

University of North Texas at Dallas
Spring Semester, 2015
SYLLABUS

MGMT 5210: Human Resource Seminar			
3 Credit Hours			
Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Dr. Elizabeth Muñiz		
Office Location:	DAL 2 - 333		
Office Phone:	(972)338-1803		
Email Address:	Elizabeth.Muniz@unt.edu NOTE: I prefer e-mail to communicate with students, and I usually respond to e-mail messages within 24 hours. When you send a message, please make sure you specify in the subject line the course number for which you are enrolled (i.e., MGMT 5120).		
Office Hours:	TBA		
Classroom Location:	TBA		
Class Meeting Days & Times:	TBA		
Course Catalog Description:	MGMT 5210. A study of the creation and implementation of human resource policies in public and private organizations. Topics include employment, placement and personnel planning; compensation and benefits; employee and labor relations; training and development; health, safety and security. Designed for non-business graduate students and business graduate students with limited or no background in personnel management.		
Prerequisites:	N/A		
Co-requisites:	N/A		
Required Text:	(REQUIRED) Textbook #1: Human Resource Management 9 th Edition By: Noe, Hollenbeck, Gerhart and Write (2014) ISBN: 978-0-07-811276-8 (REQUIRED) Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2 nd Edition By: Rao ISBN: 978-0-07-352736-9		
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@fhcg.follett.com		

Course Goals or Overview:
The goals of this course is to increase understanding of how to effectively carry out the process and management of human resources in organizations.

Learning Objectives/Outcomes:

At the end of this course,

1. Understand the basic theory and principles of human resource management.
2. Identify, formulate, analyze, solve and implement solutions in response to personnel planning, training, development, variable pay and benefits and other human resources concepts.
3. Be able to comprehend and apply materials and information in new ways for human resources performance effectiveness and legal compliance.
4. Be able to make valuable judgment calls pertaining to human resource changes, issues and challenges.
5. Be able to identify alternatives to risk management, employee relations and union/management relations.

<p>Week 1 JAN 20</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #1 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 1: Human Resource Management: Gaining a Competitive Advantage <input type="checkbox"/> TB1 = Chapter 2 – Strategic Human Resource Management <input type="checkbox"/> TB2 = Issue #11. Does Increased Dependence on Laptops, Cell Phones, and PDAs Hurt Employee Productivity? <p>The following readings will prepare you for the Discussion Board Assignments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Handout #1: Questions to Ask When Examining a Position <input type="checkbox"/> Student Handout #2: Propaganda Alert <input type="checkbox"/> Student Handout #3: Taking Sides Analysis Report <input type="checkbox"/> Student Handout #4: Grading Rubric for Taking Sides Analysis Report <p><u>Blackboard Activities</u> None</p>
<p>Week 2 JAN 26</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #2 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 3 – The Legal Environment: Equal Employment Opportunity and Safety <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board #1: Issue #11. Does Increased Dependence on Laptops, Cell Phones, and PDAs Hurt Employee Productivity? (First post with answers due Wednesday 1/28/15; Two reply posts due Sunday 2/1/15) <input type="checkbox"/> Quiz #1 (5 items): Chapter 1 (Due Sunday 2/1/15 @ 11:59 PM) <input type="checkbox"/> Quiz # 2 (5 items): Chapter 2 (Due Sunday 2/1/15 @ 11:59 PM) <input type="checkbox"/> Quiz # 3 (5 items): Chapter 3 (Due Sunday 2/1/15 @ 11:59 PM)
<p>Week 3 FEB 2</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #3 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 4 – The Analysis and Design of Works <input type="checkbox"/> TB1 = Chapter 5 – Human Resource Planning and Recruitment <input type="checkbox"/> TB2 = Issue #5. Are Social Networking Sites Good Recruitment Sources? <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 4 (5 items): Chapter 4 (Due Sunday 2/8/15 @ 11:59 PM) <input type="checkbox"/> Quiz 5 (5 items): Chapter 5 (Due Sunday 2/8/15 @ 11:59 PM)

<p>Week 4 FEB 9</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #4 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 6 – Selection and Placement <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board #2: Are Social Networking Sites Good Recruitment Sources? (First post with answers due Wednesday 2/11/15; Two reply posts due Sunday 2/15/15) <input type="checkbox"/> Quiz 5 (5 items): Chapter 5 (Due Sunday 2/15/15 @ 11:59 PM)
<p>Week 5 FEB 16</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #5 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 7 - Training <input type="checkbox"/> TB1 = Chapter 8 - Performance Management <input type="checkbox"/> TB2 = Issue #16. Does Attracting, Developing, and Retaining the Millennial Generation Require Significant Changes in Current HRM Practices? <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 7 (5 items): Chapter 7 (Due Sunday 2/22/15 @ 11:59 PM) <input type="checkbox"/> Quiz 8 (5 items): Chapter 8 (Due Sunday 2/22/15 @ 11:59 PM)
<p>Week 6 FEB 23</p>	<p>MODULE #6 <u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Exam 1: Chapters 1 - 7 (Due Sunday 3/1/15 @ 11:59 PM) <input type="checkbox"/> Discussion Board #3: Issue #16. Does Attracting, Developing, and Retaining the Millennial Generation Require Significant Changes in Current HRM Practices? (First post with answers due Wednesday 2/25/15; Two reply posts due Sunday 3/1/15)
<p>Week 7 MAR 2</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #7 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 9 – Employee Development <input type="checkbox"/> TB1 = Chapter 10 – Employee Separation and Retention <input type="checkbox"/> TB2 = Issue #6 Are Personality Tests Good Predictors of Employee Performance? <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 9 (5 items): Chapter 9 (Due Sunday 3/8/15 @ 11:59 PM) <input type="checkbox"/> Quiz 10 (5 items): Chapter 10 (Due Sunday 3/8/15 @ 11:59 PM)
<p>Week 8 MAR 9</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #8 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB1 = Chapter 11 – Pay Structure and Decisions <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board #4: Issue #6 Are Personality Tests Good Predictors of Employee Performance? (First post with answers due Wednesday 3/11/15; Two reply posts due Sunday 3/15/15) <input type="checkbox"/> Quiz 11 (5 items): Chapter 11 (Due Sunday 3/15/15 @ 11:59 PM)
<p>Week 9 MAR 16</p>	<p style="text-align: center;">SPRING BREAK</p>

<p>Week 10 MAR 23</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #9 <u>Reading Assignments</u> <input type="checkbox"/> TB1 = Chapter 12 – Recognizing Employee Contributions with Pay <input type="checkbox"/> TB2 = Issue #13. Has Merit Pay Lost Its Meaning in the Workplace?</p> <p><u>Blackboard Activities</u> <input type="checkbox"/> Quiz 12 (5 items): Chapter 12 (Due Sunday 3/29/15 @ 11:59 PM)</p>
<p>Week 11 MAR 30</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #10 <u>Reading Assignments</u> <input type="checkbox"/> TB1 = Chapter 13 - Employee Benefits</p> <p><u>Blackboard Activities</u> <input type="checkbox"/> Discussion Board #5: Issue #13. Has Merit Pay Lost Its Meaning in the Workplace? (First post with answers due Wednesday 4/4/15; Two reply posts due Sunday 4/5/15) <input type="checkbox"/> Quiz 13 (5 items): Chapter 13 (Due Sunday 4/5/15 @ 11:59 PM)</p>
<p>Week 12 APR 6</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #11 <u>Reading Assignments</u> <input type="checkbox"/> TB1 = Chapter 14 – Collective Bargaining and Labor Relations <input type="checkbox"/> TB2 = Issue #12. Do Unions Help Organizational Productivity?</p> <p><u>Blackboard Activities</u> <input type="checkbox"/> Quiz 14 (5 items): Chapter 14 (Due Sunday 4/12/15 @ 11:59 PM)</p>
<p>Week 13 APR 13</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #12 <u>Reading Assignments</u> <input type="checkbox"/> TB1 = Chapter 15 – Management Human Resources Globally</p> <p><u>Blackboard Activities</u> <input type="checkbox"/> Discussion Board #6: Issue #12. Do Unions Help Organizational Productivity? (First post with answers due Wednesday 4/15/15; Two reply posts due Sunday 4/19/15) <input type="checkbox"/> Quiz 15 (5 items): Chapter 15 (Due Sunday 4/19/15 @ 11:59 PM)</p>
<p>Week 14 APR 20</p>	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #13 <u>Reading Assignments</u> <input type="checkbox"/> TB1 = Chapter 16 – Strategically Managing the HRM Function <input type="checkbox"/> TB2 = Issue # 17. Do Human Resource Management Practices (such as Selection, Training, Performance Management, and Compensation) Contribute to Increased Firm Performance?</p> <p><u>Blackboard Activities</u> <input type="checkbox"/> Quiz 16 (5 items): Chapter 16 (Due Sunday 4/26/15 @ 11:59 PM)</p>

Week 15 APR 27	<p>TB1 = Textbook #1: Human Resource Management 9th Edition; By: Noe, Hollenbeck, Gerhart and Write TB2 = Textbook #2: Taking Sides: Clashing Views in Human Resource Management 2nd Edition; By: Rao</p> <p>MODULE #14 <u>Reading Assignments</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TB2 = Issue #19. Is the Sweatshop Concept Adopted by the U.S. Manufacturers Overseas Ethical? <input type="checkbox"/> TB2 = Issue #20. Are U.S. Companies Adaptive to Local Practices Overseas? <p><u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board #7: Issue # 17. Do Human Resource Management Practices (such as Selection, Training, Performance Management, and Compensation) Contribute to Increased Firm Performance? (First post with answers due Wednesday 4/29/15; Two reply posts due Sunday 5/3/15)
Week 16 MAY 4	<p>MODULE #15 <u>Blackboard Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board #8: Issue #19. Is the Sweatshop Concept Adopted by the U.S. Manufacturers Overseas Ethical? (First post with answers due Wednesday 5/6/15; Two reply posts due Sunday 5/10/15) <input type="checkbox"/> Discussion Board #9: Issue #20. Are U.S. Companies Adaptive to Local Practices Overseas? (First post with answers due Wednesday 5/6/15; Two reply posts due Sunday 5/10/15)
Week 17 MAY 11	<p>Module #16 <u>Blackboard Activities</u> Exam 2: Chapters 8 - 16 (Due Wednesday 5/13/15 @ 11:59 PM)</p>

This schedule is subject to change by the instructor. Changes to this schedule will be communicated by Blackboard email.

Course Evaluation Methods

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

Components	Max Points
Discussion Boards (9 Discussion Boards @ 30 points each)	270
Quizzes (16 Quizzes @ 5 points each)	80
Exams (2 Exams @ 100 points each)	200
	550

At the end of the course,
495 points and above = A;
494 - 440 points = B;
439 – 385 points = C;
384 - 275 points = D;
274 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 439 at the end of the course will be a “C”, 494 will be a “B”, etc.). Final scores/grades will NOT be “curved” or “adjusted”. Adjustment of exam scores *may* be made immediately after the exam (not at the end of the course) after analysis of the frequency of questions missed.

Note that an “A” clearly stands out as excellent work. A “B” demonstrates a thorough grasp of the subject matter and indicates high quality performance and solid work. A “C” meets the requirements of the course and represents average work.

Blackboard Availability and Deadlines: Blackboard is unavailable at certain times during the weekend for maintenance. Please plan your schedule accordingly to avoid missing deadlines.

Description of Required Activities

Discussion Boards

Part of an effective class is the synergy created with in-class and online discussions. Your assignments require that you participate in online discussions. Online discussions require you to post an Original Response to my question(s) and Reply to the Original Response or replies of your class-mates (i.e. peers). As part of your course grade, you are required to post at least **9 Original and 18 Reply postings** in the discussion forums as requested in the Discussion Board section of each Module.

All Discussion postings are time-sensitive as indicated in the Course Schedule. Discussion forums will be *locked up* (no more posts) at the times indicated.

No discussion credit will be given if you do not post timely responses to the Discussion Forums. **You will not receive partial credit – you must make both posts** (i.e., Original Response and Two Replies) and answer all questions to receive credit for/in a discussion forum.

Discussion credit (points) will be assigned the week following the close of a discussion. Discussion Boards are intended to promote discussion between and among students.

There is no provision for making up a missed question for discussion and no questions for discussion will be administered at a time different than that provided in the syllabus.

Do NOT attach a file in lieu of text in a Discussion post. No one will read it done this way as it requires a download and it is too much trouble.

Just reply to my Discussion Board question(s) rather than creating a new discussion thread. You will do that also in replying to someone else's post anyway. (New threads are started when you hit "Compose [New] Discussion Message" and change the Subject Line). Do not start a new discussion thread (by composing a new message) within a discussion forum – reply only to my or someone else's post(s).

Remember that it takes 2 posted responses within a discussion to receive credit. If you reply to my discussion question(s) but do not post a response to your classmate's, you will receive a ZERO for that assignment. Remember, also, that you will not receive any credit unless you answer ALL of my questions in a reply to my question(s). Again remember that you must have at least one (1) original response to ALL of the question(s) I ask in a discussion AND at least two (2) replies to a classmate's post in a discussion forum by the Syllabus deadline for the assignment.

Public Discussion replies from me are unusual. A Discussion reply post from me will be rare simply because of the volume involved. I do READ and EVALUATE every post. I may reply to your post PRIVATELY. I will let you know privately if you are not in the right track. Please do not be offended if I do not reply to your discussion post. I do reply to all Blackboard email.

I suggest that you save all messages/mail/posts until the end of the course. I do ... so I can prove what was/was not sent/received during the semester.

Although discussion posts are locked up Saturdays @ 11:59 pm (except for the last week of classes), grades will not be posted until I read, evaluate, and process all posts. This will usually be by the Wednesday following the close of discussion. In other words, there is not an immediate return of Discussion evaluation/grades as there is with Quizzes.

Quizzes

You will have Blackboard Chapter Quizzes over the course term. No Chapter Quiz grades will be dropped. In each module, you will all quizzes in the quiz folder and will be available on and will expire on the dates specified on the Course Schedule.

All Quizzes are open book, open notes. Complete the quizzes without the help of anyone else. Complete the quizzes after you finish reading the assigned work for that week. You will receive a zero if you do not complete a quiz by its deadline.

Each quiz contains 5 multiple choice or True/False questions and has a time limit of 10 minutes. You can take a Chapter Quiz *only once*. UNT Blackboard Server time rules for any and all Quiz/Testing purposes. Quiz scores will be posted to your student record in Blackboard. There is no provision for making up a missed quiz and no quiz will be given at a different time than that provided in the course syllabus. Chapter Quiz results are returned after a quiz is graded.

The “Blackboard Glitch”. Blackboard occasionally fails to grade a submitted Chapter Quiz and automatically return results to you. If this happens to you, let me know and I will fix it. There is typically nothing wrong if you submit your quiz properly.

Exam 1

This online exam will contain multiple choice items testing your comprehension of and ability to integrate material associate with the first half of the semester.

Exam 2

This online exam will have two parts. The first part will contain multiple choice items testing your comprehension of and ability to integrate material associate with the second half of the semester.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Policy on Missing Exams & Other Assignments:

SPECIAL NOTICE: There is no provision for missing or making up a missed assignment, case study, quiz or any other syllabus specified component of this class. Further, no component of this course will be administered at a time different than that provided in the course syllabus.

Verifiable cases of birth; death; serious family and/health problems; act of God (unpreventable events resulting from natural causes such as hurricanes, tornadoes, floods, and storms – accidents which are not the results of human factors); transportation accidents, bona fide racial, ethnic, cultural, religious, age, gender, or disability factors; UNT official events may constitute grounds for accommodation and will be dealt with on a case-by-case basis. Work, marriage, personal or work-related travel, and other personal situations not described above DO NOT constitute grounds for accommodation. If the above policy does not suit your situation, then please make other enrollment arrangements.

Academic Integrity:

(Source: Code of Conduct and Discipline at the University of North Texas section of the Student Guidebook.)

The University of North Texas Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating. The term **cheating** includes, but is not limited to the following:

- plagiarism of any kind, including intra- or inter-term copying of the Discussion Posts of others;

- the use of any unauthorized assistance in taking exams;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and
- the acquisition, without permission, of exams or other academic material belonging to a faculty member or staff of the university (i.e., removing exams from the classroom or teaching assistant's office and accepting exams from fellow students).

If an individual engages in any form of academic dishonesty related to this course, he/she will receive a letter grade of "F" in the course in addition to a letter grade of "F" on the course activity to which the academic dishonesty pertains. The student's case will be immediately referred to the Dean of Students Office for appropriate disciplinary action. This policy is intended to protect honest students from unfair competition with unscrupulous individuals who might attempt to gain an unfair advantage through academic dishonesty.

The expectation is that the instructor and all students will adhere to all guidelines of UNT's Code of Student Conduct and all information at the Center for Student Rights and Responsibilities website http://www.unt.edu/csrr/student_conduct/index.html.

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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Student Evaluation of Teaching Effectiveness:

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