

MGMT 253 A & B
Human Resource Management
Fall Term 2008

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Course Description in Moravian College Catalog 2006-2008

253. Human Resource Management. *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, intra-organizational 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 simulation.

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

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

TEXTBOOK

Managing Human Resources (Fourteenth Edition)

Bohlander-Snell

ISBN 0-13-978-0-32431463-2, Thompson, 2007

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 Performance Appraisal 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 criteria to evaluate instructors.

Describe the MBTI framework and list the strengths and weakness of your type.

COURSE PROJECT

HUMAN RESOURCE MANAGEMENT ISSUES

Each student is required to complete an analysis of a Human Resource 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 summary will be presented to the class and critiques will be provided to the presenter. The presentations will be 10-12 minutes and include visuals and/or handouts.

ATTENDANCE AND PARTICIPATION

All students are expected to attend class and participate in class discussions. Failure to attend class on more than three 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.

METHOD OF EVALUATION

The student's grade for the course will be based on the results of the results of 3 exams, the course project, and class participation. Each of the 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

August	25	Orientation/Overview	
	27	Human Resources Challenges	CH 1
September	3	Human Resources Strategy	CH 2
	8	Human Resources Planning	CH 2
	10	EEO	CH 3
	15	Diversity – Topics Due	CH 3
	22	Job Analysis	CH 4
	29	Employee Involvement – Resume and Cover Letter Due	CH 4
October	1	Exam #1	
	8	Recruitment	CH 5
	13	Selection	CH 6
	15	Training and Development	CH 7
	22	Appraising and Improving Performance	CH 8
	27	Appraising Performance	CH 8
	29	Exam #2	
November	3	Compensation	CH 9
	5	Pay for Performance – Presentations Begin	CH 10
	10	Employee Benefits	CH 11
	12	Employee Benefits	CH 11
	17	Safety and Health	CH 12
	19	Employee Rights and Discipline	CH 13
	24	Labor Relations	CH 14
December	1	International HR Management	CH 15
	3	Teams	CH 16
	8	High Performance Work Systems	CH 16
	10	Change	CH 16
December 12, 15-19		FINAL EXAM	