

Fall 2015

MANG 3467

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University of New Orleans

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MANG- 3467 –HUMAN RESOURCE MANAGEMENT
Room KH 129, Monday, Wednesday, & Friday, 11:00-11:50
University of New Orleans
Fall– 2015

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Office Hours: Wednesday 3-5
Monday & Tuesday 12:00-2:00
(also by appointment)

Syllabus and Enrollment:

By enrolling in this course, you agree to the policies and requirements set forth in this syllabus.

Course Objectives:

By the end of this course, you will gain the tools and knowledge to:

- Become a more successful manager of human resources (HR), regardless of your organizational role
- Distinguish how various HR management practices are used to support different business strategies
- Understand the roles and responsibilities of supervisors, employees, and HR professionals in managing HR
- Understand how HR practices (will) impact you as a soon-to-be college graduate, a new employee, and as someone seeking their 2nd (3rd, 4th, ..., nth) job
- Better consider careers and companies that may appeal to you

Course Description:

This course introduces human resource management (SHRM) and its importance to organizations in gaining and maintaining competitive advantage. Topical areas covered include: Recruitment, selection, training, performance management, and compensation.

Required Reading Materials:

- Fundamentals of Human Resource Management, 4th ed. by Noe, Hollenback, Gerhart, & Wright, 2010.
- The 5th edition of the above book is also acceptable

Learning Methods:

Class sessions will be interactive in nature and will utilize a variety of tools and learning methods, including lecture/discussions, audio programs, videos, and case analyses. Participants are expected to contribute their informed points of view during class, as discussion is a very powerful learning mechanism. It is essential that students are prepared for class sessions; otherwise classroom learning will be hindered. Students are responsible for the text, classroom discussion notes, other readings, and assignments. Active participation and regular attendance are major determinants of your performance.

Evaluation:

Your final grade will be based on three components: three examination, in-class quizzes, and class contribution. All course components must be completed before a final grade can be computed.

1. Quizzes (4 @ 5% each)	20 points
2. Exams (3 @ 26% each)	78 points
3. Class Contribution	<u>2 points</u>
	100 points

Grading will be assessed as follows:

90 & Above	A
80 – 89.99	B
70 – 79.99	C
60 – 69.99	D
Below 60	F

COURSE POLICIES

Late Policy

All assignments are due in class on the day indicated on the syllabus. Late work will receive a letter grade reduction (i.e., 10 points off) for each day (24 hour period) it is late.

Statement on Academic Integrity

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code for further information. The Code is available online at <http://www.studentaffairs.uno.edu/accountability.cfm>

Email Policy

Email is the preferred method of communication. The university assigns all students an email account, and students are expected to “check their email daily.” Students can forward their university email accounts to other email accounts, but students bear the risk of doing so.

Other Course Policies

All accommodations for religious observances and learning disabilities will be made per university policies. In fairness to all students, only students following the university guidelines for accommodation will be accommodated. Students with Disabilities who qualify for services will receive the academic modifications for which they are legally entitled. It is the responsibility of the student to register with the Office of Disability Services (UC 260) each semester and follow their procedures for obtaining assistance.

Classroom Etiquette:

- Please do your absolute best to arrive at class on time, just as you would expect me to be on time. This is critical because being late may cost you the opportunity to take the day’s quiz.
- Treat others with respect. This includes providing others with constructive feedback, using appropriate language, and avoiding side discussions.
- Please make sure that cell phones and other devices that might provide a distraction to the class are turned off.
- Please avoid leaving and re-entering class. This is distracting and shows a lack of respect for other students.
- Don’t study for other courses or go to sleep in class.

In short, I expect you to behave professionally and to use common sense in terms of your behaviors in class

Participation

You are expected to **come to class prepared** by completing the reading with sufficient attention and completing any homework. You are also expected to **participate in the class** discussion, by answering questions correctly, making insightful comments, and participating actively in in-class exercises. In addition, you are expected to **attend class**, by arriving on-time and staying until the end of class. Participation is graded by my subjective assessment of your

participation. All students are minimally expected to attend class. *Students are allowed to miss a maximum of two classes before attendance negative influence their grade.* Please note that failure to attend class has the potential to detract from your grade but attending class does not further your grade. Only active participation improves your grade.

Quizzes:

There will be a 4 in-class quizzes that will cover the readings that were covered since the last quiz (text, supplementary, and/or case based).

Exams:

Exams will be administered in class, and will consist of multiple choice items. The best way to study for the exams is to carefully read the readings, take notes during lectures, review quizzes, and answer the discussion questions at the end of each chapter. No make-ups can be given for any exam. Should you miss an exam, a 15-20 page paper on a topic provided to you by the instructor will be due one week after the exam date. The third exam is optional for those students who are satisfied with their grade at the end of the semester and have a strong attendance record (i.e., attends 85% of classes)

Tentative Course Schedule

Date	Topic	Readings	Other
W 8/19	Introduction & Course Overview		
F 8/21	Managing Human Resources	Ch. 1	
M 8/24		Ch. 1	
W 8/26	Trends in HR Management	Ch. 2	
F 8/28		Ch. 2	
M 8/31		Ch. 2	
W 9/2	Providing Equal Employment & Safe Workplace	Ch. 3	
F 9/4		Ch. 3	
M 9/7	LABOR DAY		
W 9/9		Ch. 3	
F 9/11			QUIZ 1 (CH 1-3)
M 9/14	Analyzing Work & Designing Jobs	Ch. 4	
W 9/16		Ch. 4	
F 9/18		Ch. 4	
M 9/21			EXAM 1 (CH 1-4)
W 9/23	Planning and Recruiting Human Resources	Ch. 5	
F 9/25		Ch. 5	
M 9/28		Ch. 5	
W 9/30	Selecting Employees	Ch. 6	
F 10/2		Ch. 6	
M 10/5		Ch. 6	
W 10/7			Quiz 2 (CH 5 & 6)
F 10/9	Training	Ch. 7	
M 10/12		Ch. 7	
W 10/14		Ch. 7	
F 10/16	MID-SEMESTER BREAK		
M 10/19	Managing Employees' Performance	Ch. 8	
W 10/21		Ch. 8	
F 10/23		Ch. 8	
M 10/26			EXAM 2 (CH 5-8)
W 10/28	Developing Employees	Ch. 9	
F 10/30		Ch. 9	
M 11/2		Ch. 9	
W 11/4	Separating & retaining Employees	Ch. 10	
F 11/6		Ch. 10	
M 11/9		Ch. 10	
W 11/11			QUIZ 3 (CH 9 & 10)
F 11/13	Establishing a Pay Structure	Ch. 11	
M 11/16		Ch. 11	
W 11/18		Ch. 11	
F 11/20	Recognizing Employee Contributions	Ch. 12	
M 11/23		Ch. 12	
W 11/25	THANKSGIVING BREAK		
F 11/27	THANKSGIVING BREAK		
M 11/30		Ch. 12	
W 12/2			QUIZ 4(CH 11 & 12)
F 12/4	Review for Exam 3		
Exam 3 administered according to the Final Exam Schedule. Data and location is TBA			

This course syllabus provides a general plan for the course; deviations may be necessary.