

Moravian College
Department of Economics and Business
MGT 253: Human Resources Management

Instructor: Dr. James Ravelle
Professor of Economics and Business
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Office Phone: (610) 861-1378
Office Hours: 7:50 AM to 8:50 AM, Tuesdays and Thursdays
10:30 AM to 11:30 AM on Mondays
Or by Appointment
Instructor e-mail: ravellej@moravian.edu

Prerequisites:

- * Sophomore or 2nd Semester Freshmen status; or
- * Junior or Senior Standing

Course Objectives:

This purpose of this course is to introduce students to the theory and application of managing human resources in private and public organizations. To that end:

- * We will explore the important connection of human resources to the economy and management and review the important HRM has in the organizational planning and strategy process.
- * We will look at public policies that protect and assert the rights of employees to equal employment opportunities and the issues organization must face to comply with these policies.
- * We will look at the major topical areas of human resource management; including but not limited to a review of training, recruitment, selection and performance appraisal.
- * We will consider the myriad of issues and problems associated with employee and union rights and relations as an organizational and societal matter.

Requirements and Methods of Evaluation:

There are four requirements to successfully complete this class:

- * You will be expected to attend and participate regularly in class (See Attendance and Participation Policy below)
- * You will be expected to read the homework assigned to you, whether in the book or by handout.
- * You will be expected to participate in at least one team presentation for which you are asked to present.
- * You will be expected to take all three (3) exams at the times at which they are scheduled.

Grading:

Component	Weight
Class Participation.....	20%
Exams and Presentations.....	80%

Attendance Policy:

All students are expected to attend class and participate in class discussion. Failure to attend class on three or more occasions for any purpose automatically disqualifies the student from the possibility of receiving the highest participation grade.

Academic Honesty Policy:

The rules of the college as they apply to withdrawal from the course and plagiarism will be strictly followed. Students are encouraged to consult the college handbook for details of these policies.

Disability Support Policy:

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

Other Useful Information:

Make-Up Exams.

Make-up exams will not be given unless the student can prove serious illness resulting in hospitalization or death in their immediate family. The burden of proof is on the student to demonstrate the above. Minor illnesses, fatigue, vacation plans, death of pets, and distant relatives are not excuses unless the Dean of the College permits dismissal for these reasons.

Required Text and Materials:

The following book is required and is available for purchase at the Moravian College Bookstore: *Mathis et al: Human Resources Management: 14th edition, Cengage Learning.*

GoogleDocs and GoogleDrive:

I will be using the *GoogleDocs and GoogleDrive* as an instructional tool. Students will be able to download and print the syllabus, class assignments, and outlines for class and challenge cases. You will also be able to chat with me in real time about class matters and more easily contact me at other times. Greater facilitation of group work may also be a byproduct of this process.

COURSE EXPECTATIONS

- 1.. Class Meeting Time. You will be expected to attend classes regularly. Class will meet for 37.8 hours during the semester. **37.80 hours**

 2. Outside Class Activity. You will be expected to spend at least 8 hours observing activities in an organizational or business setting. In addition you must also attend at least 5 hours of business-related lectures at either Moravian College or other LVAIC College. You must submit a journal to demonstrate your attendance. **13.00 hours**

 3. You will be expected to read and outline 14 Chapters in the text book assigned to you. It should take you about 3 hours for each Chapter to thoroughly read the assignment and make the appropriate notes. **42.00 hours**

 4. You will be expected to read (and to be prepared for discussion) for each case study provided to you. There are approximately 30 case studies. Each case study should take about 1 hour to properly prepare. **30.00 hours**

 5. You will be expected to study for each of the 3 exams. You should expect to study at least 10 hours for each exam. **30.00 hours**

 6. You will be a member of a presentation and response team in at least two case projects. You are also required to complete a summary paper for each presentation. You should expect to spend at least 12 hours of time for each presentation. **24.00 hours**
- Total** **172.80 hours**

Schedule of Assignments

(All Assignments refer to Mathis)

09/01	Chapter 1, HRM and Organizational Theory
09/03	Continue with the above
09/08	Chapter 2, Strategy and Planning
09/10	Case Project "A"
09/15	Chapter 3, Equal Employment Opportunity
09/17	Continue with the above
09/22	Case Project "B"
09/24	Chapter 4, Jobs and Job Analysis"
09/29	Case Project "C"
10/01	Exam #1
10/06	Fall Break – No Class
10/08	Chapter 5, Individual and Organizational Relations
10/13	Chapters 6 and 7, Recruitment and Selection
10/15	Case Project "D"
10/20	Chapter 8, Training
10/22	Case Project "E"
10/27	Chapter 10, Performance Appraisals
10/29	Case Project "F"
11/03	Chapters 11 and 13, Compensation and Benefits
11/05	Continue with the above
11/10	Case Project "G"
11/12	Exam #2
11/17	Chapter 15, Employee Relations
11/19	Chapter 16, Union/Management Relations
11/24	Thanksgiving Break – No Class
11/26	Thanksgiving Break – No Class
12/01	Continue with the above
12/03	Continue with the above
12/08	Case Project "H"
12/10	Review for the exam