUR WORK IS SUBMITTED IN LINE WITH DATES ASSIGNED.**