

MGNT4000: HUMAN RESOURCE MANAGEMENT (Hybrid)

Fall 2013

Section A: 8:30-9:20 am MWF, Pound 303

last updated August 1, 2013

INSTRUCTOR: Dr. Schnake **OFFICE:** 208 Pound Hall **TELEPHONE:** 245-3822

OFFICE HOURS: Monday and Wednesday, 10:30 am to 11:30 pm M & W; 1:30 to 2:30 M & W; and by appointment.

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REQUIRED TEXT: Snell, S and G. Bohlander (2013) Managing Human Resources, Sixteenth Edition, South-Western Publishing.

COURSE DESCRIPTION: The recruitment, selection, training, development, utilization and maintenance of human resources by organizations. Topics also include labor-management relations and the legal environment.

Course Objectives:

- 1. Business majors will be competent in management-specific areas.
 - A. Students will be aware of the major HRM functions.
 - B. Students will know Federal equal employment law and how it affects the major HRM functions.
 - C. Students will understand the job analysis process.
 - D. Students will know how to conduct a point method of job evaluation.
 - E. Students will be aware of the strengths and weaknesses of common selection methods.
 - F. Students will know the requirements of the Occupational Safety and Health Act.
 - G. Students will be aware of the various types of performance appraisal and the strengths and weaknesses of each.
 - H. Students will know the major provisions of Federal labor law and how it affects labor relations and collective bargaining.

GRADING:

Three True/False, Fill in Blank, short essay exams @ 100 points300 points

Midterm Exam (Multiple Choice).....150 points

Final Exam (Multiple Choice).....150 points

Total Possible Points.....600 points

A = 90% and above, B = 80% to 89%, C = 70% to 79%, D = 60% to 69%, F = Below 60%

Exam Policies: There will be no make up exams. If you miss one or all of the three regular exams (**for a legitimate, documented reason; notifying the instructor in advance (except for medical emergency)**), your final exam grade will replace the grades for the missed exams. If you miss an exam for any other reason, you will receive a score of 0 points for that exam. The Final Exam must be taken during the time scheduled by the university for this purpose. **Do not ask to take the Final Exam at another time.**

You should be in class ready to begin scheduled exams at the beginning of the period. **If you arrive late for a scheduled exam, you have until the last student, who was there on time, completes the exam. Your exam will be collected at that time.**

During Exams: Talking, looking from side to side, text messaging on cell phones will result in a grade of zero for the first offense. If it happens a second time, the student will receive a grade of F for the course. Make sure that you do not even give the appearance of academic dishonesty.

Electronic monitoring of students during exams may be used.

Food and Drink in Classroom: Is prohibited by LCOBA policy...only water is allowed in classrooms.

CONTRIBUTION/PARTICIPATION: You should conduct yourself as a professional and project an image of being intelligent, competent, helpful to fellow students, and prepared for class on a consistent basis. People need to be able to trust your ability to complete a job on time, under budget, and way above the minimum standards. One obvious indication of your ability to conduct yourself as a professional is your class participation. Behaviors such as talking in class reading the newspaper, staring out the window, etc. are examples of clearly inappropriate behaviors. **Do NOT talk in class. No computers, cellphones, etc. are permitted in class.**

AMERICANS WITH DISABILITIES ACT-Access Office: Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

Fire Evacuation: In the event of a fire in Pound Hall, students in Room 202 are to proceed out the front door to the sidewalk on Pendelton Street (across from the hospital).

New University Withdrawal Policy: LIMIT ON COURSE WITHDRAWALS (5 “W” POLICY) For undergraduate students only

Effective Fall 2010, all undergraduate students are limited to five course withdrawal (—W|) grades for their entire enrollment at Valdosta State University. Once a student has accumulated five —W| grades, all subsequent withdrawals (whether initiated by the student in BANNER or initiated by the instructor on the proof roll) will be recorded as —WF. The grade of —WF| is calculated as an —F| for GPA purposes.

The limit on withdrawals does not apply if a student withdraws from all classes in a given semester before the mid-term point of the semester. The following types of withdrawals do not count against the limit of five course withdrawal (—W|) grades:

- Hardship withdrawals

- Medical or mental health withdrawals
- Military withdrawals
- Grades of —WFI
- Withdrawals taken in semesters before Fall Semester 2010
- Withdrawals taken at other institutions

Transfer students, regardless of their classification upon enrolling at Valdosta State University, are also limited to five withdrawals at Valdosta State University.

Academic Dishonesty: Various academic dishonesty and plagiarism detection technologies may be employed in this course. You should review the VSU Academic Honesty web page: <Academic Honesty at VSU> The minimum penalty for any instance of academic dishonesty in this course will be a grade of F for the course. Depending on the severity of the offense, it may be pursued beyond this level. See the Student Handbook or your Instructor if you have any questions.

As students in this class, at the end of the term, all of you will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through Banner. You will receive a notification at your VSU e-mail address when the SOI is available, usually at least one week before the end of the term. SOI responses are anonymous, and as your instructor, I will be able to view only a summary of all responses two weeks after final grades have been submitted. Although I will not see individual responses, I will be able to determine who filled out an SOI and who did not. Complete information about SOIs, including how to access them and a timetable for this term, is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

TENTATIVE SCHEDULE OF ASSIGNMENTS

You are responsible for any changes to this tentative schedule if you miss the class in which they are announced. There will also be some material covered in class which is not in the textbook.

Mon, Aug 12 (In Class) -Introduction to the course. The field of Human Resource Management.
- HRM Certificate

- SHRM, ASTD, World at Work

Wed, Aug 14 (online)– Chapter 1: The Challenge of Human Resources Management

Fri, Aug 16 - (online) Chapter 2: Strategy and Human Resources Planning

Mon, Aug 19 – (in class) Chapter 2 continued.

Wed, Aug 21 – (in class) Chapter 3: Equal Employment Opportunity and HRM

Fri, Aug 23 – (online) Chapter 3 continued.

Mon, Aug 26- In Class) Chapter 3 continued.

Wed, Aug 28 – (In Class) Chapter 4: Job Analysis and Job Design

Fri, Aug 30 –(online) Chapter 4 continued.

Mon, Sept 2 – Labor Day Holiday

Wed, Sept 4 – (In Class) Chapter 5: Recruitment and Careers

Fri, Sept 6– (online) Chapter 5 continued

Mon, Sept 9 – (In Class) Exam #1 (covers Chapters 1, 2, 3, 4 and 5)

Wed, Sept 11 – (In Class) Chapter 6: Employee Selection

Fri, Sept 13 – (online) Chapter 6 continued.

Mon, Sept 16 – (on line) Chapter 6 continued.

Wed, Sept 18 – Midterm Exam (covers Chapters 1, 2, 3, 4, 5 and 6)

Fri, Sept 20 – (on line) Chapter 7: Training and Development

Mon, Sept 23 – (in class) Chapter 7 continued.

Wed, Sept 25 – (in class) Chapter 8: Performance Management and the Employee Appraisal Process

Fri, Sept 27 – (on line) Chapter 8 continued

Mon, Sept 30 – (on line) Chapter 8 continued

Wed, Oct 2 – (in class) Chapter 8 continued

Fri, Oct 4 – (on line) Chapter 9: Managing Compensation

Mon, Oct 7 – (in class) Chapter 9 continued

Wed, Oct 9 – (in class) Chapter 9 continued

Fri, Oct 11 – (on line) Chapter 9 continued

Mon, Oct 14 – (in class) Chapter 10: Pay for Performance-Incentive Rewards

Wed, Oct 16 – (on line) Chapter 10 continued

Fri, Oct 18 – (on line) Chapter 10 continued

Mon, Oct 21 – (in class) Chapter 10 continued

Wed, Oct 23 – (in class) Exam #2 (covers Chapters 7, 8, 9 and 10)

Fri, Oct 25 – (on line) Chapter 11: Employee Benefits

Mon, Oct 28 – (in class) Chapter 11: Employee Benefits

Wed, Oct 30 – (on line) Chapter 11 continued

Fri, Nov 1 – (on line) Chapter 12: Promoting Safety and Health

Mon, Nov 4 – (in class) Chapter 12 continued

Wed, Nov 6 – (in class) Chapter 13: Employee Rights and Discipline

Fri, Nov 8 – (on line) Chapter 13 continued

Mon, Nov 11 – (in class) Chapter 14: The Dynamics of Labor Relations

Wed, Nov 13 – (in class) Chapter 14 continued

Fri, Nov 15 – (on line) Chapter 14 continued

Mon, Nov 18 – (in class) Chapter 14 continued

Wed, Nov 20 – (on line) Chapter 14 continued

Fri, Nov 22 – Exam #3 (in class) (covers Chapters 11, 12, 13 and 14)

Mon, Nov 25 – Thanksgiving Break

Wed, Nov 27 – Thanksgiving Break

Fri, Nov 29 – Thanksgiving Break

Mon, Dec 3 – Review

Final Exam: (in class) (covers Chapters 7, 8, 9, 10, 11, 12, 13 and 14)

Section A: Wed., December 4, 2013 8:00 to 10:00 a.m.

You must take the final exam in the time scheduled for the section in which you are registered.

According to VSU and LCOBA policy, final exams must be given during the Final Exam period. This course is not over until Dec 8 2011. Do not schedule trips, vacations, appointments for times prior to this date.