

Kenneth M. York

CRN:10350

Phone: 370-3272 email: [york@oakland.edu](mailto:york@oakland.edu), Office: EH 216

Classroom: Tue &amp; Thu 8:00-9:15am, MSC 384

Office Hours: Tue &amp; Thu 9:30-10:30am, and by appointment

Required: *Fundamentals of Human Resource Management 4e* & Pearson MyManagementLab, Gary Dessler,

ISBN: 9780133972894; 3Scantron Form 882-ES

*Course Description: Examination of applied issues relevant to the management of human resources including recruitment, selection, performance appraisal, introduction to applied research, international human resources management and organizational development. Projects applying course concepts are required.*

*Course Objectives: Although most of you are not majoring in HRM, you will be employees. Many large organizations are delegating day-to-day HR duties to line managers (the HR function is becoming more strategic). If you work in a large organization, you will need to understand this function to be effective. In smaller organizations, you may be responsible for similar duties since the HR office will be much smaller. Regardless of where you work, you will have to interview for jobs. You may be considered for promotions. You will receive performance evaluations. You will be compensated. It is good to understand how these HR functions should be performed and how they impact your career. After completing this course you should be able to: conduct performance appraisals and give constructive feedback, recruit and select employees more effectively, understand how jobs are placed into compensation systems, understand laws related to HRM.*

Date	Topic	Dessler	Exercise
Jan4	Introduction to HRM	1	Icebreaker for Teams
Jan9 Jan11	Job Analysis	4	<b>Project #1: Course Outline Quizlet [QZ]</b> Video Job Analysis: Dirty Jobs
Jan16 Jan18	Recruitment  Running an Effective Meeting	5	Realistic Job Previews
Jan23 Jan25	Selection	6	Evaluation of Job Applicants
Jan30 Feb1	Performance Appraisal	8	<b>Project #2: Running an Effective Meeting [MT]</b>
Feb6	<b>Test1</b>		
Feb8	Labor/Management Relations	13	
Feb13 Feb15	Training and Development	7	What Went Wrong at University Hospital?
Feb20 Feb22	Winter Recess		

Feb27	Career Planning	9	Motivating Plateaued Employees
Mar1 Mar6	Compensation, Benefits	10	401(k) Plan  <b>Project #3: New Manager [NM]</b>
Mar8 Mar13	Employee Rights and Discipline	12	Disciplining Employees Effectively
Mar15	<b>Test2</b>		
Mar20 Mar22	EEO Issues	2	Videos: Sexual Harassment
Mar27 Mar29	HRM in a Dynamic Environment	3	Video: HR in Alignment
Apr3 Apr5	Occupational Safety and Health	14	Video: Shipbreaking
Apr10			<b>Project #4: HRM Training[TR]</b>
Apr12 Apr17	International HRM	Module A	Potential International Assignment
Apr24	<b>Test3 (Tuesday, April 24, 8:00-11:00am)</b>		

**Grading.** Grading is based on three (3) tests of 50 points each, two (2) big projects of 50 points each, one (1) small project worth 20 points, a 5-item quizlette on the course outline of 10 points, and ten (10) on-line quizzes of 2 points each, for a total of 300 points. Grades will be assigned by the following percentages of total points:

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
100% - 95%	4.0	85% - 80%	3.3 - 3.0	70% - 65%	2.0 - 1.5
95% - 90%	4.0 - 3.6	80% - 75%	3.0 - 2.5	65% - 60%	1.5 - 1.0
90% - 85%	3.6 - 3.3	75% - 70%	2.5 - 2.0	59% - 0%	0.0

**MyManagementLab On-Line Quizzes.** You must register for the Pearson MyManagementLab by January 31; to get the points for completing the quizzes, you must register (instructions on Moodle). There is a Quiz in MyManagementLab for each chapter that is listed in the course outline. You can do any 10 (of the 13) quizzes that you want, for 2 points per quiz, up to 20 points total. These 25 question quizzes will help you study for the tests, and get you ready for the topic of the day. Each Quiz is due by 11:59pm on the Monday before that chapter is done in class, e.g., the Quiz for *6: Selecting Employees*, is due on MonJan22, and on TueJan23, *Selection* is the topic of the day. Students have the Save for Later option. They can leave and return later to complete the quiz. They must answer in order, and cannot go back to previously viewed questions. Students are not limited on the number of attempts and there is no time limit, so you can use the quizzes to help you study for the tests, too.

**Tests.** Tests will be 50 multiple choice questions. Make-up tests will be five essay questions, and arrangements to take the make-up test must be made within 48 hours of the scheduled test time. Test3 is NOT comprehensive. Test questions will be taken about equally from the book, the in-class exercises, and the class presentations.

## Projects.

*Course Outline Quizlet [QZ]*-10 points

Email me (york@oakland.edu) the answers to the Course Outline Quizlet posted on Moodle. All of the answers can be found in the course outline. Due Jan9.

*Running an Effective Meeting [MT]*-50 points

You will be given a business situation the week before [MT] and you will run a meeting with all of the members of your team on Feb1. The time limit of the meeting is 10 minutes. You will be graded on the agenda, the minutes, and how well the team works together to run the meeting effectively, i.e., applying the key points of running an effective meeting. The project is worth 50 points, up to 40 points for the Team grade, plus up to 10 team participation points.

*The New Manager [NM]*-20 points

Interview a manager to learn how management jobs differ from non-management jobs. Use the list of questions in the table below (the file is on Moodle), and develop two additional questions of your own. Report your results, and make at least one link between what you found to what you have learned in this class.

<i>Interview Questions</i>	<i>Manager's Responses</i>
1. What new things did you have to learn to do in your management job that you had not done in your previous non-management jobs?	
2. What was the most difficult thing for you to learn when you became a manager?	
3. What did the organization do to prepare you for your management role?	
4. What did you do by yourself to prepare for your management role?	
5. Divide up 100 points to indicate how you spend your day, what tasks, what activities, etc	
6. Divide up 100 points to indicate whom you interact with during your day.	
7. What are you doing now to prepare yourself for your next position?	
8. What are you doing now to prepare your replacement to do your job?	
9. What is the best thing about your job?	
10. What is the worst thing about your job?	
11.	
12.	

*HRM Training [TR]*-50 points

Your team will pick one topic from the list below. First-come-first serve on the topics, so that every team has a different topic. Create a 5-slide PowerPoint presentation to use in training the employees (i.e., students) in the other teams.

Slide1: Title Slide: Topic, Team Name, Team Members

Slide2-4: Training

Slide5: Summary, Learning Points, Takeaways

The PowerPoint presentation must include a short video (you can make one yourselves or get one from the Internet). Better presentations will include more than just what you have already learned in the class.

Presentation time limit: 10 minutes. The HRM training will take place on Apr10. The project is worth 50 points, up to 40 points for the Team grade, plus up to 10 team participation points. Here are the topics, and some questions to get you started:

1. *Sexual Harassment*. What is sexual harassment? What should you do if you are a victim? What should you do if one of your employees is a victim? What is the organization doing to prevent sexual harassment?
2. *Age Discrimination*. What is age discrimination? What should you do if you are a victim? What should you do if one of your employees is a victim? What is the organization doing to prevent age discrimination?
3. *Career Planning*. What is career planning? What should you do to plan your own career? What should you do to help one of your employees do career planning? What is the organization doing to help employees do career planning?
4. *Positive Discipline*. What is progressive discipline? How is positive discipline different from progressive discipline? What are the steps you would go through with an employee when doing positive discipline?
5. *Interviewing Applicants*. What types of questions should you ask applicants during a selection interview? What types of questions should you NOT ask applicants during a selection interview (i.e., illegal pre-employment inquiries)?
6. *Repetitive Motion Injuries*. What are repetitive motion injuries? What are the most common causes? What are the costs of repetitive motion injuries? What can the organization do to prevent repetitive motion injuries?
7. *Retirement Readiness*. How do you sign up for your 401(k) plan? How do you decide which funds to put money into? How do you decide how much of each paycheck to invest?
8. *Preparing for an International Assignment in London*. The employee will not have a car so how will they get to work? How much will it cost? How long will it take?

**Grade Appeals.** Appeals to exam scores or paper grades must be written and submitted to me within one week of the return of the graded exam or paper. The appeal should explain the rationale for alternative correct responses and should show that you know and understand the course material. As a general rule, appeals which quote from the textbook or use points covered in class almost always help your case, while appeals based primarily on the instructor's inability to write good questions almost always do not.

**Extra Credit.** Voluntary participation in one of my research projects can earn you an extra 4 points added to your total points for the semester. There is no penalty for not participating, and you may quit the experiment at any time without penalty.

**Cell Phone Policy.** You should put away and silence your cell phone in this class. I won't be making phone calls or sending text messages during class, you should not be either. Our class is important. If you have special circumstances which require you to check your phone during class, see me and we will work something out.

