

**Syllabus**  
**Human Resource Management**  
**MGMT 3860**  
**Spring 2015**

INSTRUCTOR: Dr. Mark A. Davis  
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CONFERENCE HOURS: MW 3:30 – 5:00 pm Or by appointment

### **CONFERENCE HOURS**

I encourage you to stop in during office hours to talk about any problems or suggestions you may have concerning the course or just things in general. If the scheduled hours are inconvenient, feel free to schedule an appointment. The telephone number listed rings directly into my office and I have an answering machine. I can also be reached by email. To facilitate email communication, please type **MGMT3860** in the subject line of your e-mails.

### **COURSE OVERVIEW AND LEARNING OBJECTIVES**

MGMT 3860 is a junior-level survey course designed to inform and educate general managers as to the central importance of human resources in achieving organizational success. Accordingly, there is an emphasis on relating technical content from major areas within HRM such as staffing, compensation, training, labor relations, and health/safety to the interests and perspectives of general managers. The intent is to provide you – whether general manager or HR specialist – with the knowledge and expertise needed to analyze and craft HR policies and procedures that produce outcomes beneficial to all relevant stakeholders of the organization.

After successful completion of the course students should be able to:

- Describe the strategic importance of HRM functions and activities
- Analyze the financial impact of HRM functions and activities
- Discuss key legal issues involved in managing human resources
- Explain the role of planning and recruitment for competitive strategy
- Identify and critique methods of recruiting and selecting employees
- Discuss the utility of training and development to business strategy
- Outline an effective performance management process
- Manage employee separation and retention for competitive advantage
- Describe best practices for developing an effective compensation system
- Identify the attributes of effective incentive programs
- Discuss the major provisions of employee benefits programs
- Delineate the key features of the U.S. industrial relations system
- Understand the nature and importance of “justice on the job”

## INSTRUCTIONAL DESIGN

### CLASSROOM

During each class meeting you can expect a blend of lecture and learning assignments. Please prepare for class by reading and thinking about any assigned articles or textbook chapters.

### LEARNING ASSIGNMENTS

An assortment of activities such as quizzes, readings, case analysis, writing exercises, discussion, and so forth are employed in the course. Some learning assignments may occur “in-class” while others may involve work online.

Assignments come in many shapes and sizes! Some assignments are brief and easy; others require more time and effort. For brief and easy assignments, performance is largely satisfactory or unsatisfactory. For more difficult assignments, the expectations and standards for performance will be more demanding and complex. Hence, there will be greater dispersion in student grades. In either case, do your best. The points earned for any assignment can help or hinder final performance in the course.

Discussion (classroom, small group, and online) is used extensively. Make an effort to participate. First, you must be present to take part. Second, offer your informed comments and viewpoints about the material. Take positions on key debates and be prepared to defend them. Politely challenge viewpoints you disagree with. Third, adopt an attitude and act in a manner that enhances learning in the course – yours and others.

Many in-class learning assignments will be team-based. The instructor will create permanent teams for this purpose.

*There are no make-up opportunities for missed Learning Assignments.*

### ASSESSMENT AND EVALUATION

During the course, there are three scheduled exams plus an optional comprehensive exam. Each exam includes **content covered in class** (*lecture, discussion, and learning assignments*) as well as the **textbook**. Exam format is typically a blend of multiple-choice, true-false, and/or matching.

### TEXTBOOK & READINGS

Cascio, W. F. (2013). *Managing Human Resources: Productivity, Quality of Work Life, Profits*. McGraw-Hill Irwin.

*Additional readings may be provided by instructor.*

### ACCOMMODATION FOR DISABILITY

The College of Business Administration complies with the Americans with Disabilities Act (ADA) in making reasonable accommodation for qualified students with a disability. If you have an established disability as defined in the ADA and would like to request an accommodation, please see me as soon as possible but not later than the second week of the semester.

## EVALUATION

**Option 1.** Your grade in the course is determined by performance on three scheduled exams and multiple learning assignments that take place during the semester. The Option 1 column values depict the weights for determining the grade in the course.

**Option 2.** Your grade in the course is determined by performance on 3 scheduled exams, a final comprehensive exam, and multiple learning assignments. Option 2 column values indicate the weights for determining the grade in the course.

Students can select Option 1 or Option 2 on or before the last class meeting of the semester.

	<i>Option 1</i>	<i>Option 2</i>
<i>Exam 1</i>	30%	20%
<i>Exam 2</i>	30%	20%
<i>Exam 3</i>	30%	20%
<i>Comprehensive Exam</i>	----	30%
<i>Learning Assignments</i>	10%	10%

## ONLINE CONTENT

Important course information including announcements, grades, out-of-class learning assignments, and supplemental readings will be posted on Blackboard Learn. It is the student's responsibility to stay informed by logging into the course on a regular basis.

## MAKE-UP EXAMS

Students should alert the instructor regarding "authorized absences" or "absences for religious holidays" *prior to missing an exam*. Absences due to emergency, health, or the death of a loved one must be formally verified by the Dean of Students Office ([www.deanofstudents.unt.edu](http://www.deanofstudents.unt.edu) -- 940-565-2648). In either circumstance, the student and instructor will jointly determine a reasonable date and time for any make-up exam.

## USE OF PLAGIARISM DETECTION SERVICE

Written assignments in this course may be provided to an internet-based plagiarism detection service that is not affiliated with the University of North Texas. To maintain student privacy, a confidential code number will be used in lieu of your name, student number, or personal identification when using the service.

## RESEARCH PARTICIPATION

I make my classes available to faculty members and graduate students from the College of Business Administration who conduct research. As such, you *may* have opportunities to serve as a research subject and earn extra credit toward the course grade. You may choose not to participate and an alternative means of earning extra credit will be made available to you. However, you must be attending class on the day that volunteers are requested in order to earn the credit, regardless of the option you choose. Extra credit is typically applied as 1-2 percentage points to an exam score. This is the only form of extra credit available in the course.

Week	Date		Date	
1			JAN 21	Course Introduction
2	JAN 26	Business Impact of HRM / Cascio Ch. 1&2	JAN 28	Legal & Regulatory / Cascio Ch 3
3	FEB 2	Legal & Regulatory / Cascio 4	FEB 4	Health & Safety / Cascio 15
4	FEB 9	EXAM 1	FEB 11	Post Exam Learning Assignment
5	FEB 16	Plan, Recruit, & Staff / Casio Ch 5	FEB 18	Plan, Recruit, & Staff / Casio Ch 6
6	FEB 23	Plan, Recruit, & Staff / Casio Ch 7	FEB 25	Training / Cascio Ch 8
7	MAR 2	Perf Management / Cascio Ch 9	MAR 4	Postscript / Review
8	MAR 9	EXAM 2	MAR 11	Post Exam Learning Assignment
	MAR 16	SPRING BREAK	MAR 18	SPRING BREAK
9	MAR 23	Compensation & Benefits / Cascio Ch 11	MAR 25	Compensation & Benefits / Cascio Ch 11
10	MAR 30	Compensation & Benefits / Cascio Ch 12	APR 1	Compensation & Benefits / Cascio Ch 12
11	APR 6	Employee Voice & Justice / Cascio Ch 13	APR 8	Employee Voice & Justice / Cascio Ch 13
12	APR 13	Employee Voice & Justice / Cascio Ch 14	APR 15	International HRM / Cascio Ch 16
13	APR 20	International HRM / Cascio Ch 16	APR 22	Postscript / Review
14	APR 27	EXAM 3	APR 29	Post Exam Learning Assignment
15	MAY 4	Glibness Day	MAY 6	
	MAY 11	OPTIONAL FINAL EXAM		

## **MODIFICATIONS TO SYLLABUS**

In general, the schedule of exams and topics, course requirements, and policies should remain in place for the entire semester. As instructor, although I reserve the right to modify the syllabus, any changes will be out of necessity or to benefit the class as a whole.

## **ACHIEVING SUCCESS**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you lean and grow. And, *as a faculty member, I am committed to helping you be successful as a student.* Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to [succeed.unt.edu](http://succeed.unt.edu).

### **CHOICES AND ACTIONS CONDUCTIVE TO SUCCESS**

Eat healthy and exercise. Sleep well at night. Attend class regularly. Be punctual. Prepare for class. Develop an interest in the subject. Commit your attention during class. Listen. Ask questions. Offer comments. Support and respect your fellow students as well as your instructor.

### **CHOICES AND ACTIONS DETRIMENTAL TO SUCCESS**

Skip class. Arrive late. Leave early. Fall asleep during class. Stay passive and wait to be interested or entertained. Distract self and others through the use or sound of electronic devices. Chatter. Use printed media to divert attention from class. Embrace opportunities to offend others and/or to be offended.

## **ACADEMIC INTEGRITY**

### **[UNT College of Business Student Ethics Statement](#)**

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct,

disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Student Standards of Academic Integrity

[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

Code of Student Conduct and Discipline

[http://conduct.unt.edu/sites/default/files/pdf/code\\_of\\_student\\_conduct.pdf](http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf)

Computer Use Policy

<http://policy.unt.edu/policy/3-10>

The statement below acknowledges that you have received (or accessed) and read the syllabus for MGMT 3860 Human Resource Management (Fall 2013). Please sign and return this document to your instructor by Wednesday Sept 4, 2013. Alternatively, you may email the instructor ([Mark.Davis@unt.edu](mailto:Mark.Davis@unt.edu)) and simply include the statement in the body of your email.

**I have read and understand the syllabus for MGMT 3860. I agree to abide by the ethical provisions, course policies, and course requirements outlined in this syllabus. Furthermore, I intend to pursue choices and actions that will foster my success in this course.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_