COURSE NUMBER: MANA 3320.002

COURSE TITLE: Human Resources Management

INSTRUCTOR: Jana Belzer, MBA, ABD
Doctoral Candidate, HRD/ODC

CONTACT INFORMATION: jbelzer@uttyler.edu
Office: 903.565.5732

OFFICE: BUS 131

OFFICE HOURS: Mondays 12:30 – 3:30 p.m.

Additional hours available by appointment. *Please email me at any time. I try to respond to all emails within 24 hours during the week, and to emails received during the weekend as well, but sometimes I cannot due to other commitments. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 3320.002).

NOTE: Work hours are Monday-Friday 8 a.m. – 5 p.m.; this is when the bulk of my emails will be addressed. Please do not take it personally if I am unable to respond to a weekend/holiday request until the next work day.

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: Managing Human Resources 9th ed.
Wayne F. Cascio, McGraw-Hill
ISBN: 9780078029172

CLASS MEETING: In class Mondays and Fridays 10:10 a.m. We will not meet in class on Wednesdays.

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 be able to use HRM-related Internet resources allowing for independent research into the
functional areas that comprise the HRM profession.

- To demonstrate an understanding of the basic purpose and scope of major federal employment laws impacting the practice of HRM.
- To be able to explain the major responsibilities and skills of an HR manager who is either an HR generalist or an HR specialist.

**TEACHING METHODS:**

- Lectures
- 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.

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Monday, 01/12/15</td>
<td>Classes begin: Welcome! Chapter 1</td>
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<tr>
<td></td>
<td>- Read Chapter 1: Human Resources in a Globally Competitive Environment</td>
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<td></td>
<td>- Biography with photo</td>
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<td>- Assigned current event reading 1 (on Blackboard)</td>
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<tr>
<td>Wednesday, 01/14/15</td>
<td>No class DUE: Current Event Quiz 1 (on Blackboard)</td>
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<tr>
<td></td>
<td>- Biography on Blackboard</td>
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<tr>
<td>Friday, 01/16/15</td>
<td>Chapter 1</td>
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<td>- Read Chapter 2: The Financial Impact of Human Resource Management</td>
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<tr>
<td>Monday, 01/19/15</td>
<td>Martin Luther King, Jr. Holiday- University Closed/No class</td>
</tr>
<tr>
<td>Wednesday, 01/21/15</td>
<td>No class DUE: Chapter 1 Quiz DUE: Blackboard biography</td>
</tr>
<tr>
<td>Friday, 01/23/15</td>
<td>Chapter 2: The Financial Impact of Human Resource Management</td>
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<td></td>
<td>- Read Chapter 3: The Legal Context of Employment Decisions</td>
</tr>
<tr>
<td>Date</td>
<td>Activity and Notes</td>
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| **Monday, 01/26/15** | **Census Date - Last day to make ANY schedule changes**  
*Chapter 3: The Legal Context of Employment Decisions*  
-Read Chapter 4: Diversity at Work |
| **Wednesday, 01/28/15** | No class  
DUE: Chapter 2 Quiz  
DUE: Chapter 3 Quiz |
| **Friday, 01/30/15** | **NOTE: Groups will be assigned at this time. See Blackboard.**  
*Chapter 4: Diversity at Work*  
-Exchange contact information with group members |
| **Monday, 02/02/15** | *Chapter 4: Diversity at Work*  
-Read Chapter 5: Planning for People  
-Assigned current event reading 2 (on Blackboard) |
| **Wednesday, 02/04/15** | No class  
DUE: Chapter 4 Quiz  
DUE: Current Event Quiz 2 (on Blackboard) |
| **Friday, 01/30/15** | *Chapter 5: Planning for People*  
-Read Chapter 6: Recruiting |
| **Monday, 02/09/15** | *Chapter 4: Diversity at Work*  
-Read Chapter 7: Staffing |
| **Wednesday, 02/11/15** | No class  
DUE: Chapter 5 Quiz  
DUE: Chapter 6 Quiz |
| **Friday, 02/13/15** | *Chapter 7: Staffing*  
-Begin to review for Exam 1 on your own |
| **Monday, 02/16/15** | **Exam 1 Review**  
Chapters 1-7 |
| **Wednesday, 02/18/15** | No class  
DUE: Exam 1 Online (Chapters 1-7)  
Opens at 12:01 a.m. and closes Thursday, 02/19/15 at 11:59 p.m. CST  
-Read Chapter 8: Workplace Training |
| **Friday, 02/20/15** | *Chapter 8: Workplace Training*  
-Read Chapter 9: Performance Management |
| **Monday, 02/23/15** | *Chapter 9: Performance Management*  
-Read Chapter 10: Managing Careers |
| **Wednesday, 02/25/15** | No class  
DUE: Chapter 8 Quiz  
DUE: Chapter 9 Quiz |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</table>
| Friday, 02/27/15  | Chapter 10: Managing Careers  
- Mid-semester class evaluation  
- Read Chapter 11: Pay and Incentive Systems |
| Monday, 03/02/15  | Chapter 11: Pay and Incentive Systems  
- Read Chapter 12: Indirect Compensation: Employee Benefit Plans |
| Wednesday 03/04/15| No class  
DUE: Mid-semester class evaluation (not for a grade)  
DUE: Chapter 10 Quiz  
DUE: Chapter 11 Quiz |
| Friday, 03/06/15  | Current Event Discussion  
Group project time during class |
| Monday, 03/09/15  | SPRING BREAK - University Closed, no class |
| Wednesday, 03/11/15| SPRING BREAK - University Closed, no class |
| Friday, 03/13/15  | SPRING BREAK - University Closed, no class |
| Monday, 03/16/15  | Last day to withdraw from course with a “W”  
Chapter 12: Indirect Compensation: Employee Benefit Plans |
| Wednesday, 03/18/15| No class  
DUE: Current Event Quiz 3  
DUE: Current Event Quiz 4 |
| Friday, 03/20/15  | Chapter 12: Indirect Compensation: Employee Benefit Plans  
- Review for Exam 2 |
| Monday, 03/23/15  | **Exam 2 Review**  
Chapters 8-12 |
| Wednesday, 03/25/15| No class  
DUE: Exam 2 Online (Chapters 8-12)  
Opens at 12:01 a.m. and closes Thursday, 02/19/15 at 11:59 p.m. CST  
- Read Chapter 13: Union Representation and Collective Bargaining |
| Friday, 03/27/15  | Chapter 13: Union Representation and Collective Bargaining  
- Read Chapter 14: Procedural Justice and Ethics in Employee Relations |
| Monday, 03/30/15  | Chapter 14: Procedural Justice and Ethics in Employee Relations  
- Read Chapter 15: Safety, Health, and Employee Assistance Programs |
| Wednesday, 04/01/15| No class  
DUE: Chapter 13 Quiz  
DUE: Chapter 14 Quiz |
<p>| Friday, 04/03/15  | Chapter 15: Safety, Health, and Employee Assistance Programs |</p>
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<tr>
<th>Date</th>
<th>Assignment</th>
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| Monday, 04/06/15 | Chapter 15: Safety, Health, and Employee Assistance Programs  
-Read Chapter 16: International Dimensions of Human Resource Management |
| Wednesday, 04/08/15 | No class  
DUE: Chapter 15 Quiz  
DUE: Employee Safety Report for bonus |
| Friday, 04/10/15 | Employee Safety Reports- class discussion |
| Monday, 04/13/15 | Chapter 16: International Dimensions of Human Resource Management |
| Wednesday, 04/15/15 | No class  
DUE: Current Event Quiz 5  
DUE: Current Event Quiz 6  
-Be working on group project |
| Friday, 04/17/15 | Chapter 16: International Dimensions of Human Resource Management |
| Monday, 04/20/15 | Group project time during class |
| Wednesday, 04/22/15 | No class  
DUE: Group Video Project  
DUE: Peer Evaluations  
([http://uttyler.az1.qualtrics.com/SE/?SID=SV_5vGTNflxXGj5JHy](http://uttyler.az1.qualtrics.com/SE/?SID=SV_5vGTNflxXGj5JHy)) |
| Friday, 04/24/15 | **Exam 3 Review**  
Chapters 13-16 |
| **Week 16: No Class**  
04/27/15-05/01/15 | **Exam 3 (Final): Online: Chapters 13-16**  
**Opens:** Monday, 04/27/15 at 12:01 a.m. CST  
**Closes:** Thursday, 05/01/15 at 11:59 p.m. CST |

**ASSIGNMENTS:**


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<tr>
<th>1. <strong>Brief Biography</strong></th>
<th>10</th>
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<tr>
<td><strong>Deliverable:</strong> Post a brief biography of yourself to the thread “Class Introduction” under Discussions in Blackboard. Include: 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. Include a university-appropriate photo of yourself.</td>
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<tr>
<th>2. <strong>Chapter Quizzes</strong></th>
<th>130</th>
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</table>
| Thirteen (13) chapter quizzes worth 10 points each.  
All quizzes are due on the Wednesday indicated by 11:59 p.m. CST. Late work is minus 5 points per day beginning at 12:00 midnight. |
Quiz answers will be posted two days after the Quiz closes.

3. **Current Event Readings and Quizzes:** Six (6) C E quizzes worth 10 points each.

   A current event article will be provided to you under the folder Assignments/Current Events. Navigate to the folder (Current Event 1/2/3, etc) and follow the link to the article or read the attached PDF document.

   After reading and carefully considering the article content, take the quiz in Blackboard (same folder as the reading). Quizzes may ask content related to, but not found directly in the article so be prepared to conduct internet/textbook research.

4. **Exam:** Three (3) exams worth 100 points each.

   You will have 90 minutes to complete 50 multiple choice questions.

   Exam will open in Blackboard at 12:01 a.m. Central Standard Time (CST) on the scheduled date and close promptly at 11:59 a.m. CST on the date specified. Technical difficulties will happen: PLEASE DO NOT WAIT UNTIL THE LAST MINUTE!

   You are permitted to use your notes and/or textbook, but you only have 90 minutes to complete the exam once you begin, so 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.

   **Located under Assignments/Final Exam.**
   **NO LATE EXAMS PERMITTED.**

5. **Project**

   You will be assigned a group and are required to conduct a thorough job analysis of an interesting job. Projects are required to be recorded and submitted via the class YouTube channel (see rubric for more details).

   **Deliverable**
   1) Minimum 8 minute video explaining the job analysis conducted and its results. This is to be conducted as though you are an HR professional developing a company training/support/recruiting video. Use as many group members or people/props as you like, but PowerPoint slides should be used strictly as support rather than the focus of the video. BE CREATIVE!
   2) Upload video to YouTube:
   
   ```
   SignIn: uttylerMANA3320@gmail.com
   Password: HRMspring2015
   Channel: Spring 2015
   ```
   3) Title your video: MANA3320.002-Group Number- Project Name
   4) Peer evaluation: [https://uttyler.az1.qualtrics.com/SE/?SID=SV_39SUlx1gzfSjfa5](https://uttyler.az1.qualtrics.com/SE/?SID=SV_39SUlx1gzfSjfa5)

   Note that I will assign a grade of zero (0) for those students who do not participate in the group project. A poor peer evaluation combined with a poor video may also result in a grade of zero (0) being assigned. YOU MUST WORK AS A TEAM!
BONUS POINTS: Provided at the discretion of the instructor. Bonus point opportunities will be class-wide to avoid any issues with discrimination.

Employee Safety Report: Find an article from a reputable source (e.g. Wall Street Journal, Bloomberg Businessweek, Journal of Management, etc) from 2000 or later that details a company behaving irresponsibly towards employee safety. Write a brief summary of the article, your reaction to this new knowledge, and speculate on how the employees responded/are still responding to this event.

EVALUATION:

<table>
<thead>
<tr>
<th>Point Total (600)</th>
<th>Grade</th>
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<tbody>
<tr>
<td>540-600</td>
<td>A (90%)</td>
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<tr>
<td>480-539</td>
<td>B (80%)</td>
</tr>
<tr>
<td>420-479</td>
<td>C (70%)</td>
</tr>
<tr>
<td>360-419</td>
<td>D (60%)</td>
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<tr>
<td>&lt;359</td>
<td>F (&lt;60%)</td>
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</table>

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). Work that is late will be assessed an AUTOMATIC 5 POINT DEDUCTION for that first day. The work will be assessed an additional 5 point deduction for each day thereafter. Each following date will begin at 12:00 a.m. Central Standard Time.

EXAMS: You are permitted to use your notes and/or textbook, but you only have 90 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.

WITHDRAW DATE: The last day to withdraw from class is Monday, March 23, 2015.

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.

STUDENT 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/rightsresponsiblites.php](http://www.uttyler.edu/wellness/rightsresponsiblites.php)

ACADEMIC INTEGRITY: Academic integrity is the utmost importance. Academic dishonesty will result in the receipt of an F for a final grade in this course. The assessments included in this course are designed to measure your grasp of the information which is examined throughout the course. Please refer to [http://www.uttyler.edu/catalog/10-12/149.htm](http://www.uttyler.edu/catalog/10-12/149.htm) to review the Academic Standards of Conduct.
COLLEGE OF BUSINESS STATEMENT OF ETHICS: The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

  o Ensure honesty in all behavior, never cheating or knowingly giving false information.
  o Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
  o Develop an environment conducive to learning.
  o Encourage and support student organizations and activities.
  o Protect property and personal information from theft, damage and misuse.
  o Conduct yourself in a professional manner both on and off campus.

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 that students need to be aware of. 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 ACCOMMODATION: Any student who feels their performance in this class may be impacted by a disability, in accordance with federal law, must provide documentation of his/her disability. It is university policy to evaluate the need for an accommodation on a case by case basis. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case
Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@utttyler.edu

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 issues a unique identifying ID number to all students. The electronic transmission of grades (e.g., email) risks violation of the Family Educational Rights and Privacy Act (FERPA) and therefore will not be transmitted electronically. Further, in accordance with FERPA, any information regarding assignments and grading will be discussed between the instructor and the student only. All requests made to the instructor, which are initiated by someone other than the student, regarding information about a student’s activity, will be advised by the instructor to seek that information from the student.

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.