

MGMT 253
Human Resources Management
Spring Term 2015
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Catalog Description

Employee motivation, recruitment and selection, performance evaluation, training and development, compensation and benefit plans, intra-organizational communication. Emphasis on case studies 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, complete the Myers Briggs Type indicator, and an HRM research project.

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

Textbook

Human Resources Management (Fourteenth Edition)

Dessler, Gary

ISBN 978-0-13-354517-3, Prentice Hall, 2015

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 strengths and weaknesses 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 and 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 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 topic will be presented to the class and critiques will be provided to the presenter. The presentations will be 5-8 minutes and will include a 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 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 from the course will be based on 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 written in the student handbook will serve as our policy for this course.

Disabilities:

Students who wish to request accommodations in this class for a disability should contact Ms. Elaine Mara, Assistant Director of Academic & Disability Support, located on the first floor of Monocacy Hall (extension 1401). Accommodations cannot be provided until authorization is received from the Academic & Disability Support office.

Extra Credit Assignments

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

Tentative Schedule of Assignments and Readings

Jan. 21	Orientation/Overview	
Jan. 28	Human Resources Management/Legal Aspects	Chapters 1-2
Feb. 4	Job Analysis/HR Planning	Chapters 3-4
Feb. 11	Recruiting-Selection-Resume	Chapters 5-6
Feb. 18	Interviewing Candidates	Chapter 7
Feb. 25	Exam #1- Research Topic	
March 4	Training and Development- Career Management	Chapters 8 + 10
March 11	No Class	
March 18	Performance Review- Presentations Begin	Chapter 9
March 25	Compensation- Pay for Performance	Chapters 11-12
April 1	Benefits- Papers Due	Chapter 13
April 8	Exam #2/Presentations	
April 15	Employee Relations and Labor Relations	Chapters 14-15
April 21	Employee Health and Safety/Global HR	Chapters 16-17
April 28	Exam #3	