



MGT 308: Human Resource Management (3 credit hours)
CRN 20140 Section 01 Spring 2019
Rahall 318: 2:00pm – 3:15pm

Instructor: Angela Addair, MBA, ABD

Title: Assistant Professor of Business

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Office Hours: Tuesdays 12:30pm-2:00pm, Wednesdays 12:00pm-2:00pm, Thursdays 12:30pm-2:00pm, Or By Appointment

Office Location: Rahall 225

Office Phone: (304) 384-5245

Text, Materials, and Technology Required

- Human Resource Management (2e); Lepak and Gowan: Chicago Business Press, 2016. ISBN: 978-0-9833324-3-5.
- Blackboard – course supplements available
- Other materials and resources will be available from the instructor.
- Concord email account which will be utilized as a communication tool between class times.

Prerequisites: None

Catalog Description: This course is an introduction to human resource management principles and practice, primarily for business majors. The course focuses on the strategic management of employees in organizations including managing employee and labor relations, strategic and workforce planning, recruitment, selection, learning and development, performance management, compensation and benefits (total rewards), and safety, health and wellness. It is intended to provide students with a broad understanding of human resources management from an Integrative HR worldview, to introduce key areas of HR in the context of an ever changing environment, to enable students to incorporate contemporary HR practices in future managerial roles.

Learning Outcomes:

Upon completion of this course, the student should understand:

Demonstrate an understanding of the role human resource management plays in relation to other functions to support organizational success • Explain the theoretical foundations of human resource management • Identify current issues and practices in human resource management • Demonstrate skills in analyzing human resource problems and determining appropriate solutions • Explain how external factors such as globalization, the economy and legislation have influenced human resources management strategy and planning • Discuss how and why ethical and social responsibility issues affect human resource management

Teaching Strategies/Processes

The following teaching methods will be utilized in the presentation of course materials:

1. **Class Discussions: Lectures** will be utilized to provide important material from the text and outside sources to be covered in class. Students should plan to take careful notes as all material cannot be found in the text or readings.

2. **Learning Activities:** Students will engage in a variety of learning activities, to provide hands-on applications of course content presented. A variety of activities including **Large and Small Group Discussions, Peer Reviews** of work, **Internet Research, Research readings,** and **Case Studies** analysis will be utilized.
3. **Visual Aids and Computer Applications:** Several visual aids including computer presentation media will be used as part of the learning environment. In addition, students will utilize computers to conduct research using the Internet as part of their assignments. **Email** will also be utilized during the course as a communication tool.
4. **Assessment Measures:** Assessment measures utilized in this course will include completion of **Instructional Topics** and **Examinations.**

Method of Evaluation

A point system will be utilized to configure grades with a total of **1000 possible points.** The grading point scale to be used is as follows:

<u>GRADING SCALE:</u>		
A = 90 – 100%	900 – 1000 Points	Track your points and you can easily determine your grade at any time!
B = 80 – 89%	800 – 899 Points	
C = 70 – 79%	700 – 799 Points	
D = 60 – 69%	600 – 699 Points	
F = Below 60%	599 and below	

Evaluation and Grading

Chapter Assignments	56 pts each	56 pts x 5	280 pts
Group Project	80 pts each	80 pts x 4	320 pts
Tests/Exams	100 pts each	100 pts x 3	300 pts
Class Activities / Quizzes	10 pts each	10 pts x 10	100 pts
Total points possible			1000 pts

Class Activities:

Class Activities are in-class assignments specific to the chapter we are reviewing. Class Activities will vary from discussions, group work, and individual work. All class activities must be complete **IN CLASS.** **If you miss a class, then you miss the class activities. No exception.**

Chapter Assignments:

These assignments are designed to enhance the chapter learning objectives. Typically, you will follow the directions in the textbook for these exercises/homework; though, I sometimes will provide you with an “answer” sheet or alter the directions.

Quizzes:

Quizzes will be given periodically throughout the semester as needed to ensure class participation and homework assignments are complete.

Exams:

There will be three exams throughout the semester.

Group Project:

You will be assigned to a team for the purpose of working on group assignments for this class. In many work situations you will be required to work as a team and it is important for you to begin to understand team or group dynamics in a safe (classroom) setting. You can make adjustments relatively easily, before you move into the workplace where errors are taken very seriously and may cost you your job. These assignments are created to allow you to better understand the Human Resource assignments that occur in the workplace. Teamwork: You will be assigned to a team for the purpose of working on group assignments for this class. In many work situations you will be required to work as a team and it is important for you to begin to understand team or group dynamics in a safe (classroom) setting. You can make adjustments relatively easily, before you move into the workplace where errors are taken very seriously and may cost you your job. These assignments are created to allow you to better understand the Human Resource assignments that occur in the workplace.

Instructor's Classroom Management Policies

The Learning Environment – An orderly classroom is essential to teaching and learning, and respect for all students and the instructor is expected. In order to maintain a productive learning environment, it is requested that each student in this course follow and maintain the classroom policies as outlined below.

- ***Attendance and Make-up Work*** -- In order for students to complete assignments and to actively and effectively learn the course content presented, consistent class attendance is essential.
 - If you are absent, a **valid excuse** must be presented within one week of the absence or the absence will be considered unexcused and any work missed will be graded as zero. In addition to university-excused absences and medically excused absences, I will work with each individual student to determine what is determined as an excused or unexcused absence.
 - If you are absent from class and the absence is EXCUSED, you will have one week from the absence to submit makeup work – this also includes making up a missed exam.
 - Students who miss exams without my prior knowledge and who do not have a valid excuse, will not be considered to makeup the missed exam.
 - **It is the student's responsibility to complete work assigned and to obtain notes and instructions missed during an absence, excused or unexcused.**
1. ***Tardiness and Leaving Class-- The class will begin promptly at 2:00pm.*** The class atmosphere is disrupted by tardy students and by students who excuse themselves during class. Consistent tardiness or leaving the classroom early may result in an instructor withdrawal from the course. This is considered disruptive behavior and is identified in the catalog as a reason for instructor withdrawal.
 2. ***General policies for maintaining a productive learning environment. All of these policies are just plain good manners and all are expected behaviors of employees by ALL employers.***
 - **Please keep all cell phones on silent during class and no electronics need to be utilized in this course**
 - **Students who disturb the learning environment** by talking, whispering, laughing, making motions to fellow students, ignoring the computer laboratory rules, placing their feet on desks, sleeping, or other types of nuisances, are a distraction not only to the instructor but to their fellow students, and will be corrected.
 - **Division of Business -- General Expectations of Students.** All students enrolled in the Division of Business at Concord University will have an attitude and demeanor that demonstrates a real commitment to the learning process. You will adhere to the expectations developed by the

Division Faculty while in class and while representing the Division of Business and Concord University. A complete list of these expectations can be found displayed on Division bulletin boards and the Division website -- <http://www.concord.edu/academics/business/current-students/policies>

3. **Late Assignments:** In order to be fair to students who get their assignments in on time and to keep my schedule, late assignments will not be accepted for unexcused absences. Please do not ask for an exception to this policy except in extreme circumstances. **All assignments will be due by the beginning of class.**
4. **Academic Dishonesty:** It is the policy of this instructor to follow the guidelines for academic dishonesty as specified in the university academic catalog and to follow the University Honor Code.
5. **Special Assistance:** Concord College is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act (ADA). Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086. Concord University's Protocol and Procedures for Serving Students with Disabilities as covered under Section 504/ADA can be accessed at <http://www.concord.edu/parents-visitors/ada-campus-access-plan>
6. **Academic Resources:** The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu. Website: <http://hub.concord.edu/academicsuccess/>

The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/>. Smarthinking—online, and on-demand tutoring—is available on Blackboard at elearn.concord.edu.

Please review the following websites, which may be useful to you.

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. They can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call (304) 384-5357 or 911. The office of public safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

The inclement weather schedule: <http://www.concord.edu/emergency-alerts>

The Beckley inclement weather schedule:
http://www.concord.edu/userfiles/files/emergency/HEC_Inc_Weather_Schedule.pdf

Concord University encourages everyone to register to receive instant emergency text message alerts via cell phones and/or email alerts: <http://sms.concord.edu/>

“General Expectations of Business Students” and the “If Students Miss an Exam Policy”
<http://www.concord.edu/academics/business/current-students/policies>

The Division of Business Mission statement and reference to the Division of Business homepage:
<http://www.concord.edu/academics/business/>

The university Honor Code and Mission statement,
www.concord.edu/userfiles/files/Academics/StudentHB2010-2012.pdf (page 4)

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services can be contacted at the CU Help Desk extension 5291 from campus or (304) 384-5291 off campus. You may also email at cuhelpdesk@concord.edu

TENTATIVE Schedule for MGT 308		
Week	Class Work and Assignments	Assignment and/or Work Due
<i>Week 1</i> <i>Jan 15-17</i>	Introduction and Review of Syllabus Chapter 1 Review	Chapter 1 Assignment Due Jan 22 Pg 23 Learning Exercise 1 Questions 1-3
<i>Week 2</i> <i>Jan 22-24</i>	Chapter 2 Review Class Activity	
<i>Week 3</i> <i>Jan 29-31</i>	Chapter 3 Review Class Activity	
<i>Week 4</i> <i>Feb 5-7</i>	Chapter 4 Review Wrap up and Review for Exam #1	Chapter 4 Assignment, Due Feb 12 Pg 139 Case Study 2 Questions 1-3 Study for Exam #1
<i>Week 5</i> <i>Feb 12-14</i>	<u>Exam #1 – Chs 1, 2, 3,4</u> Chapter 5 Review	Group Project 1 Due Feb 14th
<i>Week 6</i>	Chapter 6 Review	

<i>Feb 19-21</i>	Class Activity	
<i>Week 7 Feb 26-28</i>	Chapter 7 Review Class Activity	Chapter 7 Assignment, Due Mar 5 Pg 268 Questions 1-6
<i>Week 8 Mar 5-7</i>	Chapter 8 Review Class Activity	Group Project 2 Due Mar 7
<i>Week 9 Mar 12-14</i>	ENJOY SPRING BREAK !!!!!	Study for Exam #2
<i>Week 10 Mar 19-21</i>	Chapter 9 Review Class Activity Wrap up and Review for Exam #2	
<i>Week 11 Mar 26-28</i>	Exam #2 – Chs 5, 6, 7, 8, 9 Chapter 10 Review	Chapter 10 Assignment, Due April 2 Pg 402-403 Case Study 1 Questions 1-3
<i>Week 12 April 2-4</i>	Chapter 11 Review Class Activity	
<i>Week 13 April 9-11</i>	Chapter 12 Review Class Activity	Chapter 12 Assignment, Due Apr 16 Pg 478 Discussion Questions 1-4 Group Project 3 Due Apr 11
<i>Week 14 April 16-18</i>	Chapter 13 Review Class Activity	
<i>Week 15 April 23-25</i>	Chapter 14 Review	
<i>Week 16 April 30 –May 2</i>	Group Project Presentations Class Activity Wrap Up and Review for Final Exam	Group Project 4 Due April 30 Study for Final Exam
<i>Final Exam May 7, 2:00pm- 4:15pm</i>	Final Exam – Chs 10, 11, 12, 13, 14	

*****As a reminder, this syllabus is a working document. It is subject to change as the class progresses. Any changes will be announced in class.*****

Group Project Assignments:

Group Assignment 1

In your group, choose a job that you find interesting or that you would like to do if you were hired by a firm. Using your knowledge and assumptions about the tasks, duties, and responsibilities you think are involved, develop a job description for that job. Building on that job description, list the job specifications for the position. Use your job description to write an ad for hiring someone to work for the company in that job. Keep in mind the location where this job might be posted, and research similar jobs to see how to advertise for that position. Your paper should include four things: 1) What job you have chosen 2) Your job description 3) The media advertisement for this position, and 4) Job specifications that you feel fit this job.

This assignment is due on February 14, 2019.

Group Assignment 2

In your group, take the job description that you have created in Assignment 1 and 1) Develop interview questions that are appropriate for this position. Do not simply copy interview questions from the book or from an internet source, but instead discuss with your group members what questions you would need to ask in order to hire the best person for this position. 2) Think about how much time you would allot for interviewing each candidate. Keep in mind that some questions are probably standard for many jobs, but depending on the job position you have chosen, you may need to ask questions that others would not ask. 3) You will determine how many questions to develop. Make sure that you do not ask inappropriate or illegal questions in your interview.

This assignment is due on March 7, 2019.

Group Assignment 3

In your group, you need to take the position that you created in the first and second assignments and determine how you would conduct a performance evaluation for that position. 1) You should specify which aspects of this person's performance are relevant to your organization. 2) Determine how you are going to measure the performance of the person in this position. Make sure that the performance measures you choose support the organization's strategy, and are valid and reliable. 3) Then discuss how you would provide this employee with feedback on his or her performance for the period. 4) How will you conduct this performance review? 5) What will you talk about? 6) What type of feedback will you give this employee?

This assignment is due on April 11, 2019.

Group Assignment 4

In your group, use the job you have used before and develop a pay structure and an incentive plan for this position. 1) Research job sites to determine: a. What you will pay this employee, including type of pay (hourly or salary) b. Whether it will be an exempt or non-exempt position, piecework rate, commission, bonuses, or other method of pay. 2) Then determine what benefits you will offer this employee. a. Make sure that you include the benefits required by law, and b. Then discuss any other benefits you feel would be appropriate for this position. c. Research costs of the benefits you choose and determine the total cost of the pay and benefits for this position.

This assignment is due on April 30, 2019.

At the end of the semester your group will present a brief summary of your project combining the 4 assignments.