

# University of North Texas at Dallas

## FALL 2016

## SYLLABUS

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

<b>Department of</b>	<b>Business Administration</b>	<b>Division of</b>	<b>Urban and Professional Studies</b>
<b>Instructor Name:</b>	<b>Dr. Patricia Smallwood</b>		
<b>Office Location:</b>	<i>Dallas Campus Building 2 - TBD</i>		
<b>Office Phone:</b>	<i>214 801-8527</i>		
<b>Email Address:</b>	<i>Patricia.Smallwood@untdallas.edu</i>		
<b>Office Hours:</b>	<i>By Appointment</i>		
<b>Virtual Office Hours:</b>	<i>N/A</i>		
<b>Classroom Location:</b>	<i>Dallas Campus Building 2 Rm #242</i>		
<b>Class Meeting Days &amp; Times:</b>	<i>Tuesday, August 25<sup>th</sup> – December 8<sup>th</sup> 7:00 P.M. – 9:50 P.M.</i>		
<b>Course Catalog Description:</b>	<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>		
<b>Prerequisites:</b>	<i>There are non listed for this course</i>		
<b>Co-requisites:</b>	<i>There are non listed for this course</i>		
<b>Required Text:</b>	<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>		
<b>Recommended Text and References:</b>	<i>Human Resources Management 14ed Robert L. Mathis &amp; John H. Jackson &amp; Sean R. Valentine ISBN: 9781133953104 (optional text)</i>		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhg.follett.com">1012mgr@fhg.follett.com</a>		
<b>Course Goals or Overview:</b>	<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>		

<b>Learning Objectives/Outcomes:</b> 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,	Week 1 – 8/23
Chapter 2 – Equal Employment Opportunity and Diversity Management	Week 2 – 8/30
Chapter 3 – Individual/HR Planning Job Analysis –(Submit HR Team Paper)	Week 3 – 9/6
Chapter 4 – Staffing: Recruiting and Selection – (Present Team Brochure)	Week 4 – 9/13
<b>Exam I Chapters 1 - 4</b>	Week 5 –9/20
Chapter 5 – Training and Talent Management & Exercise	Week 6 – 9/27
Team Exercise Presentation By Each Team (Training)	Week 7 – 10/4
Chapter 6 Performance – Interview Exercise	Week 8 – 10/11
Chapter 7 – Total Rewards and Compensation & Exercise	Week 9 – 10/18
Chapter 8 – Variable Pay and Benefits	Week 10—10/25
<b>Exam II – Mid-Term Exam</b>	Week 11– 11/1
Chapter 9 - Risk Management and Employee Relations & Exercise	Week 12 – 11/8
Chapter 10 – Unions/Management Relations	Week 13 – 11/15
Presentations – HR Topic – Staffing, Recruiting, Performance, Compensation	Week 14– 11/22
Presentations – HR Topic – Staffing, Recruiting, Performance, Compensation	Week 15 – 11/29
Review For Final Exam	Week 16 – 12/6
<b>Final Exam – 12/8</b>	Week 17 – 12/13

## 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 – Refer to Page 4

**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
<i>HR Overview</i>	<i>20 points</i>	<i>20</i>
<i>Individual Presentation</i>	<i>20 points</i>	<i>20</i>
<i>2 Exams</i>	<i>2 Exams at 75 points each</i>	<i>150</i>
<i>Class Attendance/Participation 17 Classes @5 points</i>	<i>85 points = 5 points each day</i>	<i>85</i>
<i>Brochure &amp; Training Project</i>	<i>30 – (2) 15 Points each</i>	<i>30</i>
<i>Final Exam</i>	<i>145 points</i>	<i>145</i>
<b>Total</b>		<b>450</b>

### Grade Scale for Total Points:

*A = 405 – 450*

*B = 360 – 404*

*C = 315 – 359*

*D = 270 – 314*

*F = 269 pts or below*

## MGMT 3860-D Human Resource Management

FALL 2015

### Projects and Exercises

#### Human Resource Management Overview (Week 3-9/6)

As a team prepare a 1,050- 1400 word paper using the Week One readings, articles, and your personal experiences to address the following questions:

- What is human resource management?
- What is the primary function of human resource management?
- What is the role of human resource management in an organization's strategic plan?

**Format** your paper consistent with APA guidelines. Week 3 – 9/8

**Cite** two to three references and use APA in-text citations

#### Human Resource Management Department Brochure (Week 4 – 9/13)

The HRM department at fictional Hancock Manufacturing is planning to recruit new employees at a local university career fair. To attract qualified applicants, the department has decided to design a brochure to advertise the department at the career fair. A graphic artist has been assigned to create the graphic design for the brochure and your team has been asked to provide the text for the brochure. The text your team writes must focus on communicating to potential employees how the department is addressing changes in technology, diversity, globalization, and ethics. This assignment is due in Week 4 – September 15th.

**Create** the text information for the brochure for the HRM department at Hancock Manufacturing. Submit your text in a Microsoft® Word document. Note that a graphic artist is responsible for the graphic design. Your Learning Team must write the text information and a design for the brochure.

**Include** the following details in your text information:

- Title of brochure
- An opening paragraph introducing the human resources department of Hancock Manufacturing
- Three to four paragraphs addressing HRM changes in technology, diversity, globalization, and ethics

#### Human Resource Management Training Presentation (Week 6 – 9/27)

Your Learning Team has been selected to conduct a recruiting and staffing training to a group of new human resource management (HRM) employees at your company. Select a company of your choice.

**Create** a 7- to 10-slide Microsoft® PowerPoint® presentation in which your team trains new employees on the role of HRM planning and its relationship to the strategic plan of the organization.

- Include an overview of the process and steps of HR planning, recruiting, interviewing, selecting, and hiring of employees.
- Consider using visual aids and graphics to enhance your presentation.
- Include clear and specific presenter's notes.

Cite two to three references and use APA in-text citations when necessary.

### Individual Presentation (Week 14 & 15 November 22 & November 29)

#### Human Resource Management HR Presentation

Select a company and prepare a 10-15 slide PowerPoint presentation. Present one of the following topic regarding the company:

Training and Development

Staffing/Recruiting

Pay Plans (Compensation)

Performance Management

International Business

Cite two to three references and use APA Guidelines

## 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](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](http://www.unt.edu/dallas) and/or check for communications or emails fro 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](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*