



## **MGMT 381 - Human Resource Management**

### **Course Information**

Semester	: Summer 2021 (June 28, 2021 – July 30, 2021)
Credit	: 4
Teaching Hours	: 50 Hours
Professor Name	: TBD
E-mail	: TBD

### **Catalog Description**

This course allows students to understand ways in which managers acquire; train appraises and compensates employees while at the same time attending to aspects related to labor relations, health, and safety as well as fairness concerns. It is designed to facilitate learning about personnel function within profit and nonprofit organizations. The course covers the procurement, development, compensation, integration, and maintenance of personnel.

### **Instructional Goals**

- To learn the basic concepts of the field of Human Resource Management.
- To develop an understanding of how laws, organization strategy, recruitment, placement, talent management, training and development, compensation, and topics that enrich HRM affect Human resource management in organizations.
- To provide knowledge of contemporary issues, principles, and practical techniques associated with effective Human Resource Management.
- To develop an understanding of macro issues that enrich the field of human resource management such as ethics, labor relations, employee safety, and health and global human resources.
- To analyze the work of human resource managers in influencing work performance among individuals and teams, through discussion presentations and case exercises.
- To develop an understanding of the laws and theories used in Human Resource Management.

### **Required Text**

Dessler, G. (15Ed). 2016. Human Resource Management, 15th edition. Upper Saddle River, NJ: Pearson. ISBN13: 9780134235455

**Blackboard:** Framingham.blackboard.com. It is your responsibility to access the email account associated with your BB account daily.



**Assigned Readings:** Some class sections will have assigned readings posted on Blackboard, in addition to the text.

## **Assignments and Evaluation**

Daily Class Activities	: 50%
Course Projects (3)	: 40%
Final Exam	: 10%

### **Coaching Project (10%)**

To enhance your HR skills in a practical work setting, students are required to participate in a coaching session with business professionals. Every student **MUST** attend to obtain a grade.

In the session, students will get to work one-on-one with business professionals and receive feedback regarding three attributes. They include; leadership and teamwork, decision-making and ethics, and listening and communication. Students will present given cases, and the coaches who are business people in the industry will evaluate each student based on the above-given factors. Students create self-awareness and identify their strengths and weaknesses through pre-evaluations and post-evaluation and can begin to network within the business community. The main goal for this is for students to gain new opportunities, improve organization presentation skills and feel comfortable in their problem-solving skills.

The coaches will evaluate and give feedback on ways to improve and also provide networking opportunities for students. After the session, each student will be required to write a one-page reflective essay on the session highlighting their coaching experience and areas they think they gained or did not.

### **Organization HR Policies Project (10%)**

Each team will select an organization of their choice. You will do thorough background research on the organization's human resource policies through research journal articles, books, internet resources, magazines, newspapers, etc. Using the concepts and materials learnt in class chapters each team will prepare a two-page summary that covers the organizations hiring policies, how they motivate their employees, their selection and interview processes, their HR policies, the kind of benefits they provide employees with any available positions for hire that relate to students in the class and how are they rated as a place to work.

### **Hiring for a Position Project (20%)**

Each team will select a potential position in an organization of choice. You will do thorough background research on the position through research journal articles, books, internet



resources, magazines, newspapers, etc. Using the concepts and materials learned in class chapters each team will prepare a paper/report (8-10 pages, double-spaced, 1" margins, and size 12 fonts). The report should include available examples that enhance the answer to the questions and pointers below. Your report should provide comprehensive answers to the following pointers:

- Which laws should be followed when hiring for your chosen position?
- Create a job analysis for the position. Include the job description and job specification for the position.
- Develop a recruitment and selection plan. Include the target area (internal or external), design an application form for the position and indicate the selection tools used.
- Explain what screening tools (tests) you would use for the position to achieve the best candidate that fits the organization.
- Design unstructured and structured interview questions for the position
- Give and explain the type of training required for the candidate in the position.
- Choose the technique you would use to appraise the position. Design an example of the areas you would evaluate.
- What retentive measures would you undertake to reduce turnover on the position?
- Develop a strategic pay plan for the position. Include ways in which you evaluated the position to formulate a competitive offer for the position. What benefits and services would you offer to be competitive?

### Project Evaluation Guide

<b>Organization:</b> Table of contents, sequence, subheadings, length of the paper, etc.	10%
<b>Grammatical:</b> Spelling, punctuation, grammar, etc.	10%
<b>Context:</b> Thorough completion of all questions	10%
<b>Information:</b> Extent you link your answers to class material Thorough connection to the class material and concepts learned. See instructions above	25%
<b>Effort:</b> Thoughtfulness and depth of introspection presented (Thoughtful answers are expected which show that you took the time to research about the chosen organization. Citation based on the APA format is a must.)	25%
<b>Presentation:</b> 15-minute presentation that relates to the research conducted. Grading will be based on the presentation evaluation from the students and instructor. 50% of the grade is based on students score, and 50% is based on the professor's score.	20%

APA, Sixth Edition format, should be followed in preparing the report. All referenced materials should be cited (See note on plagiarism below). The project requires a minimum of 30 hours to complete.



## Course Policy

**Attendance** is required, and it is in your best interest that you attend **all the lectures**. **If you miss more than three classes without documented valid reason, 10 points** will be deducted from the final exam. Content discussed in class may not be covered in the text and will be fair game for tests. Additionally, activities done in class will count towards your participation grade. These activities **cannot be made up**, and you will receive a zero grade if you are not in class.

**Absences due to University Scheduled Conflicts** require the participant to make arrangements to make the presentation or to take the exam/quiz early. Homework, assignments, or projects should be turned in early. Advance notice of at **least one week** is needed. Official documentation from the sponsor, coach or athletic director is required. This policy applies only when traveling on official University business.

No make-up exams or assignment will be given.

Any **assignment submitted late** will be penalized. If the assignment is submitted after the deadline up to a maximum **of one day, 10mks** will be deducted from the final score. Any assignment that is late for more than one day will be **awarded a zero** grade.

Please refer to the policy website for more information <https://www.framingham.edu/student-life/student-affairs/policies-and-procedures/absence-policy/index>

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, by disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments. For further information about this, please visit the website at <https://www.framingham.edu/academics/center-for-academic-success-and-achievement/disability-access-services/> or contact Dr. LaDonna Bridges, Associate Dean and Director of Academic Support/Disability Services, in the Center for Academic Support and Advising (CASA) at 508-626-4906 or [lbridges@framingham.edu](mailto:lbridges@framingham.edu).”

## Class Hours:

Federal regulations dictate that students are required to engage in two hours of work outside of class for each credit hour. So, for a 4-credit course, students are expected to work 8 hours per week outside the regular classroom meeting times. In summary, for 4-credit classes, including online and hybrid classes, students are expected to engage with the course material for a total of 12 hours per week.



FSU adheres to the following definition of the credit hour as published in the Code of Federal Regulations (CFR), Title 34, Part 600.2:

*“Credit Hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –*

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”*

## **University Plagiarism Statement**

### **UNIVERSITY POLICY REGARDING ACADEMIC HONESTY**

Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty.

Faculty members shall, at their discretion, include in the course syllabus additional statements relating the definition of academic honesty to their courses. They shall administer hour tests and exams in such a manner as to provide the best possible situation for all students. Faculty shall proctor exams, or, if they feel it is suitable to schedule a non-proctored exam, shall designate in writing at the beginning of the examination: 1) where they shall be found during the period and 2) where the exam papers are to be turned in.

Academic honesty requires but is not limited to the following practices: appropriately citing all published and unpublished sources, whether quoted, paraphrased, or otherwise expressed, in all of the student’s oral and written, technical, and artistic work; observing the policies regarding the use of technical facilities. Academic Regulations Framingham State University

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Infractions of the Policy on Academic Honesty include, but are not limited to:



1. Plagiarism: claiming as one's work the published or unpublished literal or paraphrased work of another. It should be recognized that plagiarism is not only academically dishonest but also illegal.
2. Cheating on exams, tests, quizzes, assignments, and papers, including the giving or acceptance of these materials and other sources of information without the permission of the instructor(s).
3. Unauthorized collaboration with other individuals in the preparation of course assignments.
4. Submitting without authorization the same assignment for credit in more than one course.
5. Use of dishonest procedures in the computer, laboratory, studio, or field work.  
Further clarification on academic honesty will be provided, when appropriate, in individual courses.
6. Misuse of the University's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain. Examples include but are not necessarily limited to:
  - a) Accessing the private files of another person or agency without express permission.
  - b) The unauthorized use of technical facilities for purposes not connected with academic pursuits. When evidence indicates that a student has improperly used a technical facility, an appropriate supervisor (faculty or staff member) may take appropriate action reflecting the seriousness of the infraction, ranging from a verbal warning to, but not beyond, denial of use of the facility. If coursework may have been plagiarized, the supervisor will also inform all concerned faculty members, who may take action as described in the procedures for handling cases of alleged infractions of academic honesty.
7. Falsification of forms used to document the academic record and to conduct the academic business of the University

For more information, visit

<https://www.framingham.edu/Assets/uploads/academics/catalogs/ documents/undergraduate-catalogs/2020-2021-undergraduate-catalog/undergraduate-catalog-2020-2021.pdf>

This course website may contain copyrighted materials that are used in compliance with the 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.

### **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-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.

### 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 is dedicated to providing 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 Outline

Week	Topic	Assignment
<b>Week One</b> June 28 <sup>th</sup> . July 2 <sup>nd</sup> .	Introduction Ch1: Introduction to Human Resource Management Ch2: Equal Opportunity and the Law Ch3: Human Resource Management Strategy and Analysis Ch4: Job Analysis and Talent Management	Chapter Readings (4) Class Activities (5)
<b>Week Two</b> July 5 <sup>th</sup> . July 9 <sup>th</sup> .	Ch5: Personnel Planning and Recruiting Ch6: Employee Testing and Selection Ch7: Interviewing Candidates Ch8: Training and Developing Employees Ch9: Performance Management and Appraisal	Chapter Readings (5) Class Activities (5)
<b>Week Three</b> July 12 <sup>th</sup> . July 16 <sup>th</sup> .	Ch10: Managing Careers Ch11: Establishing Strategic Pay Plans Ch12: Pay for Performance and Financial Incentives Ch13: Benefits and Services Ch14: Build Positive Employee Relations	Chapter Readings (5) Class Activities (5)
<b>Week Four</b> July 19 <sup>th</sup> . July 23 <sup>rd</sup> .	Ch15: Labor Relations and Collective Bargaining Ch16: Employee Safety and Health Ch17: Managing Global Human Resources Ch18: Managing Human Resources in Small and Entrepreneurial Firms	Chapter Readings (4) Class Activities (5) Class Projects (3) 07/23/2021
<b>Week Five</b> July 26 <sup>th</sup> . July 30 <sup>th</sup> .	Class Presentations	Final Exam 07/30/2021