

THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS
Fall 2019

COURSE NUMBER: MANA 3320.002

COURSE TITLE: Human Resources Management

INSTRUCTOR: Amy Clem, M.B.A., SHRM-CP

CONTACT INFORMATION:

EMAIL: aclem@uttyler.edu

OFFICE: SCOB 350.30

CELL PHONE: 903-312-1003

OFFICE HOURS: Tuesdays & Thursdays 11:00am – 2:00pm usually*

Additional hours available by appointment. * Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond, especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.

** I am providing my cell phone number for emergencies only. For all other issues, please email me at the provided email address. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 3320.002).

CAMPUS SCHEDULE: Monday, Wednesday, & Friday 10:10am- 12:10pm in COB 203
Tuesday & Thursday 9:30am – 11:00am in COB 203

COURSE DESCRIPTION: An examination of the human resource functional areas of: planning, selection, and recruitment, 2) compensation, 3) human resource development, 4) employee and labor relations, and 5) safety, health, and security.

PREREQUISITE: None

REQUIRED TEXT: Fundamentals of Human Resource Management 7th ed.
Noe, Hollenbeck, Gerhart,
Wright, McGraw-Hill ISBN:
978-1259686702

CLASS MEETING: Mondays, Wednesdays, and Fridays 10:10am - 11:05am (*several Fridays only online assignments will be required and we will not meet face-to-face. See syllabus for further detail.)

CLASSROOM LOCATION: COB 203

CORE VALUES: Professional Proficiency
Technology Competence
Global Awareness

Social Responsibility
Ethical Courage

COURSE OBJECTIVES:

- To be able to identify and describe the HRM functional areas and their related activities.
- To be able to identify, analyze, and recommend solutions to HRM problems by applying the HRM methods, concepts, and principles.
- To demonstrate an understanding of the basic purpose and scope of major federal employment laws impacting the practice of HRM and basic creation of company policy.
- To be able to illustrate how to create and design an appropriate job description.
- To be able to identify best practices regarding recruiting procedures and employee selection.
- To be able to analyze and create pay structures for employees following HRM guidelines

TEACHING METHODS:

- Exercises
- Videos
- Textbook
- Power point slides
- Video clips

EMAIL COMMUNICATION: To protect the privacy of students the university requires that all email communication with students be conducted through the University Patriot email system. It is the responsibility of the student to regularly check their Patriot email address. If you have any problems accessing your Patriots email contact the IT department by email at itsupport@uttyler.edu, by phone at 903.565.5555 or in person in BUS 101.

ABOUT THE GRADED COMPONENTS:

1 - Biography/Introduction:

You will be required to give a biography/introduction of yourself in class. The biography needs to include answers to the questions listed on the assignments page at the end of the syllabus. The biography should be no longer than 2 minutes. This will be a total of 20 points.

2 - Quizzes:

There will be 15 chapter quizzes. Each of the chapter quizzes will consist of 10 multiple choice, true/false, and/or matching questions. **At the end of the term, I will drop the 4 lowest quiz grades.** Therefore, they will be worth a total of 110 points. To do well on the chapter quizzes, students should read the corresponding text book chapter and participate in class lectures and discussions. I do not recommend taking the quizzes without reading the chapter, or trying to look up the answers during the quiz. While you are allowed to use your book, you will only have 10 - 15 minutes per quiz, which will not give you enough time to flip through the book for every question. Additionally, you must complete each quiz in one sitting – there is no way to “pause” the quiz and come back to it at a later time.

You will not be allowed to take the quizzes after the deadline has passed. Please see quiz due dates in Canvas. You will be able to see your quiz grades after submission, including your answer and the correct answer.

3 - Exam:

The final will consist of 85 questions (multiple choice, true/false, and matching). Once you start the exam, you will have 120 minutes to complete the exam. You will not be able to start and stop the exam. Therefore, please make sure you have a good internet connection and are properly prepared before you start the exam. It will be open note/open book, but you will not have enough time to look up each answer in depth. It will be worth a total of 170 points.

4 - Practical Application Assignments:

There will be 4 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 15 points.

5 - Class Discussions:

There will be 5 group discussions that will be completed in class throughout the semester. Each discussion will pertain to the subject matter at hand for that particular week. Be prepared to work in groups and share your thoughts regarding the assignment with your classmates. Each discussion will be worth 10 points.

6 - Guest Speaker Overviews:

We will have 3 different guest speakers who will come and speak throughout the semester. You will be required to complete an overview of the material each guest speaker shared and turn it in by the due dates listed in Canvas. Each overview will be worth 15 points.

7 - Course Project:

You will be required to complete 3 phases of a course project within the semester. Each phase will relate to real-world HR scenarios and give hands on practice regarding important HR practices. This will be INDIVIDUAL work and NOT group related. Additional information can be found in Canvas. Each phase of the project will be worth 25 points.

8 - Class Participation:

Class participation is essential to your success in the course! You will be required to comment in class (outside of group discussion) at least **TWICE** per week. It can be a question, comment, interesting thought, pertaining to the course discussion at hand. Therefore, make sure you are in class! ***In-class exercises** will be completed throughout the course in order to provide opportunities for participation. Each comment/question in regard to participation will be worth 5 points. Therefore, a total of 120 points is available regarding participation (includes weeks 2 – 13 at 10 points per week).

9 – SHRM Webinar Assignment:

There will be two assignments that you will be able to choose from that consist of listening to a webinar through the National Society for Human Resource Management (SHRM), providing an overview of the material, and giving your thoughts on strategies you would implement as an HR professional in the workplace based on the information learned. Additional details are listed in Canvas. The assignment will be worth 35 points. (*You will be able to use a class pass on one of the webinars. Therefore, only one will need to be completed and you will be allowed to choose which one based on the information and due dates provided in Canvas.)

COURSE SCHEDULE: Below is the schedule of topics to be covered. This syllabus provides a general plan/schedule for this course. Based on the discretion of the instructor, deviations from the course schedule may be necessary. You will be given sufficient notice before any changes are made to the syllabus.

ACADEMIC CALENDAR: <https://www.utt Tyler.edu/schedule/files/academic-calendar-19-20.pdf>

Date	Item
<u>Week 1</u>	
Monday, 08/26/19	WELCOME! Review syllabus and outline course expectations. Get to know your professor!
Wednesday, 08/28/19	In class biography/introductions
Friday, 08/30/19	NO CLASS Mrs. Clem participating in Executive Leadership Fellows All-Day Session
<u>Week 2</u>	
Monday, 09/02/19	Labor Day Holiday – NO CLASS
Wednesday, 09/04/19	Finish in class biography/introductions Chapter 1: Managing Human Resources
Friday, 09/06/2019	Chapter 1: Managing Human Resources Practical Application #1 – “What is HR really like?” (complete in class & discuss)

Sunday, 09/08/19	DUE: Chapter 1 Quiz
<u>Week 3</u>	
Monday, 09/09/2019	Guest Speaker: Rhonda Scoby, HR Director for Meals on Wheels Ministry, Inc. (tentative)
Wednesday, 09/11/19	Chapter 2: Trends in HRM Project Phase 1 Part 1 – Employee File Audit
Friday, 09/13/19	Chapter 2: Trends in HRM (cont.) Project Phase 1 Part 2 – Employee File Audit
Sunday, 09/15/19	DUE: Chapter 2 Quiz
<u>Week 4</u>	
Monday, 09/16/19	Chapter 3: Providing Equal Employment Opportunity & A Safe Workplace
Wednesday, 09/18/19	Chapter 3: Providing Equal Employment Opportunity & A Safe Workplace (cont.) In-class exercise!
Friday, 09/20/19	Chapter 4: Analyzing Work and Designing Jobs (cont.)
Sunday, 09/22/19	DUE: Chapter 3 Quiz
<u>Week 5</u>	
Monday, 09/23/19	Chapter 5: Planning for and Recruiting Human Resources Class Discussion #1
Wednesday, 09/25/19	Chapter 5: Planning for and Recruiting Human Resources (cont.) Practical Application #2 – Staffing Organizations (complete in class & discuss)

Friday, 09/27/19	NO CLASS Mrs. Clem participating in Executive Leadership Fellows All-Day Session
Sunday, 09/29/19	DUE: Chapter 4 & 5 Quizzes
<u>Week 6</u>	
Monday, 09/30/19	Guest Speaker – Chandler Batts, Professional Recruiter for Express Employment Professionals (tentative)
Wednesday, 10/02/19	Chapter 6: Selecting Employees and Placing them in Jobs
Friday, 10/04/19	Chapter 6: Selecting Employees and Placing them in Jobs (cont.) Class Discussion #2
Sunday, 10/06/19	DUE: Chapter 6 Quiz
<u>Week 7</u>	
Monday, 10/07/19	Chapter 7: Training Employees Project Phase #2
Wednesday, 10/09/19	Chapter 7: Training Employees (cont.) In-class exercise!
Friday, 10/11/19	Guest Speaker: Holly Bishop, Sr. HR Manager for Sears
Sunday, 10/13/19	DUE: Chapter 7 Quiz SHRM Webinar #1
<u>Week 8</u>	
Monday, 10/14/19	Chapter 8: Developing Employees for Future Success
Wednesday, 10/16/19	Chapter 8: Developing Employees for Future Success (cont.) Class Discussion #3

Friday, 10/18/19	Chapter 9: Creating and Maintaining High-Performance Organizations
Sunday, 10/20/19	DUE: Chapter 8 Quiz
<u>Week 9</u>	
Monday, 10/21/19	Chapter 9: Creating and Maintaining High-Performance Organizations (cont.)
Wednesday, 10/23/19	Chapter 10: Managing Careers
Friday, 10/25/19	NO CLASS Mrs. Clem participating in Executive Leadership Fellows All-Day Session
Sunday, 10/27/19	DUE: Chapter 9 Quiz
<u>Week 10</u>	
Monday, 10/28/19	Chapter 10: Managing Careers (cont.) In-class exercise! Job performance conversations/Role-Play
Wednesday, 10/30/19	Chapter 11: Separating and Retaining Employees Practical Application #3 – HR Investigations
Friday, 11/01/19	Chapter 11: Separating and Retaining Employees (cont.) Project Phase #3
Sunday, 11/03/19	DUE: Chapter 10 & 11 Quizzes
<u>Week 11</u>	
Monday, 11/04/19	Chapter 12: Establishing a Pay Structure

Wednesday, 11/06/19	Chapter 12: Establishing a Pay structure (cont.) Chapter 13: Recognizing Employee Contributions with Pay
Friday, 11/08/19	Guest Speaker – Amber Segroves, PHR, HR Director at UT Health East Texas
Sunday, 11/10/19	DUE: Chapter 12 & 13 Quizzes
<u>Week 12</u>	
Monday, 11/11/19	Chapter 14: Providing Employee Benefits Practical Application #4 – Gender Pay Gap
Wednesday, 11/13/19	Class Discussion #4 Chapter 15: Collective Bargaining and Labor Relations
Friday, 11/15/19	Chapter 15: Collective Bargaining and Labor Relations (cont.) Project #3
Sunday, 11/17/2019	DUE: Chapter 14 Quiz SHRM Webinar #2
<u>Week 13</u>	
Monday, 11/18/19	Chapter 16: Managing Human Resources Globally
Wednesday, 11/20/19	Guest Speaker!
Friday, 11/22/19	NO CLASS Mrs. Clem participating in Executive Leadership Fellows All-Day Session
Sunday, 11/24/19	DUE: Chapter 15 Quiz
Monday, 11/25/19 – 11/29/19	Thanksgiving Holiday – NO CLASS

<u>Week 14</u>	
Monday, 12/02/19	Class Discussion #5
Wednesday, 12/04/19	Prep for Final!
Friday, 12/06/19	Prep for Final (cont.)!
<u>Week 15</u>	
Monday, 12/09/19	University Study Day- No class
Tuesday, 12/10/19- Friday, 12/13/19	Final Exam: Will consist of 80 questions and will be cumulative. All chapter material is up for grabs! (65 questions will be a similar format as to what you have seen on your quizzes and 15 will be situational based, similar to discussions and classroom exercises that have been completed throughout the semester.)

ASSIGNMENTS:

	Points
1. <u>Biography/Introduction</u> You will be asked during class to give a biography of yourself to your classmates. The biography needs to include: your full name, where you are from, what you are studying, where you work, if applicable, one thing interesting about yourself, and what you hope to learn from this course. It should also include what you plan to do upon graduation, your career aspirations (work at home, start a company, work for Apple, etc), and how you plan to make your career aspirations a reality (what will it entail/involve to achieve your goals). The biography/intro should be no longer than 2 minutes.	20
2. <u>Chapter Quizzes</u> Fifteen (15) quizzes worth 10 points each. (4 lowest Quizzes will be dropped) All quizzes are due on the date indicated by 11:59 p.m. CST.	110
3. <u>Exam:</u> The final exam will consist of 80 questions: 65 knowledge based questions from your text material (all chapters are fair game) and 15 situational questions. You will have 160 minutes to complete the exam and each question will be worth 2 points. Please see due dates in Canvas.	170
4. <u>Practical Application Assignments:</u> There will be 4 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 15 points.	60
5. <u>Class Discussions:</u> There will be 5 group discussions that will be completed in class throughout the semester. Each discussion will pertain to the subject matter at hand for that particular week. Be prepared to work in groups and share your thoughts regarding the assignment with your classmates. Each discussion will be worth 10 points.	50
6. <u>Guest Speaker Overviews:</u> We will have 3 different guest speakers who will come and speak throughout the semester. You will be required to complete an overview of the material each guest speaker shared and turn it in by the due dates listed in Canvas. Each overview will be worth 15 points.	45

8. <u>Class Participation</u> Class participation is essential to your success in the course! You will be required to comment in class (outside of group discussion) at least TWICE per week. It can be a question, comment, interesting thought, pertaining to the course discussion at hand. Therefore, make sure you are in class! *In-class exercises will be completed throughout the course in order to provide opportunities for participation. Each comment/question in regard to participation will be worth 5 points. Therefore, a total of 120 points is available regarding participation (includes weeks 2 – 13 at 10 points per week). For those who have perfect attendance at the end of the semester, you will receive 15 points of EXTRA CREDIT! This is a great extra credit opportunity! Therefore, COME TO CLASS!	120
9. <u>SHRM Webinar Assignment</u> There will be two assignments that you will be able to choose from that consist of listening to a webinar through the National Society for Human Resource Management (SHRM), providing an overview of the material, and giving your thoughts on strategies you would implement as an HR professional in the workplace based on the information learned. Additional details are listed in Canvas. The assignment will be worth 35 points. (*You will be able to use a class pass on one of the webinars. Therefore, only one will need to be completed and you will be allowed to choose which one based on the information and due dates provided in Canvas.)	35
<u>Total Points Available</u>	<u>685</u>

EVALUATION:

Point Total (685)	Grade
613 - 685	A (90%)
544 – 612	B (80%)
476 – 543	C (70%)
407 – 475	D (60%)
< 406	F (<60%)

ACCEPTANCE OF LATE WORK: Assignments are due prior to the hour (ex. due by 11:59 PM Central Standard Time) on the date specified. Therefore, work will be considered late if it is received at any point during the hour (ex. received at 12:00 a.m. Central Standard Time). **NO LATE WORK WILL BE ACCEPTED!** If exceptions are made, it will be at the instructor's discretion.

EXAM: The final exam has 80 questions and is cumulative. You are permitted to use your notes and/or textbook, but you only have 160 minutes to complete the exam once you begin; be sure you are prepared. You are **NOT** permitted to copy or screen capture any portion of the exam or discuss the exam with any other student. Any cheating will result in disciplinary actions.

WRITING ASSISTANCE TOOLS: Please use these links as tools for writing assignments in this course. As well as the [written communication rubric](#).

www.uttyler.edu/writingcenter/

<https://owl.english.purdue.edu/owl>

WITHDRAW DATE: The last day to withdraw from class is Monday, 11/04/2019.

MAKE-UP POLICY: Makeup exams will be given for university-approved excuses only, which are subject to the instructor's approval. Any request for a change resulting in an alternate time for an exam will need to be pre-approved prior to the exam in question. Whenever possible, every effort should be made to take an exam as scheduled.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or

waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator.

For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

- [UT Tyler Counseling Center](#) (903.566.7254)