

University of North Texas at Dallas
FALL 2015
SYLLABUS

MGMT 3860-D: Human Resources Management
(3hrs)

Department of	Business Administration	Division of	Urban and Professional Studies
Instructor Name:	Dr. Patricia Smallwood		
Office Location:	<i>Dallas Campus Building 2 - TBD</i>		
Office Phone:	<i>214 801-8527</i>		
Email Address:	<i>Patricia.Smallwood@untdallas.edu</i>		
Office Hours:	<i>By Appointment</i>		
Virtual Office Hours:	<i>N/A</i>		
Classroom Location:	<i>Dallas Campus Building 2 Rm #213</i>		
Class Meeting Days & Times:	<i>Tuesday, August 25th – December 8th 7:00 P.M. – 9:50 P.M.</i>		
Course Catalog Description:	<i>This is a (3hr) course that will cover introduction to personnel management. The process of effective management of human resources and those elements essential to such a process. Topics include effective personnel planning, recruiting and selection, training and development, compensation and benefits, legal issues, the nature of labor relations, and workplace health and safety</i>		
Prerequisites:	<i>There are non listed for this course</i>		
Co-requisites:	<i>There are non listed for this course</i>		
Required Text:	<i>Title: Human Resources Management Essential Perspectives Author(s): Robert L. Mathis and John H. Jackson Edition: 6th Publisher: South-Western Cengage Learning ISBN: 978053848170-0</i>		
Recommended Text and References:	<i>Human Resources Management 14ed Robert L. Mathis & John H. Jackson & Sean R. Valentine ISBN: 9781133953104 (optional text)</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:	<i>The goal of this course is to increase understanding of how to effectively carry out the process and manage human resources in organizations</i>		

Learning Objectives/Outcomes: Upon completion of this course, the student will have demonstrated the competencies as listed in the current edition of the university catalog which includes	
1	the skills and abilities to discuss and explain human resources management
2	comprehend and apply materials and information in new ways for human resources performance effectiveness and legal compliance
3	identify, formulate, analyze, solve and implement solutions in response to personnel planning, training, development, selection, terminations, compensation, labor & employee relations
4	to make valuable judgment calls pertaining to human resources changes, issues and challenges.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated verbally or written by the Instructor

TOPICS	TIMELINE
Review Syllabus, Introductions Human Resources Outline I – Introduction Chapters 1, Chapter 2 – Equal Employment Opportunity and Diversity Management	Week 1 – 8/25 Week 2 – 9/1
Chapter 3 – Individual/HR Planning Job Analysis Chapter 4 – Staffing: Recruiting and Selection	Week 3 – 9/8 Week 4 – 9/15
Exam I Chapters 1 - 4	Week 5 – 9/22
Chapter 5 – Training and Talent Management & Exercise Team Exercise Presentation By Each Team (Training)	Week 6 – 9/29 Week 7 – 10/6
Chapter 6 Performance – Interview Exercise Chapter 7 – Total Rewards and Compensation & Exercise Chapter 8 – Variable Pay and Benefits	Week 8 – 10/13 Week 9 – 10/20 Week 10 – 10/27
Exam II – Mid-Term Exam	Week 11 – 11/3
Chapter 9 - Risk Management and Employee Relations & Exercise Chapter 10 – Unions/Management Relations	Week 12 – 11/10 Week 13 – 11/17
Presentations – HR Topic – Staffing, Recruiting, Performance, Compensation	Week 14 – 11/24
Presentations – HR Topic – Staffing, Recruiting, Performance, Compensation	Week 15 – 12/1
Final Exam – 12/8	Week 16 – 12/8

Course Evaluation Methods

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

Presentation – Individual Presentation – Instructions will be provided

Exams – written tests designed to measure knowledge of presented course material given Weeks 5, 11 & 16

Group Projects – Team assignments designed to measure ability to apply presented course material

Class Participation – daily attendance and participation in class discussions and cases presented

Grading Matrix:

Instrument	Value (points or percentages)	Total
HR Presentation	30	30
Team Exercises	2 @ 20 points each	40
2 Exams	2 Exams at 75 points each	150
Class Attendance/Participation	80 points = 5 points each day	80

<i>Final Exam</i>	<i>150</i>	<i>150</i>
Total:		450

Grade Scale for Total Points:

A = 405 – 450

B = 360 – 404

C = 315 – 359

D = 270 – 314

F = 269 pts or below

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. The Office for Disability Services is located in the Student Life Office in DAL2, Suite 200 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number is (972) 338-1775.

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.

Exam & Assignment Policy:

Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner. In certain cases, the instructor may ask the student/group to provide copies for future use or references and examples. Exam testing will be primarily over the materials from lecturer, class activities, and the text book. Students are responsible for all information given in the textbook & class. Exams will require the student to understand the apply concepts, terms, and theory and not just merely memorize information. The Student may be required to purchase some materials for activities and scantrons #882 for testing. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook) An "I" (incomplete grade) may be given at the discretion of the instructor when emergencies prevent students from competing course requirements. Should an "I" be granted, the student will be given a set time to complete the requirements before an "F" grade is assigned

Attendance & Participation Policy: *Students are expected to attend class and participate in lecturers, discussions, exercises and activities. The attendance/participation of the student is essential to the learning and to the overall success of the course. Group discussions, quizzes, projects, class exercises, case studies, and workshops cannot be made up for full credit. The instructor reserves the right to accept any past due/late work. Attendance will be taken and many of the insights gained in this course are experiential and require participation. Students are required to keep up with assigned reading and activities. 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. An absence on the day a requirement for the course is due including any presentations (either individual/group or special guest) will result in a grade of zero unless other arrangements has been approved by the Instructor, prior to the occurrences.*

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 and check for postings on the campus website www.unt.edu/dallas and/or check for communications or emails from the instructor. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Diversity/Tolerance Policy: *Students are encouraged to contribute their perspectives and insights in class discussion. However, offensive & inappropriate conduct and remarks toward the instructor and/or other students will not be tolerated. Behaviors and disruptions which violate the above will be handled as the instructor deems appropriate. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.*