

# University of North Texas at Dallas

## Spring 2017

### SYLLABUS

<b>MGMT 3860D: Human Resource Management 3Hrs</b>			
Department of	Management	Division of	School of Business
<b>Instructor Name:</b>	Panita Ingram		
<b>Office Location:</b>	7400 Houston School Rd. – Rm. 302A – Dallas, TX 75241-4605		
<b>Office Phone:</b>	972-780-3668		
<b>Email Address:</b>	Panita.Ingram@untdallas.edu		
<b>Office Hours:</b>	7:00pm – 9:50pm (Th)		
<b>Virtual Office Hours:</b>	6:00pm – 10:00pm (Th)		
<b>Classroom Location:</b>	Building 2 – 7400 University Hills Blvd., - Room # 242, Dallas, TX 75241-4605		
<b>Class Meeting Days &amp; Times:</b>	Weekly: Thursday; 7:00pm – 9:50pm		
<b>Course Catalog Description:</b>	3 hours. An introduction to personnel management. Topics include employment, placement and personnel planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations. Open to non-business majors.		
<b>Prerequisites:</b>	Not applicable		
<b>Co-requisites:</b>	Not applicable		
<b>Required Text:</b>	<i>Human Resource Management</i> by Robert L. Mathis, John H. Jackson and Sean R. Valentine 14 <sup>th</sup> Edition		
<b>Other References:</b>	Various articles, online library resources, blackboard and periodic internet downloads – (see below course outline).		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fheg.follett.com">1012mgr@fheg.follett.com</a> UNT Dallas Writing Center: phone: (972) 338-1646 Bldg. 1 – 3 <sup>rd</sup> Floor		
<b>Course Goals or Overview:</b>			
	<ul style="list-style-type: none"> <li>▪ The goal of this course is to present the prominent features relative to human resource management.</li> </ul>		
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will be able to:			
1	Better understand the fundamental nature of human resource management.		
2	Discuss and explain personnel-related operational processes re: training, development and performance.		
3	Communicate more effectively in the areas of compensation, benefits, and labor matters.		
4	Interpret and apply general human resource techniques re: employee relations/problem solving/critical thinking.		

## Course Outline/Schedule

This schedule is subject to change by the instructor.

Any changes to this schedule will be communicated in class, via class email or Blackboard announcement.

Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

<b>Week/Date</b>	<b>Topics</b> <i>(lecture discussions)</i>	<b>Related SLO</b>	<b>Activities</b>	<b>Assignments/Exam</b>
<b>Jan 17</b>  <i>WK-1</i> Jan 19	<b>Spring Semester Begins</b>  <u><b>First Day of Class</b></u>  <u><b>SECTION I</b></u> <u><b>The Environment of Human Resource Management</b></u>  <b>Chapter - 1</b> HRM in Organizations	1	<b>Introductions</b>  <b>Round-Robin</b> – Student Contact Information Sheet  <b>Distribute Syllabus</b> – Review/Class Schedule & Expectations  Lecture Discussion/ <i>Log Entry</i>	
<i>WK-2</i> Jan 26	<b>Chapter – 2</b> HR Strategy & Planning	1	Lecture Discussion/ <i>Log Entry</i>	
<i>WK-3</i> Feb 2	<b>Chapter – 3</b> Equal Employment Opportunity	1	Lecture Discussion/ <i>Log Entry</i>  <b>Test – Review</b>	<b><i>DUE:</i></b> <b><i>First Article</i></b>
<i>WK-4</i> Feb 9	<u><b>SECTION 2</b></u> <u><b>Jobs and Labor</b></u>  <b>Chapter – 4</b> Workforce, Jobs, & Job Analysis	3	Lecture Discussion/ <i>Log Entry</i>	<b>TEST - Chapters 1-3</b>
<i>WK-5</i> Feb 16	<b>Chapter – 5</b>  Individual/Organization Relations & Retention	3, 4	Lecture Discussion/ <i>Log Entry</i>	
<i>WK-6</i> Feb 23	<b>Chapter – 6</b> Recruiting & Labor Markets  <b>Chapter – 7</b> Selecting Human Resources	3  3	Lecture Discussions/ <i>Log Entry</i>  <b>Test - Review</b>	

WK-7 Mar 2	<b><u>SECTION 3</u></b> <b><u>Training, Development, and Performance</u></b>  <b>Chapter – 8</b> Training Human Resources	2	Lecture Discussion/ <i>Log Entry</i>	<b>TEST - Chapters 4-7</b>  <b>DUE:</b> Critical Thinking <b><u>Challenge – Chp 7</u></b> <i>(Structured Interview)</i>
WK-8 Mar 9	<b>Chapter – 9</b> Talent, Careers & Development	2	Lecture Discussion/ <i>Log Entry</i>	<b>DUE:</b> <b><u>Second Article</u></b>
<b>WK-9</b> Mar 13 – Mar 19	<b><u>SPRING BREAK</u></b> <b><u>WEEK</u></b>		<b>No Classes</b>	<b>DUE: Mid-Term Grades</b> <i>(3-18-17)</i>
WK-10 Mar 23	<b>Chapter – 10</b> Performance Management & Appraisal	2	Lecture Discussion/ <i>Log Entry</i>  <b>Test – Review</b>	
WK-11 Mar 30	<b><u>SECTION 4</u></b> <b><u>Compensation</u></b>  <b>Chapter – 11</b> Total Rewards & Compensation	3	Lecture Discussion/ <i>Log Entry</i>	<b>TEST - Chapters 8-10</b>  <b>DUE:</b> <b><u>Case Study-Chp 10</u></b> <i>(JMI)</i>
WK-12 Apr 6	<b>Chapter – 12</b> Variable Pay & Executive Compensation	3	Lecture Discussion	<b>DUE:</b> Critical Thinking <b><u>Challenge – Chp 11</u></b> <i>(Entitlement)</i>
WK-13 Apr 13	<b>Chapter – 13</b> Managing Employee Benefits	3	Lecture Discussion	
WK-14 Apr 20	<b><u>SECTION 5</u></b> <b><u>Employee Relations</u></b>  <b>Chapter – 14</b> Risk Management & Worker Protection	4	Lecture Discussion	
WK-15 Apr 27	<b>Chapter – 15</b> Employee Rights & Responsibilities	4	Lecture Discussion	

WK-16 May 4	<b>Chapter – 16</b> Union/Management Relations	4	Lecture Discussion  <b>EXAM – Review</b>	<b>DUE:</b> <u>Case Study-Chp 15</u> (Appearance Actions)
WK-17 May 11	<b>Chapters 1-16</b> <b>Comprehensive</b> (NO EXEMPTIONS FROM EXAM)			<b>FINAL - Exam</b>
<b>May 16</b>	<b>Term Ends</b>			
Method of Instructions: Lectures, text discussions forums, cases, exercises, supplemental materials and various assignments.				
NOTE: All reading assignments, classroom discussions, handouts, internet downloads, articles, homework and lecture presentations are open for test inclusion.				

The single-most important aspect of chapter reading & study is the students' understanding of the context. *--Ing*

*NOTE: All assignments should be typed, include header with student name, course name/number, date and topic. Deductions will be made accordingly for missing information, minor and major errors.*

**Article Reviews** – Blackboard (Bb) **instructions** download

Will help students explore a quality expansion of HR resource learning via campus online services and electronic databases.

SEE: *Handout for detailed instructions*

Due Dates: See above course outline or handout.

**POINTS:** See matrix below.

**Case Study Write-Ups** – Bb download

Supplements and enhances classroom course material.

There will be **two (2)** cases.

Due Dates: See above course outline.

**POINTS:** See matrix below.

**Critical Thinking Challenges (CTC)** - Bb download

Designed to elevate & stimulate student independent thinking, problem-solving and learning experience.

There will be **two (2)** CTC's.

Pre-selected chapters and questions have been posted to **Bb**.

Limit: **One** two-sided page properly edited.

Due Dates: See above course outline.

**POINTS:** See matrix below.

**HRM – Reflections** – Bb download

Weekly reflections required *re:* student's takeaways from chapter discussion in terms of interpretation and application.

There will be **10** entries.

Attendance is required to receive points.

Limit: **25 words or less** (*use high-level communication; two-three sentences*).

Due at end of each class--no points will be given after the due date.

**POINTS:** See matrix below.

**Tests/EXAMS** (*See Exam Policy, p.7*)

There will be **three** tests.

There will be **one** final exam – comprehensive.

Tests/Exam will consist of matching, multiple choice, fill in the blank, and/or true/false questions.

**882-E Scantron (green) and pencil are required for every test and exam.**

**POINTS:** Will vary (*see below matrix*)

**Randon Opportunities** (*optional @ instructor's discretion*):

Pop quizzes, group activities and/or trivia exercises—must be present to participate.

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Final Exam** – Comprehensive/No exemptions/No make-ups.

**Tests** – Designed to measure student knowledge and retention of presented course material.

**Assignments** – **Must** be TYPED and turned in at the **beginning** of class due date. Automatic deductions will be applied, if late.

### Grading Points Matrix:

Instrument	Measures SLO	Value (points or percentages)	Total
Article Reviews	1, 2	2 assignments -- 20 points each	40
Case Study Write-Ups	3, 4	2 assignments -- 25 points each	50
Critical Thinking Challenges	2, 3	2 assignments – 10 points each	20
HRM - Reflections	1, 2, 3	10 Entries – 5 points/per entry	50
Tests – 1 and 3		2 Tests -- 60 points each	120
Test – 2		1 Test – 80 points	80
Final Exam		1 Final – 100 points	100
<b>Total:</b>			<b>460</b>

### Grade Determination:

A = 414 – 460 pts; i.e. 90% or better

B = 368 – 413 pts; i.e. 80 – 89 %

C = 322 – 367 pts; i.e. 70 – 79 %

D = 276 – 321 pts; i.e. 60 – 69 %

F = 275 pts or below; i.e. less than 60%

### Grading System

Refer to the University of North Texas at Dallas: 2013-2014 Undergraduate and Graduate Catalog.

[http://dallascatalog.unt.edu/content.php?catoid=6&navoid=133#Grading\\_System](http://dallascatalog.unt.edu/content.php?catoid=6&navoid=133#Grading_System)

## **University Policies and Procedures**

**Students with Disabilities (ADA Compliance):** The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Founders Hall, room 204. (UNTD Policy 7.004)

**CoursEval Policy:** Student's evaluation of teaching effectiveness (SETE) is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class

### **Family Educational Rights and Privacy Act of 1974 (FERPA):**

This law prohibits disclosure of student records to any **unauthorized** party. A student **does not** have a right to see educational records containing information about other students such as grades, test scores, etc.

### **Assignment Policy:**

All homework should be **typed/printed** and brought to class ready to turn in at the **beginning** of class.

Do not send assignments via email.

Late assignments will receive an automatic 50 percent deduction.

Proper editing is required in this course (*i.e., spelling, grammar, punctuation, etc.*).

Header should always include: Student Name, Date, and Course Name/Number.

### **Exam Policy:**

*Exams should be taken as scheduled. **No makeup examinations will be allowed** except for documented emergencies (See Student Handbook). All chapter reading assignments, classroom discussions, handouts, homework and lecture presentations will be inclusive. Once testing begins, students will not be allowed to leave the classroom until testing is completed.*

**Academic Integrity:** Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (*i.e., cheating or plagiarism*) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity (Policy 7.002) at [http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf) Refer to the Student Code of Student Rights, Responsibilities and Conduct at [http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/7\\_001\\_student\\_code\\_of\\_conduct\\_may\\_2014.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf) Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. In addition, all academic work turned in for this class, including exams, papers and written assignments must include the following statement: "On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy."

**Bad Weather Policy:** Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untDallas.edu/police/resources/notifications>

**Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untdallas.edu/hr/upol>.

- Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency.
- It is recommended that each student coordinate with a student colleague to obtain a copy of class notes, handouts, other materials, etc. if they are absent—NO EXCEPTIONS.
- EXPECTATION: Students should attend each class for the entire period and be on time.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate. (UNTD Policy 7.001)

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**Email Policy:**

The University email policy is in effect for this course. This policy addresses expected standards for university e-mail usage and other electronic communications.

Individuals must **not** send, forward or receive confidential or sensitive university information through non-university e-mail accounts (e.g., Yahoo, AOL, Hotmail, Gmail or any other e-mail service provided by other Internet Service Providers). Section - Procedures and Responsibilities; Page 2 – vi. Please refer to Policy 14.001 at [http://www.untdallas.edu/sites/default/files/page\\_level2/pdf/policy/14.001%20Electronic%20Communication.pdf](http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/14.001%20Electronic%20Communication.pdf)

*NOTE:* Students should use the university email network system. Therefore, any email sent via any of the above mentioned non-university or corporate accounts will **not** receive a response.

**Rules of Order:**

Please refrain from any disrespectful/distracting behavior during class (*i.e., gaming on electronic devices, processing e-mail or surfing the internet for recreational purposes*).

- *Students who engage in texting or phone calls during class will be asked to leave.*
- *Use of camera phone – will **not** be permitted during class time.*
- *Slides are copyright protected.*
- *Use of **laptops** – is permitted for taking notes during classroom lectures/discussions, **but will not be permitted on quiz/testing dates.***
- *Tape Recording – will not be permitted in class.*