

Human Resource Management

SYLLABUS AND SCHEDULE | Winter 2019

Course information

Course code: MGMT 3830
Prerequisite: Principles of Management
*# credits: 5
*Location: PIGT 101
*Class time: MW 3:40pm – 5:45pm
First session: January 7
Last session: March 18

Instructor information

*Instructor: Dr. Ginger Painter
*Email: painterginge@seattleu.edu
*Office: PIGT TBD
*Office hours: by appointment only

Course Description

As an introduction to the principles of human resource planning, administration, and development, this course examines the perspective that a well-designed and executed human resource strategy provides critical and unique value to human side of organizational success. Comprehensive human resource programs, including strategic HR planning and administration, employee recruitment, development, evaluation and motivation, risk management, legal compliance, diversity management, compensation and “total rewards” will be explored.

Other contemporary workplace and business challenges due to our increasing globalization, reliance on technology and evolving workforce demographics will also be discussed, often through case studies. We will examine ways in which HR can create a clear line of sight to what matters to external stakeholders like customers and internal ones like employees.

Additionally, we will also examine scenarios, in which misaligned HR and business directions result in distractions, conflicts, and/or organizational waste, which directly cost the business. The strategies and tactics surveyed are important to not only HR professionals but also individual contributors or managers who seek to optimize people performance in organizations.

Course Objectives

Upon completion of this course, students will be able to:

1. Develop a foundational understanding of HR functions such as people and organizational planning, staffing, performance management, talent management and rewards strategies.
2. Identify potential complexity and tension in strategic HR as it balances the divergent needs of customers, investors, management, its workforce and even “social responsibility” and business ethics in the context of increasing diversity as well as technological advancements affecting workplace safety and employee productivity or wellness.

3. Enhance their positive attitudes and skills in critical thinking, problem solving and decision-making required in acquiring, retaining or advancing in their future work. “Emotional intelligence” and relationship competencies, such as self-awareness and self-regulation, empathy, communication, teamwork, giving/receiving feedback and leading self/others/projects will also be cultivated.

Expectations

Students: In order to achieve the learning goals, students **MUST** come prepared to participate in active discussion, debate, and problem solving. Therefore, students are held responsible for:

1. Completing all reading assignments prior to each class;
2. Actively participating during class discussions and exercises;
3. Completing assignments as scheduled and on time to demonstrate and enhance learning; and
4. Fostering a climate of respect for other class members and the instructor.

Instructor: The instructor’s role is to create an environment and provide resources, which foster accomplishment of learning goals. This includes:

1. Providing applicable reading assignments;
2. Leading meaningful lectures, discussions, and exercises related to course materials;
3. Treating each student with respect; and
4. Clearly articulating the requirements for course assignments.

Required Readings and Materials

Title: Managing Human Resources, 18th Edition.

Authors: Scott Snell; Shad Morris

ISBN: 9781337738125

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Academic Resources

LIBRARY

<https://www.seattleu.edu/library/>

LEARNING COMMONS PARTNERSHIP

The Learning Commons Partnership includes the Writing Center and Learning Assistance Programs. The Writing Center employs undergraduate writing consultants who assist students at all stages of the writing process. Consultants will help students begin writing tasks, organize and develop first drafts, and revise and edit later drafts. Learning Assistance Programs provide peer tutoring, facilitated study groups, and learning strategy development through scheduled workshops and individual meetings with a learning specialist.

To schedule an appointment visit: <https://www.seattleu.edu/learningcommons/>

General Course and University Policies

ACADEMIC POLICIES

<https://www.seattleu.edu/redhawk-service-center/academic-policies/>

ACADEMIC INTEGRITY POLICY

Seattle University asserts that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy. To review the entire Academic Integrity Policy, click here.

<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Integrity-2011-3.pdf>

I have a strict policy on plagiarism. This is your education, you need to make the most of it and plagiarizing others work only devalues it. If you are unsure if your actions are plagiarism, please reach out to me PRIOR to submitting your work. If plagiarism occurs, you will receive a failing grade on your assignment or exam, and potentially a failing grade for the course. Remember to cite others work appropriately when you quote, paraphrase, or summarize the work of others.

ACADEMIC INTEGRITY TUTORIAL

https://seattleux.qualtrics.com/jfe/form/SV_bkoQkaqAXsbXqJv

SUPPORT FOR STUDENTS WITH DISABILITIES

If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff at (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

USE OF ELECTRONICS IN CLASS

Technology must be used only for classroom learning. If students use laptops or cellphones for other purposes or it becomes disruptive to the learning environment, students will be asked to put them away.

WEATHER AND DISASTER POLICY

Please check the University announcements about class cancellations. If I get a message, I will also post on Canvas.

Grading Procedures and Policies

GRADING SCALE (PERCENTAGES)

A	100–94	B–	82.9–80	D+	69.9–67
A–	93.9–90	C+	79.9–77	D	66.9–63
B+	89.9–87	C	76.9–73	D–	62.9–60
B	86.9–83	C–	72.9–70	F	59.9 or less

COURE ASSIGNMENTS AND MAXIMUM POINTS AWARDED

- CLASS PARTICIPATION (100 POINTS)
- INDIVIDUAL ASSIGNMENTS
 - WEEKLY ASSIGNMENTS (200 POINTS)
 - JUNG TYPOLOGY PAPER (100 POINTS)
 - EXECUTIVE BRIEF AND PRESENTATION (100 POINTS)
- TEAM ASSIGNMENTS
 - FOUR TEAM TASKS (25 POINTS EACH = 100 POINTS)
- MID TERM (100 POINTS)
- FINAL (100 POINTS)

SUBMITTING AND FORMATTING YOUR ASSIGNMENTS

It is important that your work is clearly presented and easy to read. Therefore, all assignments must be Word-processed, double-spaced, and 12 point Times New Roman font. All citations must follow the *APA Publication Manual* (6th edition), since it is the standard referencing system for this discipline.

Unless otherwise noted, all assignments must be submitted to me on CANVAS prior to class time (as instructed). Please adhere to any assignment requirements (e.g., if a paper assignment states a 1-page maximum, I will read and grade only 1 page).

MISSED CLASSES

If for any reason you do miss a class, be sure to obtain notes from one of your peers to catch up. If, after going over those notes and checking the readings for the class, you still have questions, please send me an email through Canvas with specific and focused questions.

ASSIGNMENT DEADLINES AND EXTENSIONS

Make-up examinations: There are no make-up examinations, except in the event of extreme and unavoidable circumstances, at my discretion.

Assignment deadlines and extensions: Since I block out times in my own schedule specifically for grading your work, I have a policy of not accepting late work. Since I also understand how demanding your work, school, and life are as well, I do allow a 1 day-grace period (24 hours).

This carries with it a late penalty of the assignment only to be worth 50% of its full points, subject to my discretion.

ATTENDANCE AND PARTICIPATION EXPECTATIONS

I would like to see all of you actively participate in the learning process and discussion. At a minimum, active participation requires regular and attentive class attendance, however there will be group discussions and activities that will be part of your class participation points as well. You have an opportunity to earn up to 100 points. See rubric in Canvas.

Provisional Schedule and Readings

The anticipated course schedule is provided below. However, especially given the nature of this course, at times, changes to the schedule may be necessary and will be communicated to you in advance.

MGMT 3830 Human Resources Course Outline Winter 2018			
Week	Date	Topics & Assignments	Preparation
1	1/7/19	Course Overview Introductions Rewards & Challenges of Human Resources	Read Ch. 1
	1/9/19	Strategy & Human Resources Planning Mission, Vision, Values Team Task: Staffing Plan Assigned	Read Ch. 2
2	1/14/19	Equal Employment Opportunity & HRM	Read Ch. 3
	1/16/19	Job Analysis & Job Design Team Task: Staffing Plan Due	Read Ch. 4
3	1/21/19	NO SCHOOL	
	1/23/19	Guest Speaker Expanding the Talent Pool (Recruitment & Careers) Student Lead Executive Brief and Article Presentations Team Task: Employee Recruitment Assigned	Read Ch. 5
4	1/28/19	Personality Assessments Student Lead Executive Brief and Article Presentations	Take Jung Typology Test
	1/30/19	Employee Selection Student Lead Executive Brief and Article Presentations Jung Typology Paper Due Team Task: Employee Recruitment Due	Read Ch. 6
5	2/4/19	Guest Speaker Training & Development Student Lead Executive Brief and Article Presentations Team Task: Training Human Resources Assigned	Read Ch. 7
	2/6/19	Performance Management Student Lead Executive Brief and Article Presentations	Read Ch. 8

6	2/11/19	Prep for Exam Student Lead Executive Brief and Article Presentations Team Task: Training Human Resources Due	Review Ch. 1-8
	2/13/19	Mid Term Exam (Canvas) Managing Compensation Student Lead Executive Brief and Article Presentations	Read Ch. 9
7	2/18/19	NO SCHOOL	
	2/20/19	Pay-for-Performance (Incentive Rewards) Student Lead Executive Brief and Article Presentations	Read Ch. 10
8	2/25/19	Employee Benefits Student Lead Executive Brief and Article Presentations	Read Ch. 11
	2/27/19	Promoting Safety & Health Student Lead Executive Brief and Article Presentations	Read Ch. 12
9	3/4/19	Employees Rights & Discipline Student Lead Executive Brief and Article Presentations	Read Ch. 13
	3/6/19	Dynamics of Labor Relations Student Lead Executive Brief and Article Presentations	Read Ch. 14
10	3/11/19	International HRM Team Task: MOD Pizza Case Introduction	Read Ch. 15
	3/13/19	Implementing HR Strategy	Read Ch. 16
11	3/18/19	Last Day of Class Prep for Exam Team Task: MOD Pizza Case Due	
	3/20/19	Final (Canvas)	