MGMT 253 A & B
Human Resource Management
Fall Term 2011

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Office Hours Tuesday, Thursday – 9:45 am-10:15 am, 12:30 pm-1:00 pm, 2:30 pm-3:00 pm

Course Description in Moravian College Catalog
*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.*
Prerequisite: Management 223or permission from instructor.

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
Human Resources Management (Twelfth Edition)
Gary Dessler
ISBN 13-978-0-13-608995-7

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.
-   Identify and critically assess the managerial perspectives and skills necessary and valuable in addressing Human Resources situations or problems.
-   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.
- Integrate technology, media and interpersonal competencies to effectively communicate a message to the class.

COURSE PROJECT
HUMAN RESOURCE MANAGEMENT ISSUES
Each student t 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. The results of your research 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 handouts.

ATTENDANCE, CLASSROOM PARTICIPATION, AND EXPECTATIONS
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 lowering of the overall participation grade and possible failure of the course. Homework will be collected, graded, and returned. The use of cell phones in the classroom is not permitted. Students who wish to request accommodations in this class for a disability should contact Mr. Joe Kempfer, Assistant Director of Learning Services for Disability Support, 1307 Main Street (extension 1510). Accommodations cannot be provided until authorization is received from the office of Learning Services.

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	30	Orientation/Overview	
September	1	Human Resources Management CH 1	
	6	EEO	CH 2
	8	Human Resources Planning Diversity	CH 2
	13	Research Topics	
	15	Convocation	
	20	Human Resources Strategy/Career Center	CH 3
	22	Job Analysis	CH 4
	27	HR Planning	CH 5
	29	Recruiting	CH 5
October	4	Exam #1	
	6	Employee Testing – Resume and Cover Letters Due	CH 6
	11	Fall Break	
	13	Interviewing	CH 7
	18	Training and Development	CH 8
	20	Appraising and Improving Performance	CH 9
	25	Appraising Performance	CH 9
	27	Exam #2	
November	1	Career Development, Presentations Begin	CH 10
	3	Coaching/Networking	CH 10
	8	Establishing Pay Plans	CH 11
	10	Compensation	CH 11
	15	Pay for Performance – Papers Due	CH 12
	17	Employee Benefits	CH 13
	22	Ethics and Fair Treatment	CH 14
	29	Employee Relations	CH 15
December	1	Health and Safety	CH 16
	6	Global Human Resources	CH 17
December	12	Monday, 1:30 pm, MGMT **253B**	FINAL EXAM
	13	Tuesday, 1:30 pm, MGMT **253A**	FINAL EXAM

*This syllabus is subject to change.