

## ORG 3310 - 14373 – Fundamentals of Human Resource Management -Winter 2018

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Class Hours: Wednesday-Friday 3:00 - 4:15 p.m.

Location: 274 South Foundation Hall

Office Hours: By Appointment

Text: Noe, Hollenbeck, Gerhart, and Wright (2015) Fundamentals of Human Resource Management. McGraw Hill. Sixth Edition (See OU's Price Match Policy)

### Course Objective:

This course will provide students with a basic understanding of Human Resource policies, theories, processes, and programs and their strategic impact on our roles as employees, supervisors or managers. Students will also be asked to consider all concepts discussed from the perspective of the employer. 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. By the end of the course you should be able to:

- Identify the underlying issues for a given business situation or case
- Identify and apply the appropriate theory(ies) or theoretical construct(s) that apply to a given business situation or case
- Recognize and apply policies and procedures as reviewed to the world of work for all populations of employees
- Choose appropriate solutions to address issues identified for a given business situation or case
- Understand the challenges of applying Human Resource teachings from an ethical as well as global perspective

<b>Evaluation:</b>	Exams (3 @ 11 points each)	33 Points
	Exam (1 @ 12 points – Final Online via Moodle)	12 Points
	Job/Position Analysis	5 Points
	Topic Paper (See listing via Moodle for topics)	10 Points
	Class and Moodle Exercise Participation	10 Points
	Final Project Overview (Part 1)	5 Points
	Final Project Paper (Part 2)	10 Points
	Final Project Team Presentation (Part 3)	10 Points
	Participation/Attendance/Cases	5 points
	Extra Credit (described below)	

### Exams (45 Points)

There will be four exams. The first three will be in class exams worth 11 points each. They will be a combination of multiple choice and true/false questions, as well as a specific essay question. There will be 36 questions worth .25 each = 9 points, and one essay question = 2 points. You are responsible for the material covered in class, in the PowerPoints and on any handouts provided. The exams are not cumulative. You will be responsible for providing a Scan Tron 882 for the first three exams. The final exam will be online via Moodle and will contain more in-depth essay responses based on overall course learnings. The value for the final exam will be 12 points.

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.

Final Course Grades

99-100	4	95	3.8	90	3.5	85	3.3	80	3	75	2.5
97-98	3.9	94	3.7	89	3.5	84	3.2	79	2.9	74	2.4
96	3.8	93	3.7	88	3.4	83	3.2	78	2.8	73	2.3
		92	3.6	87	3.4	82	3.1	77	2.7	72	2.2
		91	3.6	86	3.3	81	3.1	76	2.6	71	2.1

Please Note: Extra Credit earned will not be posted to Moodle but added to your Grade Point once the final gpa has been determined.

**Job/Position Analysis (5 Points) – Due January 24, 2018 – Due by 1:00 p.m.**

You will complete an analysis of a position of interest to you. We will be discussing this area in more detail during class. Your analysis will include the following:

- **IMPORTANT - Prepare a detailed paragraph describing why you chose this position. Was there any information that surprised you about the position? Are you still interested now that you have so much data available? Why or Why Not? Points will be assigned based on meeting the requirements of the assignment.**
- **Included in your overview of the selected position will be Employment Outlook; Tasks; Tools and Technology; Knowledge, Skills and Abilities; Education Requirements; Wage and Employment Trends; Other facts of interest**

Sources for this information can be either <http://www.bls.gov/> or <http://www.onetonline.org/> or <https://www.shrm.org/ResourcesAndTools/tools-and-samples/job-descriptions/Pages/default.aspx>. This assignment is due January 24, 2018. This is not submitted via Moodle but either through email or class hand in.

**Topic Paper (10 Points) – Due March 4, 2018 – Due by 11:00 p.m. via Moodle**

You will choose a topic of relevance to the field of Human Resource Management. You will write a three-page paper discussing the topic in terms of what is currently occurring in the business environment. What are some of the ‘good news stories’ regarding this topic? By this I mean, what issues are occurring that are of benefit to employees and/or organizations. What are some of the challenges for both the organization (management) and the employees? Are there any recent trends that are impacting this topic? What is your personal reaction to the topic? Do you agree with the information presented? It is okay to disagree. You are even encouraged to disagree if you can defend your position. **You must use and cite** at least two reliable resources in the paper and they cannot be from popular press, such as Wikipedia. Double Space, 12-point font and 1 inch margins in Times New Roman. A listing of potential topics for your papers will be distributed early in the semester as well as posted via Moodle. Additional topics not listed on this summary must be approved by the instructor. I will be happy to review and provide feedback to your submission given an appropriate amount of time.

Your paper will be evaluated on the following guidelines and will be the basis for your grade:

- Quality, clarity and depth of discussion
- Thoroughness of topic research
- The use of at least two viable resources. Note – Just naming two resources and not using their detailed content within your paper does not meet the requirements of using at least two viable resources.

**Extra Credit Opportunity .1 point – If you wish, you may present your findings on the day that this topic is reviewed in class. For some of you this will mean that you will need to be prepared to discuss your topic**

**prior to the paper deadline. You will need to be prepared to stand before the class and discuss your findings and relevant issues. Complete and submit to me the Extra Credit Executive Summary provided to you in class and via Moodle. No PowerPoints will be used. Your Topic paper is still due by 11:00 p.m. March 4, 2018.**

### **Class and Moodle Exercise Participation (10 Points)**

There will be miscellaneous class exercises as well as a Moodle assignment that will total up to 10 points of the final grade. Class exercises will be administered for various values toward the final grade on a random basis. Attendance at class, as well as completion of the Moodle assignment, will be important to achieve all 10 points available towards the final grade.

**Final Project = 25 Points** – Part 1 = 5 Points – Part 2 = 10 Points – Final Team Presentation = 10 Points – See Final Project and Research Presentation posted via Moodle and discussed in class.

**Part 1 = 5 Points – Due April 8, 2018 – Project Summary** – This paper is separate for the group paper and is an overview of the important information

**Part 2 = 10 points – Due April 8, 2018** - HRM at the ‘best’ company

**Part 3 = 10 Points – PowerPoint Presentation** - Prepare a PowerPoint presentation and presenters to share the results of your research with the class. April 11<sup>th</sup> and April 13<sup>th</sup>. Please note, a copy of the team’s PowerPoint/Prezi will be due to me by 11:00 p.m. on the evening before your team presents.

### **Participation/Attendance/In Class Exercises (5 Points)**

I STRONGLY encourage you to make the most of your tuition dollars by attending and participating in class. Classtime will be used as working sessions to apply the course concepts. However, I do realize that sometimes personal and business obligations force you to miss class. Your ability to fully understand and be able to apply the course material depends to a large degree on your participation. I expect you to come to class fully prepared and ready to participate. Please note that I take class participation and attendance seriously when assigning your final participation grade. Class Participation and attendance grades are generally calculated as follows:

If you attend class regularly, but don’t participate – 5-6 points

If you attend class regularly and participate occasionally – 7-8 points

If you attend class regularly and participate consistently – 9-10 points

### **Extra Credit - max .2 points – Applied to final gpa:**

You may earn an additional .1 point for each SHRM (Society for Human Resource Management) meeting you attend up to .2 points of extra credit. The meetings will be held on January 18<sup>th</sup>, February 15<sup>th</sup> and March 15<sup>th</sup>. The meetings will begin at 5:00 p.m. in Elliott Hall and generally last until 6:00-6:15 p.m. to enable students to attend evening classes. Food will be served prior to the beginning of the meetings. The SHRM Student Organization will take attendance and send me a summary after the meeting.

### **Other Stuff:**

- 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 accommodation will be needed early in the semester.
- All assignments are due on the date specified in the syllabus. If they are Moodle assignments, they are to be submitted via Moodle, before the beginning of the class specified unless a prior arrangement has been discussed. All assignments must be double-spaced unless otherwise indicated, 1-inch margin with 12-point

font. Late submissions will receive a 1-point deduction. Each additional day late will accrue another 1-point loss.

- Class Norms: Cell phones will be turned off for the duration of the class time. This applies to the use of computers also. If you can demonstrate that you are taking notes computers will be allowed, otherwise they are to remain closed. Abuse of cell phone and computer usage during class time may impact your participation grade.
- Individual assignments are just that, individual, and are expected to reflect your personal input only. Moodle tests are to be taken individually.
- Since you will be allowed to take your final exam via Moodle, it may be important for you to have the telephone number of ELIS, the technical support group, in case you experience a technical problem. You can reach them on 248-370-4266 during business hours.
- 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.
- Important Winter 2018 dates are located at [http://www.oakland.edu/important\\_dates](http://www.oakland.edu/important_dates)
- As soon as the decision has been made to cancel classes or to close the University, information can be obtained through the campus information telephone line, 248-370-2000 or at [www.oakland.edu](http://www.oakland.edu)

**Schedule:**

January 3 <sup>rd</sup>	Introductions/Course Overview and Expectations	Introductions / Syllabus Review Ice Breakers
January 5 <sup>th</sup>	Chapter 1 – Managing Human Resources	Chapter Review
January 10 <sup>th</sup>	Chapter 2 – Trends in Human Resource Management	Chapter Review
January 12 <sup>th</sup>	Chapter 2 – Continued	
January 17 <sup>th</sup>	Chapter 4 – Analyzing Work and Designing Jobs	Chapter Review Team Assignments
January 19 <sup>th</sup>	Resume Discussion / LinkedIn Review	Guest Speaker
January 24 <sup>th</sup>	Chapter 5 - Planning for and Recruiting Employees	<b>Job/Position Analysis Due January 24<sup>th</sup></b> Guest Speaker / Exam Review
January 26 <sup>th</sup>	<b>Exam – Chapters 1, 2, 4 and 5</b>	<b>Exam – Chapters 1, 2, 4 and 5</b>
January 31 <sup>st</sup>	Chapter 6 – Selecting Employees and Placing Them in Jobs	Chapter Review
February 2 <sup>nd</sup>	Chapter 7 – Training Employees	Chapter Review
February 7 <sup>th</sup> and 9 <sup>th</sup>	Chapter 3 – Providing Equal Employment Opportunity and a Safe Workplace	Chapter Review Exam Review
February 14 <sup>th</sup>	<b>Exam – Chapters 6, 7 and 3</b>	<b>Exam – Chapters 6, 7 and 3</b>
February 16 <sup>th</sup>	Forum Discussion via Moodle	Forum Discussion via Moodle
<b>Winter Break</b>		
February 28 <sup>th</sup>	Chapter 10 – Managing Employee Performance	Chapter Review
March 2 <sup>nd</sup>	Chapter 12 – Establishing a Pay Structure	Chapter Review
<b>March 4<sup>th</sup></b>	<b>Topic Paper Due via Moodle – 11:00 p.m.</b>	<b>Topic Paper Due Via Moodle – 11:00 p.m.</b>
March 7 <sup>th</sup>	Chapter 13 – Recognizing Employee Contributions	Chapter Review Topic Paper Due Via Moodle
March 9 <sup>th</sup>	Chapter 9 – Assessing and Improving Performance	Chapter Review
March 14 <sup>th</sup>	Chapter 8 – Developing Employees for Future Success	Chapter Review Exam Review
<b>March 16<sup>th</sup></b>	<b>Exam – Chapters 10, 12, 13, 9 and 8</b>	<b>Exam – Chapters 10, 12, 13, 9 and 8</b>
March 21 <sup>st</sup> and 23 <sup>rd</sup>	Chapter 11 – Separating and Retaining Employees	Chapter Review
March 28 <sup>th</sup> and 30 <sup>th</sup>	Chapter 14 - Providing Employee Benefits	Chapter Review
April 4 <sup>th</sup>	Chapter 15 – Collective Bargaining and Labor Relations	Chapter Review
April 6 <sup>th</sup>	Chapter 16 – Managing Human Resources Globally	Chapter Review
<b>April 8<sup>th</sup></b>	<b>Parts 1 &amp; 2 of Final Project Due – 11:00 p.m.</b>	<b>Parts 1 &amp; 2 of Final Project Due – 11 p.m.</b>
April 11 <sup>th</sup>	Group Presentations	Group Presentations
April 13 <sup>th</sup>	Group Presentations	Group Presentations / Test Review
April tbd final exam	<b>Final Exam – Essay and Questions - Via Moodle</b>	<b>Final Exam Via Moodle – Chapters 11,14, 15 and 16</b>