

University of North Texas at Dallas

Spring 2015

SYLLABUS

MGMT 3860D: Human Resource Management 3Hrs	
Department of	Management
Division of	Urban and Professional Studies
Instructor Name:	Panita Ingram
Office Location:	7400 Houston School Rd. – Rm. 305 – Dallas, TX 75241-4605
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Email Address:	Panita.Ingram@untdallas.edu
Office Hours:	10:00am – 12:50pm (W)
Virtual Office Hours:	9:00am – 2:00pm (W)
Classroom Location:	Building 2 – 7400 University Hills Blvd., - Room # 303, Dallas, TX 75241-4605
Class Meeting Days & Times:	Weekly: Wednesday; 10:00am – 12:50pm
Course Catalog Description:	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.
Prerequisites:	Not applicable
Co-requisites:	Not applicable
Required Text:	<i>Human Resource Management</i> by Robert L. Mathis, John H. Jackson and Sean R. Valentine 14 th Edition
Other References:	Various articles, online library resources, blackboard and periodic internet downloads – (see below course outline).
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com UNT Dallas Writing Center: phone: (972) 338-1646 Bldg. 1 – 3 rd Floor
Course Goals or Overview:	
	<ul style="list-style-type: none"> ▪ The goal of this course is to present the prominent features relative to human resource management.
Learning Objectives/Outcomes: 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, labor and employee relations.
4	Interpret and apply general human resource techniques via: problem solving/critical thinking.

Course Outline

This schedule is subject to change by the instructor.

Any changes to this schedule will be communicated by the instructor during class time.

If not in attendance when updates are made, **each student is responsible for coordinating with a student colleague to obtain any changes/updates to the course outline and/or handouts distributed during class time.**

Week	Date	Reading Assignment	Activities	Assignments/Exam
1	Jan 20 Jan 21	Spring Semester Begins <u>First Day of Class</u> <u>SECTION I</u> <u>The Environment of</u> <u>Human Resource</u> <u>Management</u> Chapter - 1 HRM in Organizations	Introductions Round-Robin – Student Contact Information Sheet Distribute Syllabus – Review/Class Schedule & Expectations Lecture Discussion/ <i>Log Entry</i>	
2	Jan 28	Chapter – 2 HR Strategy & Planning	Lecture Discussion/ <i>Log Entry</i>	
3	Feb 4	Chapter – 3 Equal Employment Opportunity	Lecture Discussions/ <i>Log Entry</i> Test – Review	<i>DUE:</i> <i>First Article</i>
4	Feb 11	Test: Chapters 1-3 <u>SECTION 2</u> <u>Jobs and Labor</u> Chapter – 4 Workforce, Jobs, & Job Analysis	Lecture Discussions/ <i>Log Entry</i>	TEST
5	Feb 18	Chapter – 5 Individual/Organization Relations & Retention	Lecture Discussion/ <i>Log Entry</i>	
6	Feb 25	Chapter – 6 Recruiting & Labor Markets Chapter – 7 Selecting Human Resources	Lecture Discussions/ <i>Log Entry</i> Test - Review	

7	Mar 4	Test: Chapters 4-7 <u>SECTION 3</u> <u>Training, Development, and Performance</u> Chapter – 8 Training Human Resources	Lecture Discussion/ <i>Log Entry</i>	TEST DUE: Critical Thinking Challenge – <u>Chp 7</u> (<i>Structured Interview</i>)
8	Mar 11	Chapter – 9 Talent, Careers & Development	Lecture Discussion/ <i>Log Entry</i>	DUE: <u><i>Second Article</i></u>
9	Mar 16 thru Mar 22	<u>SPRING BREAK WEEK</u>	No Classes	
10	Mar 25	Chapter – 10 Performance Management & Appraisal	Lecture Discussion/ <i>Log Entry</i>	
11	Apr 1	<u>SECTION 4</u> <u>Compensation</u> Chapter – 11 Total Rewards & Compensation	Lecture Discussion/ <i>Log Entry</i>	DUE: <u>Case Study-Chp 10</u> (<i>JMI</i>)
12	Apr 8	Chapter – 12 Variable Pay & Executive Compensation	Lecture Discussion Test – Review	DUE: Critical Thinking Challenge – <u>Chp 11</u> (<i>Entitlement</i>)
13	Apr 15	Test: Chapters 9-12 Chapter – 13 Managing Employee Benefits	Lecture Discussions	TEST
14	Apr 22	<u>SECTION 5</u> <u>Employee Relations</u> Chapter – 14 Risk Management & Worker Protection	Lecture Discussion	

15	Apr 29	Chapter – 15 Employee Rights & Responsibilities	Lecture Discussion	
16	May 6	Chapter – 16 Union/Management Relations	Lecture Discussion EXAM – Review	DUE: <u>Case Study-Chp 15</u> <i>(Appearance Actions)</i>
17	May 13	EXAM – Chapters 1-18 Comprehensive (NO EXEMPTIONS FROM EXAM)		FINAL - Exam
	May 15	Term Ends		

Method of Instructions: Lectures, text discussions forums, exercises, supplemental materials and individual 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 student's understanding of the context.

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) template 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 page; double-spaced and 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: **20-25 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

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*)

Optional

Pop quizzes and/or trivia at instructor's discretion—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. No make-ups.

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	Value (points or percentages)	Total
Article Reviews	2 assignments -- 20 points each	40
Case Study Write-Ups	2 assignments -- 25 points each	50
Critical Thinking Challenges	2 assignments – 10 points each	20
HRM - Reflections	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
Total:		460

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

UNT Dallas' grading system uses the letters A, B, C, D, F, P, NP, I, PR, W, WF, and Z.

A — excellent work, four grade points for each semester hour.

B — good work, three grade points for each semester hour.

C — fair work, two grade points for each semester hour.

D — passing work, one grade point for each semester hour.

F — failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.

P — passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, thesis and dissertation courses.

NP — not passed; a failing grade on the pass/no pass option; non-punitive.

I — I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and department chair and must be entered on the grade roster by the instructor. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will

default to F unless the instructor has designated a different automatic grade. See also “Removal of I” policy in the Academics section of this catalog.

PR — used to show that work is in process on thesis or dissertation in courses numbered 5950D.

W — drop or withdrawal without penalty. Given when a student drops a course or withdraws from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After that time the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade of WF is recorded.

WF — drop or withdrawal with a failing grade. Instructor may drop a student with a grade of WF from courses for nonattendance. May be assigned from the 7th through the 13th week of classes of long terms/semesters or corresponding dates for summer sessions.

Z — used to indicate that a grade was not properly received and/or recorded for a course.

Note: No grade points are allowed for grades F, I, NP, P, PR, W, WF or Z.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

Reference: The University of North Texas at Dallas: 2011-2012 Undergraduate and Graduate Catalog.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](#), and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.



Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. 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 the SETE 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.

Automatic deductions will be applied, if late.

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 conduct and Academic Dishonesty 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 Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. 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 & 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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Additional Policies:

- Use of **cell phones** and/or texting – will not be permitted during class time (except for medical emergencies).
- 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.
- 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.

Note: Playing games on a laptop or other electronic device, processing e-mail or surfing the internet for recreational purposes during class is considered to be disrespectful and a distraction to the professor and other students.