

**ORG 3310 (nee 331)- Introduction to Human Resource Management – Winter 2018**  
**Hybrid Course- Wednesday 1/3/18-2/14/18 Section #10719**

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Instructor: Arnie Braver (248) 703-8557  
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Class Hours: Wednesdays 1:20- 4:10 PM  
AFC Room \_\_\_\_\_

Required books: Robert L. Mathis and John H. Jackson, 7<sup>th</sup> edition  
(feel free to purchase a used or electronic copy of the correct edition)  
[www.cengagebrain.com](http://www.cengagebrain.com)  
ISBN: 9781305115248

*JOY, INC: HOW WE BUILT A WORKPLACE PEOPLE LOVE*  
*RICHARD SHERIDAN*  
(Again electronic copies are fine)  
ISBN: **978-0-69815-170-3**

**Course Objective:** This course will provide students with a basic understanding of Human Resources concepts, processes, programs and its strategic impact on our role as employees and employers. The concepts of this course apply to everyone, whether one is pursuing a career in Human Resource Management or other business disciplines. Contemporary business issues will be discussed in the context of their impact on human capital, including bridging the gap between academic concepts and business applications. The course attempts to provide an environment of active learning, stimulating further interest in Human Resource concepts and providing you with the knowledge necessary to understand your roles and responsibilities as employees within organizations. Therefore, many of the exercises will be “experiential” cases related to various human resource concepts. These exercises will be both team and individual in nature. The grading of this course will be weighted towards active learning exercises, giving each student multiple ways to succeed.

Upon completion of the course, students are expected to have learned to:

1. Identify the underlying issue(s) for the given business situation or case.
2. Identify the appropriate theory (ies) or theoretical construct(s) that apply to the given business situation or case.
3. Apply theory (ies) or theoretical construct(s) to the given business situation or case to generate alternatives.
4. Choose appropriate solution(s) to address the issue(s) identified for the given business situation or case.

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**Course Requirements:**

ASSIGNMENT	POINTS	DUE DATE
Chapter quizzes	90	Each chapter (10 points each-you may drop your lowest grade or skip one quiz)
Research Paper	80	TOPIC DUE: 1/17/18 PAPER DUE: 2/6/18 at 11:55 pm
Midterm Essays-Take Home	25	Essays Due: 1/30/18 11:55 PM
Final Exam	100	Essays due: 2/16/18 Multiple choice take home : due 2/16/18
LinkedIn Profile Development/Improvement	20	2/1/18
Human Resource in the News Article	25	Online
Class participation	50	Will include at least one pop quiz
HR Webinar	10	Due 2/16/18
<b>TOTAL</b>	400	

**EXTRA CREDIT**

Completing Instructor Evaluation	5 points
Extra credit essay questions for midterm and final	approx. 5 points each
Attendance at Professional HR Meeting	15 points
Menlo Tour	15 points
Other extra credit opportunities may be available and announced in class	

### **Joy, Inc and Menlo Innovations**

Menlo Innovations is a very innovative software company in Ann Arbor, MI. Its president, Richard Sheridan, has written a book entitled Joy, Inc. We will incorporate a discussion of Menlo's unique practices into our coursework and testing. **We may also have the opportunity to take a private tour of Menlo, at a time to be determined.** You can also register for a public tour (some are free) on a different date at <http://menloinnovations.com/by-visiting/joy-inc-factory-tour>.

### **Chapter Quizzes**

Quizzes will be given for each chapter via Moodle, and will be due 1 hour before the class in which the chapter is covered. Each quiz will be ten (10) multiple choice questions on the chapter to be covered in class that day. Each question will be worth 1 point. Quizzes will become available at least five (5) days before the chapter will be covered in class. You will have 15 minutes to complete the quiz. Grades will be released after the quiz closes

Only nine quizzes will count, therefore you will be able to discard your lowest score or skip one quiz without penalty.

### **Mid-Term Essays**

Mid-term Essays will be given on an open-book take-home basis. There will most likely be five (5) questions worth 5 points each, for a total of 25 points. These will become available approximately five days in advance and be due by January 30 at 11:55 PM. There will be an extra-credit essay question as well, worth 3-5 points.

### **Final Exam**

#### **Take-Home Essays**

Again, 3-5 essays are given as an open-book take-home, for a total of up to 25 points. There will be an extra-credit essay question as well, worth 3-5 points.

Essays will be available February 12 and due February 16 at 11:55PM.

You are responsible for the material covered in class as well as class handouts, case material and the textbook concepts.

#### **Multiple Choice**

The multiple choice portion of the final will be take home and is closed book. This will be worth approximately 75 points. It will cover the entire semester. A study guide will be given to students

Available:2/15- due 2/16 11:55PM

### **Research Paper**

Students will select from among the following suggested topics to do a research paper of approximately five pages. Proper references required. Topics can include (but are not limited to) the following;

- The Decline of Organized Labor in the United States;
- CEO Compensation;
- Retention of Executive Talent;
- The Outsourcing/Off Shoring of America's Work;
- Diversification of the Workforce;
- Issues Facing Public Sector Unions; Glass Ceiling Implications;
- Career Development;
- Team Based Work Systems;
- The Use of Social Media in the Workplace;
- Work-Life Balance Issues;
- Intergenerational Issues in the Workplace,
- Drug Testing
- Recognition Programs
- Best Places to work programs
- US vs International Time Off
- Workers Compensation
- Paid Time off

**If you have another applicable contemporary topic you would like to address, please see me for approval.**

Each of the above topics represents contemporary Human Resources issues facing business (and you indirectly) today. The paper should define the issue and provide appropriate background information to support your conclusions. Students will identify their topics on January 17, **2018**. Should you desire another topic, please see the instructor for approval. These are individual papers that will be graded accordingly. They will be approximately five pages long, double spaced, with 1 inch margin and 12 point font. **However, thoroughness is much more important than length in determining grades.** The paper will be reviewed in detail for accuracy in spelling and grammar as well as application of syllabus concepts.

**Topic submission due January 17, 2018**

**Research Paper due date: February 6, 2018 at 11:55 pm**

### **Development of LinkedIn Profile (or Enhancement of Network)**

In today's business world it is extremely important to network, and to be involved in social networking. Linked In is by far the "gold standard" of business networking. If you do not have a current Linked In profile, you will be required to develop your profile. If you already have a profile, you will be expected to improve your profile or expand your network by at least ten people. All students are expected to connect with me. We will have a guest speaker helping us learn about Linked In and other social media.

This exercise will be worth 20 points and will be due on February 1, 2018. (Not handed in. I will review your profile)

### **CLASS PARTICIPATION**

**Participation** - It is expected that students will attend class and participate in discussion of lecture content and case studies. Criteria used to measure class participation will include attendance and active participation in class exercises. There may be pop quizzes, as well. This will be worth up to 30 points.

### **HR IN THE NEWS**

Each student will be expected to bring in an HR related news article and discuss it, either in class or on line, and there will be a sign-up sheet for this. The article will be worth 25 points per article. I prefer that you choose a timely article, something that is happening at the time, as opposed to a case in process that is not current.

They will present online and will provide a 1/2 page written summary along with the article/link via email.

There are many sources for these news items, including:

- Any news source, including **NPR**, Business publications, etc
- [www.hrmorning.com](http://www.hrmorning.com)
- [www.shrm.org](http://www.shrm.org)
- [www.bpr.com](http://www.bpr.com)
- [www.workforce.com](http://www.workforce.com)
- [www.blr.com](http://www.blr.com)
- [www.youtube.com](http://www.youtube.com)

The last date for HR In The News presentation will be 2/14/18

### Completion of HR Webinar

You will watch or listen to an HR Webinar (you can use the above sources) and write a ½ page summary. **10 points- due 2/16/18**

### SEMESTER GRADING

Since all assignments are graded on a point basis, point totals from all assignments will be converted to a numerical grade based on the following table:

LOW POINT RANGE	HIGH POINT RANGE	PERCENT	HIGH %	NUMERICAL GRADE EQUIVALENT
388	400	97	100	4.0
380	387.49	95	96	3.9
372	379.49	93	94	3.8
364	371.49	91	92	3.7
360	363.49	90		3.6
352	359.49	88		3.5
344	351.49	86		3.4
340	343.49	85		3.3
332	339.49	83		3.2
324	331.49	81		3.1
320	323.49	80		3.0
316	319.49	79		2.9
312	315.49	78		2.8
308	311.49	77		2.7
304	307.49	76		2.6
300	303.49	75		2.5
296	299.49	74		2.4
292	295.49	73		2.3
288	291.49	72		2.2
284	287.49	71		2.1
280	283.49	70		2.0
276	279.49	69		1.9
272	275.49	68		1.8
268	271.49	67		1.7
264	267.49	66		1.6

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260	263.49	65		1.5
256	259.49	64		1.4
252	255.49	63		1.3
248	251.49	62		1.2
244	247.49	61		1.1
240	243.49	60		1.0
236	239.49	59		0.9
232	235.49	58		0.8
228	231.49	57		0.7
224	227.49	56		0.6
220	223.49	55		0.5
216	219.49	54		0.4
212	215.49	53		0.3
208	211.49	52		0.2
204	207.49	51		0.1
0	203.49	0	50	0

Please note, I always round up (.50 points and above are rounded to the next highest number).

**Other Information:**

- **Because this is a hybrid, short course, it will be extremely fast-paced. Please pay attention to all due dates, etc. Stay on track. Respond to my e-mails. If you are having trouble, fall behind or miss an assignment, contact me as soon as possible.**
- Please note, I will hold you responsible for material in the textbook, whether I have discussed in class or not. Class time will emphasize experiential learning to further illustrate the highlights and important concepts.
- **Check your grades often to ensure accuracy. Contact me if I did not post a grade for an item you submitted.**
- Any student who may need an accommodation due to a disability should make an appointment to see me during the first few weeks of the semester. A letter from Disability Support Services authorizing your accommodations will be needed early in the semester.
- Only under exceptional circumstances (e.g. medical emergency) will a student be able to make up an exam and written documentation must be provided to support any excuse.
- All assignments are due on the date specified. **Major papers are due by 11:55 PM on the day before class.** Other assignments are due at the beginning of class unless a prior arrangement has been discussed.
- **LATE SUBMISSION POLICY: Unless prior approval is requested and given, the following policies apply:**

- **Papers- 5 points or 10%, whichever is greater, will be deducted for each day late. A one hour grace period will be given. No paper will be accepted after 5 days past the due date**
- **Exams-no late submissions will be allowed**
- Please submit all written assignments via Moodle.
- I will attempt to use Moodle for class discussions, posting of lectures, grade posting, etc.
- For the most part, I am fine with students bringing their cell phones or other electronics to class, as long as they are not disruptive. There are times when we will use cell phones or computers to Google relevant topics. **Personal electronics may not be used for exams.**
- You are expected to adhere to all ethical policies of the University when it comes to cheating and plagiarism. Failure to do so will result in consequences that will be very unfavorable to you. For all work, I expect you to adhere to the University's "Standards of Academic Integrity and Honesty" (see the Student Handbook on the web under "Code of Academic and Student Conduct"). If you are not familiar with this, I suggest you read it. Unless specified, written work and tests in this class are individual efforts.
- Additionally, I expect you to understand the concept of plagiarism. I expect proper references/citations on written assignments. For further information, there is a plagiarism tutorial located on the library webpage at <http://library.oakland.edu/tutorials/plagiarism/index.htm>
- I will be happy to review any paper or presentation prior to your actual presentation given three days review time.

### **About your Instructor-Arnie Braver**

I am currently an independent Human Resource consultant, working with small and medium sized companies to help them develop their human resource functions. I help companies recruit, develop policies and procedures, solve employee relations issues, and train managers.

Prior to being an independent consultant, I was the Director of Human Resources for several mid-sized companies, in several different industries, and for profit and non-profit companies, managing full service human resource departments. I also have extensive operational management experience.

I am also on the Board of Directors for two non-profits, the Troy Nature Society and Camp Cavell Conservancy.

I have my MBA from Oakland (Go Grizzlies), my Bachelor's degree from Michigan (Go Blue). I have obtained my Senior Professional in Human Resources certification (SPHR-the highest human resources professional certification). I am a huge Tigers fan and a storyteller at Moth competitions.



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I have been teaching this class for five years now, although this is the first time I have taught in this shortened hybrid model. I love it!!

I welcome your constructive feedback throughout the semester. I truly want to make this course a meaningful learning experience, with a focus on active learning.

Feel free to call, email or message me with any concerns, questions, or feedback. I am looking forward to teaching you about HR, which I am passionate about.

## **Schedule**

**Disclaimer: Due dates are as listed. Readings are expected to be completed prior to the class date. However, actual coverage dates may change based on class discussion, interest, etc. I will notify you of any changes to the schedule.**

<b>Date</b>	<b>Topic</b>	<b>Other Assignments/Deadlines</b>
January 3	Course Overview Chapter 1- Strategic Human Resources	Introductions Course/Syllabus Overview/Expectations What is HR? Chapter Review Quiz Review
January 10	Social Media-Usage and Policies Sexual Harassment Chapter 2- Equal Employment Opportunity and Diversity	<b>Guest Speaker</b> HR in the News Chapter Review Cases/Exercises Quiz Review
January 17	Social Media, EEO, Sexual Harassment (continued) Chapter 3 - HR Planning/Job Analysis (online) Chapter 4 - Recruiting and Selection	Quiz Review HR in the News Chapter Review Cases/Exercises <b>Paper Topic Due 1/17 at class</b>
January 24	Chapter 5- Training and Talent Management (online) Chapter 6-Performance Management	HR In the News Chapter Review Quiz Review Cases/Exercises <b>Linked In Profile Update Due 2/1/18</b>
January 31	Chapter 7- Total Rewards and Compensation	HR in the news Quiz Review Chapter Review Case Discussions/Exercises

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		<b>Midterm Essays due 1/30 at 11:55 PM</b>
February 7	Chapter 8-Variable Pay and Benefits	<b>Guest Speaker</b> HR in the News Quiz Review Chapter Review Case Discussions/Exercises <b>Research Paper due 2/6 at 11:55 PM</b>
February 14	Chapter 9-Risk Management and Employee Relations Chapter 10-Union/Management Relations (online) Final Exam Review	<b>Attendance at HR Meetings due 2/14 at class</b> <b>All grade discrepancies due 2/14 at 11:55</b>
February 16	<b>Final Exam</b>	<b>Essays Due</b> -Multiple choice due 11:55 PM