

University of North Texas at Dallas
Summer Semester, 2015
SYLLABUS

MGMT 3860: Human Resource Management			
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: Use this email; do not email me via Blackboard Vista. 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 3860), and do not use all CAPS when inquiring about a class issue. Note that the use of all CAPS in electronic messages is considered poor etiquette.		
Office Hours:			
Classroom Location:			
Class Meeting Days & Times:			
Course Catalog Description:	Human Resource Management. An introduction to human resources (prior term—personnel) management. Topics include employment, placement and H.R. planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations.		
Prerequisites:	N/A		
Co-requisites:	N/A		
Required Text:	<i>The required textbook for this course is Human Resource Management, 14th Edition, R. L. Mathis & J.H. Jackson, 2014.</i>		
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 are to	
<ol style="list-style-type: none"> 1. To develop an understanding of the function of human resource management and the role it plays in the management process. 2. To understand the role of the general manager in managing human resources. All managers are human resource managers. 3. To introduce students to the specific functional areas of human resource management, including, planning, recruitment and placement, training and development, compensation and benefits, performance management and appraisal, labor relations, and health and safety. 4. To provide students with an understanding of the social, political, and legal environment affecting the personnel management function. 5. To encourage students to critically examine important contemporary issues that influences the management of human resources. 6. To provide a background for further study in advanced courses in business, human resource management and industrial relations. 	
Learning Objectives/Outcomes:	
At the end of this course, the student will	
<ol style="list-style-type: none"> 1. Demonstrate an understanding of the changing nature of human resource management and strategic human resource management and planning. 2. Define the role individual Performance, job satisfaction, employee Retention and organizational commitment in human resource management. 3. Identify the legal framework for Equal Employment programs and the relationship between managing diversity and EEO programs. 4. Define a job and how do we change the structure of a job if management needs to make adjustments. 5. Identify the role of human resource management in labor markets and recruitment. 6. Define the general outline of the selecting and placing function of human resources. 7. Demonstrate an understanding and distinguish differences the HRM training function vs. the development function. 8. Identify human resource management's responsibilities in the performance management and appraisal. 9. Demonstrate an understanding of the complex areas of compensation and benefits. 	

Course Outline

Week 1 7/13 – 7/19	Module 1 <ul style="list-style-type: none"> • Read Chapters 1 & 2 • Quiz 1 & Quiz 2: Due Sunday July 19, 2015 @ 11:59 PM
Week 2 7/20 – 7/26	Module 2 <ul style="list-style-type: none"> • Read Chapters 3 & 4 • Quiz 3 & 4: Due Sunday July 26, 2015 @11:59 PM • Discussion Board 1: First post with your answers due Wednesday July 22, 2015 @ 11:59 PM; Two reply posts due Saturday July 25, 2015 at 11:59 PM Module 3 <ul style="list-style-type: none"> • Exam 1 (1 – 4): Due Sunday July 26, 2015 @11:59 PM
Week 3 7/27 – 8/2	Module 4 <ul style="list-style-type: none"> • Read Chapters 5 & 6 • Quiz 5 & 6: Due Sunday August 3, 2015 @11:59 PM • Discussion Board 2: First post with your answers due Wednesday July 29, 2015 @ 11:59 PM; Two reply posts due Saturday August 1, 2015 at 11:59 PM Module 5 <ul style="list-style-type: none"> • Read Chapters 7 & 8 • Quiz 7 & 8: Due Sunday August 2, 2015 @11:59 PM

Week 4 8/3 – 8/9	<p>Module 6</p> <ul style="list-style-type: none"> Exam 2 (5, 6, 7 & 8): Due Sunday August 9, 2015 @ 11:59 PM Read Chapters 9 & 10 Quiz 9 & 10: Due Sunday August 9, 2015 @ 11:59 PM <p>Module 7</p> <ul style="list-style-type: none"> Read Chapters 11 & 15 Quiz 11 & 15: Due Sunday August 9, 2015 @ 11:59 PM Discussion Board 3: First post with your answers due Wednesday August 5, 2015 @ 11:59 PM; Two reply posts due Saturday August 8, 2015 at 11:59 PM
Week 5	<p>*** Class ends on Thursday. Please notice the change in dates ***</p> <p>Module 8</p> <ul style="list-style-type: none"> Exam 3 (9, 10, 11 & 15): Due Wednesday August 12, 2015 @ 11:59 PM

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
Exam 1	100
Exam 2	100
Exam 3	100
Discussion Board 1	30
Discussion Board 2	30
Discussion Board 3	30
TOTAL	390

At the end of the course,
 351 points and above = A;
 350 – 312 points = B;
 311 – 273 points = C;
 272 – 234 points = D;
 233 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 311 at the end of the course will be a “C”, 350 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.

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 quiz, assignment, case study, presentation, 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.

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.

Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

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 in this class.

Miscellaneous:

Cell phones, entertainment devices (iPods/MP3 players) and all other communications devices must be turned off prior to class, and remain off throughout class. If special circumstances require a student to have a communications device active during class, the student is requested to make arrangements with the professor prior to class.

Your professor also reserves the right to change any of the requirements, procedures, schedules, assignments, and criteria contained in this Syllabus. A waiver by the professor of any specific item in this Syllabus for the class or for a particular student for a particular instance does not constitute a waiver of any other item in this Syllabus nor does it constitute a subsequent waiver of that particular item.

Students who generally seem not to be paying attention in class (e.g., reading a newspaper, trying to check e-mail/sending text messages, chatting with classmates, etc.) or who are disruptive, will be presumed to be so well prepared for that day's class that they are actually frustrated at not being more actively involved in the class. Therefore, such behavior will serve as a signal to your professor that the student wishes to more actively participate in class and will be given the opportunity to do so.

Note: Although we will be discussing various rules of law as they relate to particular situations presented in the assigned readings, we cannot discuss any personal "legal" situations pertaining to students. In particular, no legal advice can or will be given to any student.