

MG 253
Human Resources Management

Spring Term 2006

Gary R. Wright, Ph.D.

Email: gwright@moravian.edu
Office Phone: 610-861-1376
Office: Comenius Hall Room 205B
Office Hours: M, W 10:00 am – 11:45 am and
4:00 pm – 4:30 pm
or by appointment
Home Phone: 610-372-2372

Catalog Description

Employee motivation, recruitment and selection, performance evaluation, training and development, compensation and benefit plans, intra-organizational communication. Emphasis on case studies to develop problem-solving and decision-making abilities; operational practices; relevant behavioral-science theories; public policy and institutional constraints on effective use of human resources.

This course will focus on the business concerns of employee motivation, recruitment, selection, performance evaluation, training, compensation, benefits, intraorganizational communication, and organizational development. Emphasis will be on acquiring theoretical knowledge and practical skills in these areas. The course will use an experiential learning approach. That is, students will not only study the concepts but practice using their acquired knowledge in case studies and simulations.

All students will be required to complete the readings, compose a resume and cover letter, participate in classroom discussions, and an HRM research project.

Please bring your book and notes on your reading to each class.

Textbook

Human Resources Management (Ninth Edition)

Dessler, Gary

ISBN 0-13-066492-8, Prentice Hall, 2002

Myers Briggs Type Indicator

Consulting Psychologists Press, Inc.

Course Goals

As a result of completing this course, you should be able to:

- Understand the role of Human Resources and how it relates to the operational and strategic management process
- List and explain how to deal with important occupational health and safety problems
- List the various uses of Performance Appraisal Process and evaluate effectiveness of a simulated PA interview
- Job Analysis – develop and evaluate a resume and cover letter and effectively interview a job candidate
- Discuss the major events in the Labor Relations Movement and the future of unions
- Discuss organizational change and a basic process for managing change
- Cite the main features of at least 5 employment discrimination laws
- List the basic factors in determining pay rates
- Describe the training process and develop a criteria to evaluate instructors
- Describe the MBTI framework and list the strengths and weakness of your type

Course Project

Human Resources Management Issues

Each student is required to complete an analysis of a Human Resources Management issue. The area of study will be selected by the student and approved by the professor. The topic should address a relevant business issue, you will define the topic indicate why it is a significant issue, describe the current state and offer suggestions on what should be done to improve this issue. The paper should include references to at least five articles from journals and business periodicals as well as references to primary sources. All references should be properly cited. The paper should be 8-10 numbered pages. In addition to the paper, all projects will include an executive summary. This research will be presented to the class and critiques will be provided to the presenter. The research will be the basis of your 5-8 minute presentation to the class. This presentation will be supported by PowerPoint and handouts.

Attendance and Participation

All students are expected to attend class and participate in class discussions. Failure to attend class on more than two occasions for any purpose automatically disqualifies the student from receiving the highest participation grade. Additional absences will result in a further lowering of the participation grade and possible failure of the course. Homework will be required.

Method of Evaluation

The student's grade from the course will be based on the results of the results of 3 exams, the course project and class participation. **Each of these activities will contribute 20% of the final grade.** Make-up exams will be given only if there are serious circumstances.

Academic Honesty

The Academic Honesty Policy as written in the student handbook will serve as our policy for this course.

Extra Credit Assignments

Extra credit opportunities are available only with the written approval of the instructor.

Tentative Schedule of Assignments and Readings

Jan	16	Orientation/Overview	
	18	Human Resources Management	Chapter 1
	23	Legal Aspects of H.R.	Chapter 2
	25	Job Analysis	Chapter 3
	30	H.R. Planning	Chapter 4
Feb	1	Employee Testing – Research Topics Due	Chapter 5
	6	Selection	Chapter 6
	8	Interviewing	Chapter 6
	13	EXAM #1	
	20	Performance Review	Chapter 9
	22	Performance Review	Chapter 9
	27	Presentation Guidelines	
Mar	1	MBTI	
	13	Training	Chapter 7
	15	Organizational Research – Presentations Begin	Chapter 8
	20	Career Management	Chapter 10
	22	Career Management	Chapter 10
	27	Change Management	Chapter 8
	29	EXAM #2	
Apr	3	Pay Plans	Chapter 11
	5	Incentives – Papers Due	Chapter 12
	10	Benefits	Chapter 13
	12	Benefits	Chapter 13
	19	Collective Bargaining	Chapter 14
	24	Employee Safety/Health	Chapter 15
	26	Global H.R.	Chapter 16

May 1-6

FINAL EXAMS