

MGMT 253A & B – Human Resource Management

Fall 2007

M-W 8:50-10:00am & M-W 2:20-3:30, Comenius 5

Alysa Lambert, Ph.D.

Email: alysal@moravian.edu

Office: Comenius 205B

Office Hours: Monday & Wednesday 10-11am; Tuesday 2-4pm & by appointment

Office Phone: 610-861-1376

Course Description

This course introduces the concepts and techniques of human resource management, with an emphasis on problem solving and decision-making abilities. Topics may include human resource planning, human resource information systems, employee recruitment and selection, employment interviewing, equal opportunity and affirmative action, compensation and benefits, incentive programs, performance appraisal, training and development, quality of work-life programs, employee counseling and career planning, labor relations, safety, ethical and legal issues in HRM, and international differences in HRM.

Course Goals

- Provide students with an enriched course in basic HR principles that is framed around business ethics and incorporates the study of HR on local, national and international level.
- Use lecture, discussion, readings, case studies and presentations to enhance the students' understanding of course material.
- Demonstrate application and mastery of principles through analyses of real-world organizations.

Course Outcomes

Through examinations, individual and group contributions, and class participation, students will demonstrate:

- An understanding of the basic concepts of Human Resources,
- An understanding of how Human Resources relate to the operational and strategic management process of an organization,
- A knowledge of how global socio-economic and technological forces are changing HR and
- An awareness of the challenges faced by today's HR Managers.

Required Texts and Other Materials

Dessler, Gary (2005). Human Resource Management (10th edition). Prentice Hall.
ISBN:0131440977

Other readings at instructor's discretion.

Grading Criteria

100-93	A	79-77	C+
92-90	A-	76-73	C
89-87	B+	72-70	C-
86-83	B	69-60	D
82-80	B-	Below 60	F

Graded Course Components- Total of 570 points

- **Examinations are worth 100 points each.** All exams will consist of multiple-choice and short-answer questions. The final exam (optional) will also be multiple-choice and short-answer questions and will be comprehensive.
 - **Group Presentation and Paper are worth 170 points.** The paper and presentation are worth 75 points each and an outline due 10/31/07 is worth 20 points. Each group will choose or be assigned a topic to write a paper on. Also, the group will create a 15-20-minute presentation on their topic and present it to the class at the end of the semester. *All members of the group MUST participate to receive credit.* More information on the paper and presentation will be provided later. You must have **at least 8** references for your paper and **at least** one type of visual aid for the presentation: overhead slides, handouts, etc. See separate sheet for presentation grading criteria.
 - **Attendance and Participation are worth 100 points.** Attendance and participation in class are necessary for optimum understanding of the material. These points will be earned at the discretion of the instructor and may consist of, but are not limited to, pop quizzes, in-class assignments, group work and homework. There will be plenty of opportunities for you to share your opinions and experiences. You are encouraged to participate as often as possible in order to increase your and your classmates understanding of the material. While strict attendance of class is not required, please be aware that the points for attendance and participation may occur at anytime and therefore excessive absences will lower your grade.
- NOTE:** If you miss any announcements or important information because you were not in class then it is your responsibility to talk to your fellow students and find out what you missed.
- **Late Fees:** Penalties will be assessed for any assignment or project that is turned in late. The late fee assessed is 3 points for each day, not class day, after the due date.

General and Miscellaneous Policies and Other Items

- **Extra Credit:** There are no opportunities to do additional work for extra credit during the semester, so students are urged to attend classes and prepare for the exams.
- **Disabilities.** Anyone who wishes to disclose a disability and request accommodation under the Americans with Disabilities Act (ADA) for this course, first must meet with either Mrs. Laurie Roth in the Office of Learning Services (for learning disabilities and/or ADD/ADHD) or Dr. Ronald Kline in the Counseling Center (for all other disabilities).
- **Academic Dishonesty** The Academic Honesty Policy for this course is the same as the one outlined in the school catalog and the student handbook.
- **Cell phones pagers, PDAs and all other electronic devices** are banned during classes. They must be turned off and stowed away in a book bag, purse, etc.
- **Make-up exams** will be given only for extreme circumstances. The instructor reserves the right to determine what is and is not an extreme circumstance.
- **Disruptive Behavior** includes but is not exclusive to cell phones going off, persistent talking, insensitive behavior, generally disrupting the lectures, or coming in late, etc. If these behaviors occur several times you may be asked to leave the classroom.
- **Note:** While no changes are expected, the instructor reserves the right to change any and all information contained in this syllabus. Also, the instructor reserves the right to apply qualitative judgment in determining grades for an assignment or for the course.
- **Extreme circumstances** are the *ONLY* exceptions to the above rules and are evaluated on a case-by-case basis by the instructor.

Class Dates and Schedule

Class Session	Date	Assignments and Tests
1	8/27/07	Introduction/The Role of HRM (1)
2	8/29/07	EEO/Legal Issues (2)
	9/3/07	Labor Day
3	9/5/07	Strategic HRM (3)
4	9/10/07	Job Analysis (4)
5	9/12/07	Planning and Recruitment (5)
6	9/17/07	Catch-up & Exam Review
7	9/19/07	Exam 1 (Chapters 1-5)
8	9/24/07	Selection (6)
9	9/26/07	Interview Techniques (7)
10	10/1/07	Training and Development (8)
11	10/3/07	Performance Management (9)
	10/8/07	Fall Recess
12	10/10/07	Compensation Part I (11)
13	10/15/07	Catch-up & Exam Review
14	10/17/07	Non-Profit Panel (8:50 class) Exam 2 (Chapters 6-9, & 11) (2:20 class)
15	10/22/07	Non-Profit Panel (2:20 class) Exam 2 (Chapters 6-9, & 11) (8:50 class)
16	10/24/07	Compensation Part II (12)
17	10/29/07	Benefits (13)
18	10/31/07	Ethical Issues (14)/ Outline Due
19	11/5/07	Guest Speaker: Steve McKinney
20	11/7/07	Topic Research
21	11/12/04	Labor Relations (15)
22	11/14/07	Safety Issues (16)
23	11/19/07	Global HRM (17)
	11/21/07	Thanksgiving
24	11/26/07	Catch-up & Exam Review
25	11/28/07	Exam 3 (Chapters 12-17)
26	12/3/07	Group Presentations
27	12/5/07	Group Presentations
28	12/10/07	Group Presentations
29	TBA	Final Exam