

Syllabus Human Resource Management

MGMT 340

Mark S. Miller

Spring, 2017

MWF – 10:30 AM – CC 111

COURSE SYLLABUS

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CATALOG DESCRIPTION:

Organizations play a critical role in our society. Their success depends on their most valuable resource – humans. In this course you will have an opportunity to examine the various functions, processes and products of a human resources system

COURSE PHILOSOPHY:

The well being of society is dependent upon the well being of organizations. The success of these organizations depends upon the human resources that enable organizations to achieve their objectives. This course in personnel management is the study of how organizations obtain, maintain, and retain their human resources.

TEXT: *Fundamentals of Human Resource Management*, Noe, Hollenbeck, Gerhart, Wright, 6th Edition. **The Textbook is used extensively in class. Bring your book to class. Penalty for not having book with you!**

LEARNING OBJECTIVES/ METHODS OF ASSESSEMENT

- 1) Knowledge and competency in the study of human resource management. Measured by three quizzes and the final test.
- 2) Recognize, understand and propose solutions to the current challenges facing supervisors and managers in human resource management. The students will interview an expert in business and write a paper which recommends how the company can improve their human resource management.
- 3) Expand and refine critical thinking skills as related to subject matter in the course. Five case studies will be analyzed by the students.
- 5) Study and understand the growth of governmental regulations related to the modern work place. The students will demonstrate this in three quizzes and the final test.
- 6) Identify and comprehend the complex issues relating to labor and management relations for the 21st century. Each student will lead a class discussion to demonstrate mastery of this skill.

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CLASS NOTES

Cell phones/pagers/ texting – No texting allowed in class. If your devices ring in class you owe a treat for everyone in class. Turn off your phones.

Laptops/ tablets/ smart phones – Will be allowed for class work only.

Disabilities- If you have a documented disability and anticipate needing any accommodations for this course, please arrange with me in the first two weeks of class. You also need to have documentation on file with Diane Schowalter in the Advising Center (x5802.) This information will be kept confidential.

Academic Honesty Guidelines –I will follow the community code.

Emailed assignments -Hard copy assignments only . Severe penalty for Emailed assignment.

POINT VALUES FOR COURSE ASSIGNMENTS

GRADES/ ASSIGNMENTS

Final grades for this course will be based on the following criteria. Use the last column to keep track of your own points and grade

WEIGHTING OF ASSIGNMENTS

Following is the suggested weighting of assignments for this course:

ASSIGNMENT	POINTS	EARNED
TA Leading discussion	15	
Cases (5x 4 points)	20	
Three quizzes(10 points each)	30	
Final Exam	15	
Company Project paper	10	
Attendance/Participation – class discussions	10	
TOTAL	100	



- Assignments are late if not submitted by the time class is completed. **A ONE GRADE penalty will be assessed for EACH CLASS assignments are late. No credit will be given for work that is more than two weeks late.**

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Grades- Grades will be based on the scales below. I reserve the right to adjust the scale based on the actual spread of points and rounding.

90 and higher = A/A- 89.8-80 = B+/B/B- 79.9-70 = C+/C/C- 69.9-60 = D+/D/D- Below 60 = F

1. **Quizzes (3- 10 points each)** – There will be three quizzes. Quizzes will be true/false, multiple choice and short essay questions. The essay questions will be taken from the chapter questions that we will discuss in class (see list below), T/A topics or class discussions. Notes can be used for the exams but not the text book.
2. **Final Exam (15 points)** – The final exam will be true/false, multiple choice and short essay questions. **The final exam will be cumulative.** Notes can be used for the exams but not the text book.

Chapter questions

Chapter 1- 1,6,9	Chapter 2- 1	Chapter 3- 2,3,7	Chapter 4- 3,8
Chapter 5- 7,11	Chapter 6- 7,9	Chapter 7- 4,9	Chapter 8- 2,9
Chapter 9- 3,5,8	Chapter 10- 2,4	Chapter 11- 1,8	Chapter 12- 3,7,10
Chapter 13- 3	Chapter 14- 2,7	Chapter 15 – 2,4	Chapter 16- 4,9

3. ATTENDANCE/ PARTICIPATION (10 points)

In this course, participation is an important part of your grade. I will take attendance and you are expected to stay the entire class. As in any other job if you are there you get paid- if not you will not be paid, **Late arrivals and sleeping in class are very distracting and will also affect the participation points.** There will be lectures, T/A presentations, discussions, activities, guest speakers and group exercises. You will be expected to effectively participate in all classroom activities.

4. TA PRESENTATION/ REPORT (15 points each)

Each Student will act as the Teaching Assistant to one class. You will be assigned a topic to research and teach on as a supplement to the material in class. The topics are arranged by the topics we will be covering. T/A topics are fair game for tests! Under emergency situations only will you be excused from your assigned dates?

- 1) **Presentation (15 points)** - The T/A is to lead a fifteen minute discussion. **It is expected the student will lead a class discussion and find ways to get the class to participate. Ask questions, play games, have contests- make these topics fun!** Stress the key points you want your class to learn. Power Point slides or other audio visual material is encouraged. Presentation will be grade on: Content/ displayed expertise of topic, key points (50%), Impact to audience/ participation/ eye contact (30%), Audiovisuals (20%)

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T/A Topics

1. Should work be fun?
2. Why we hate HR!
3. Ten myths about affirmative action.
4. What to do when the boss is unethical?
5. How to handle workplace Romance?
6. Advice for the first year on the job.
7. The master recruiter- Wendy Kopp
8. Interview questions to be prepared for- how to answer the tough questions.
9. How to network and enjoy it- critical tool to get a job.
10. Employee Suggestion Programs- How to encourage bright ideas.
11. Pros/ Cons 360 degree reviews.
12. Best way to break the glass ceiling?
13. Leadership succession
14. Reducing turnover- Why retention is important ***
15. Is there a women's Wage Gap?
16. How to negotiate pay
17. \$15 Minimum wage?
18. Is CEO pay extreme? How to fix?
19. Why you should contribute in 401 K plans
20. Health Care Crisis– What companies can do?
21. Fire Employees who smoke?
22. Family maternity leave Act -compared to other countries
23. Pros/ cons of unlimited vacations.
24. Employee Free Choice Act
25. Trying to unionize college sports?
26. How to reduce the overseas blues
27. Different options to pay expats.

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5. Cases (4 points each) – Answer thoroughly the questions at the end of the case. Case answers should be typed- no cross outs, hand written notes. **This is an individual assignment. Treat as business correspondence- short and accurate answers.** Grades will be based on: Content, relate to material covered. Questions answered (75%), Grammar, readability, spelling (25%)

1. “ Company Fail’s”- page 98-99 (3)
2. “ How Gild” –page 194-195 (6)
3. “REI’s Purpose” – page 327-328 (10)
4. “Twitter Tries” – page 391-392 (12)
5. “Republic” – page 491-492 (15)

Company project paper (10 points) – You are a consultant that is assigned to analysis the HR status of an actual company. **Select a company that 1) you have access to and 2) has enough employees to be concerned with HR matters.** This can be a company at which one of your parents works, you have worked or a friend works.

To be included is your paper:

- Company information – one paragraph – Product, history, how many employees. Note cite sources
- Information about the person interviewed- function, years of experience
- Information from person you interviewed regarding HR within that company. How organized? Biggest HR challenges? Changes in policies in past few years?
- What is your analysis of the companies HR processes compared to what you have learned in this class.

The company paper should be three to five pages double spaced, 12 font and will be graded: 50% content, recommendations, 30% organization, readability, 20% mechanics (spelling, grammar).

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CLASS SCHEDULE/ASSIGNMENTS –

<u>Date</u>	<u>Chapter</u>	<u>Assignment Due</u>
2/1	Review Syllabus- introductions	Pre- assessment quiz
2/3	Chapter #1	Questions
2/6	Chapter #2	- Questions
2/8	Chapter #3	T/A #1
2/10	Chapter #3	T/A #2
2/13	Chapter #3	T/A #3
2/15	Chapter #3	T/A #4 -Questions
2/17	Chapter #4	T/A #5 – case #1- Questions
2/20	Quiz- Chapters 1-4	
2/22	Chapter #5	T/A #6-Questions
2/24	Chapter #6	T/A #7
2/27	Chapter #6	T/A #8 Questions-
3/1	Chapter #7	Case #2
3/3	Chapter #7	T/A #9
3/6	Chapter #7	Questions-
3/8	Chapter #8	T/A #10
3/10	Chapter #9	
3/13	Chapter #10	Questions, T/A #11
3/15	Guest-	T/A #12,
3/17	Chapter #10	T/A #13

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3/20-3/24	Spring Recess	
3/27	Chapter #10	- Case #3- T/A #14
3/29	Chapter 11	
3/31	Chapter 11	Questions-
4/3	Quiz #2	Chapters 5-11
4/5	Chapter 12	T/A #15
4/7	Chapter 12- negotiations	T/A #16- Case #4
4/10	Chapter 13/14	Questions- T/A #17 #18
4/12	Chapter 14	T/A #19- 401 K
4/19	Chapter 14	T/A #20- Health Care
4/21	Chapter 14	T/A #21-
4/24	Chapter 14	T/A #22
4/26	Chapter 14	Fin-Planning –T/A #23
4/28	Quiz #3	Chapters 12-14
5/1	Chapter #15	Company paper due
5/3	Guest?	
5/5	Chapter 15	T/A #24
5/8	Chapter 15	T/A #25- Case #5
5/10	Chapter 16	T/A #26
5/12	Chapter 16	Wrap up – Questions T/A #27
5/15-5/17	Finals	