University of North Texas at Dallas
Spring Semester, 2013
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:	Every Tuesday from 8:00 am to 10:00 am; 12:50 pm 1:50 pm Every Wednesday from 8:00 am to 10:00 am; 12:50 pm 1:50 pm Every Thursday from 11:00 am to 1:00 pm; 4:00 pm to 7:00 pm

Classroom Location:	DAL 2 – 303
Class Meeting Days & Times:	Tuesdays from 10:00 a.m. to 12:50 p.m. NOTE: This course follows a blended instructional approach that includes a combination of face-to-face class sessions and online activities.

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:	*The required textbook for this course is* **Human Resource Management**, 13th Edition, R. L. Mathis & J.H. Jackson, 2011.

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

Course Goals or Overview:

The goals of this course are to

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

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

Date	Class Activities	Student Assignments
Meeting 1 1/15	Introduction to Class Lecture	Chapter 1- Human Resource Management in Organizations Select your team members *** *Send Email to Dr. Muniz with team members' names and topic of presentation***
Meeting 2 1/22	Lecture & Case Study	Chapter 2 – Strategic HRM and Planning Select your team members
Meeting 3 1/29	Lecture & Case Study	Chapter 3 – Equal Employment Opportunity
Meeting 4 2/5	**Exam 1: Chapters 1, 2, & 3**	
Meeting 5 2/12	Lecture & Case Study	Chapter 4 – Worker, Jobs, and Job Analysis
Meeting 6 2/19	Lecture & Case Study	Chapter 5 – Human Resource Planning and Retention
Meeting 7 2/26	Lecture & Case Study	Chapter 6 – Recruiting and Labor Markets
Meeting 8 3/5	Lecture & Case Study	Chapter 7 – Selecting Human Resources

Date	Class Activities	Student Assignments
	Spring Break	
Meeting 9 3/19	**Exam 2: Chapters 4, 5, 6 & 7**	
Meeting 10 3/26	Lecture & Case Study	Chapter 8 – Training Human Resources
Meeting 11 4/2	Lecture & Case Study	Chapter 9 – Talent Management
Meeting 12 4/9	Lecture & Case Study	Chapter 10 – Performance Management and Appraisal
Meeting 13 4/16	Lecture & Case Study	Chapter 11 – Total Rewards and Compensation
Meeting 14 4/23	**Exam 3: Chapters 8, 9, 10 & 11**	
Meeting 15 4/30	Team Presentations	Mandatory Attendance
Meeting 16 5/7	Team Presentations	Mandatory Attendance

This schedule is subject to change by the instructor. Changes to this schedule will be communicated by WebCT 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
Team Project Presentation	160
TOTAL	460

At the end of the course,
414 points and above = A;
368 – 413 points = B;
322 – 367 points = C;
276 – 321 points = D;
275 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 367 at the end of the course will be a "C", 413 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. *I do not discuss or disclose any grade information over the phone or by email. Please visit me during office hours to discuss grades.*

Attendance is expected and will be recorded at the beginning and end of each class. Attendance in this class is defined as a student present for the entire duration of the class. Late arrival to class will count as an absence. Late arrival is defined as a student not being present when his or her name is called. More than four absences from class for any reason will result in your final course average being lowered by <u>one letter grade</u>. This policy is posted on WebCT.

The social loafing policy may significantly affect your team project grade(s). Please read social loafing policy for team projects. This policy is posted on WebCT. Feel free to ask your instructor any questions about this policy.

Mandatory Attendance on Team Presentation Days
Students are required to attend ALL team presentations at the end of the semester. Each absent day will result in your team presentation grade lowered one letter grade.

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, 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 <u>Student Guidebook</u>.)
 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 **<u>cheating</u>** 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, beepers, 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.

APPENDIX – A Team Project Presentation (160 points)

As a team, you will be required to present on a special topic related to human resource management. **You may select from the list below or you may choose another topic with instructor approval**. The purpose of this assignment is for you to (a) learn about a specific issue in human resource management that is important to managers today and (b) become familiar with the process of conducting research in human resource management. This is a big project, so I suggest that you start working on it as soon as possible. By the end of Spring Break, your team should have selected a topic, and conducted all major research on your selected topic.

You are expected to make a class presentation and write an executive summary. Your team project contains five parts: You will present on Parts I, II, III, and IV and submit an executive summary on Part V.

PART I: Review of All Subtopics (i.e., those listed below your major topic).
A review of all topics listed below your major topic. This should not be a summary of your textbook. Rather, you should use resources available in the library (e.g., book, peer-reviewed article) and present your findings. Please make sure you provide references of all sources used.

PART II: Discussion of Related Research
A summary of two peer reviewed articles describing a study or experiment related to your topic. You should use resources available in the library to find these <u>peer reviewed articles</u>. Examples of acceptable journals are Human Resource Management Journal, Journal of Organizational Behavior, Journal of Applied Psychology, Academy of Management Journal, and/or Personnel Psychology. Your journal articles should be recently published (i.e., nothing earlier than 2000).

In your presentation, make sure that you identify the following information:
a. Purpose of Research
b. Variables Studied (i.e., independent variable, dependent variable)
c. Hypothesis
d. Research Design (i.e., Case Study, Field Survey, Laboratory Experiment, Field Experiment, etc.)
e. Basic Statistical Results
f. Implications/Recommendations for Managers

PART III: Recent News

The team must show a thorough understanding of the application of their research by presenting recent news related to the topic of interest. Your team must research recent events that are related to this topic. News should be recent (i.e., nothing earlier than 2006). Please include the source of your information in your presentation.

PART IV: Class Participation

Part of your presentation should include solicitation of your classmates' participation. Class participation may be stimulated through case studies, controversial articles, debates, group activities, discussion questions, video, and so forth.

PART V: Executive Summary (Report)

On the day of your presentation, your team will submit a two page executive summary report. In this report, you will include a brief description of a major theory, a summary of the two articles reviewed for this project, a bibliography in APA style of all references used in this project. This report must be typed in a 12 point font size, single spaced and 1 inch margins. <u>Your report is due on the day of your presentation</u>.

Grading Rubric: On the day of your presentation, I will be using a grading rubric to determine the grade of your team. I strongly encourage you to become familiar with the grading rubric and to include in your presentation, all elements that will be used to determine your grade. The grading rubric is available on WebCT/Blackboard. <u>Note that social loafing will not be tolerated in this project</u>. The social loafing policy is posted on WebCT/Blackboard.

Suggested Topics: Below is a list of topics. Your project topic must cover ==all== of the items listed below the heading.

- **Performance Management Compensation & Benefits**
  360 degree feedback, Executive pay, Managing executive performance, Work/life balance benefits, Reviewer ability to motivate employee, Cafeteria/flexible benefits plans, Reviewer training, Telecommuting, Giving feedback, Child/elder care, Management by objectives, and Severance packages. Include current cases and issues on this subject

- **Health, Safety, & Security Employee Rights**
  Workplace violence, Drug testing, Smoking policies, Workplace romance, Ergonomics, Handling terminations, HIV/AIDS in the workplace, Downsizing, Employee assistance programs, Disciplinary procedures, Wellness programs, and Grievance procedures. Include current cases and issues on this subject.

- **Glass Ceiling**
  Review a major theory and explain why it occurs. What is latest research on the subject?, Who is affected and to what extent does it occur, How can it be corrected?, What are organizations today doing to prevent the glass ceiling? Include current cases and issues on this subject.

- **Downsizing**
  Why does it occur?, What is the latest research on the subject?, Review some of the recent cases of downsizing and how they were handled, How are most organizations handling downsizing?, What are the keys to a successful downsizing plan?, What are the best and worst ways to handle downsizing? What impact does downsizing has on the employee? Include current cases and issues on this subject.

- **Labor Unions**
  History of labor unions in the US, Review current case law of unfair labor practices by unions and employers, Are unions still necessary?, Are unions declining or increasing in number and why?, What are current trends in labor unions today?, and Where is unionization most prevalent? What industries? What regions? Include current cases and issues on this subject.

- **AIDS in the workplace**
  How are employers handling AIDS sufferers?, What does the ADA and FMLA say about the illness?, What reasonable accommodations must be made?, How do you protect the health of other employees?, How is the employee's right to privacy affected?, Include current cases and issues on this subject.

- **Ethics in Human Resources**
  Does the Society of Human Resource Management have a code of ethics; what are some of the key components?, What ethical issues do HR managers face?, What code of ethics do HR managers follow?, Why are ethical standards important in the HR profession?, Give examples of unethical practices in HR. Include current cases and issues on this subject.

- **Family Medical Leave Act**
  Include the latest legal issues and court cases involved, Include the latest research on the subject, Include what organizations today are doing. (How are they handling FMLA leave? What problems have been caused by passage of the act?), Is there any pending legislation on Family Medical Leave?, Explain the latest Family Medical Leave law passed in California and how it may affect U.S. law. Include current cases and issues on this subject.