

**Course Syllabus**  
**MGT 30601**  
**HUMAN RESOURCE MANAGEMENT**  
**Chaminade University**

**Instructor:** Dr. Steven W. Reid  
Phone: 808-529-8887  
Hours: 9:00 a.m. - 4:00 p.m. M-F

**Required Texts:** Managing Human Resources. Gomez-Mejia, Balkin, and Cardy, 2th edition, Prentice-Hall, 1998

**Course Description:** The study of human resource management is vital to everyone in the business world—both as a professional who must be **aware of benefits**, laws, employee development, **as** well as, personally as an employee who will change jobs often in a career. **This** course will explore in **detail staffing requirements**, employee development, compensation, governance, and strategic human **resource** management. Current and future human resource issues will be reviewed and discussed for the **impact** on employees now and in the future.

**Course Objectives/  
Outcomes:**

- + define and understand the terms "human **resource**" and "**personnel**"
- + understand the concept of human resource strategic management
- + understand that the **legal** environment of human resource **management**
- + review the performance appraisal process
- + **discuss** techniques to improve staffing
- + develop sensitivity with regard to ethics and diversity
- + **understand** employee development
- + **discuss** compensation and benefits
- + discuss international human resource management

**Meetings:** M-W-F  
January 11 **th** May 6, 1999

**Attendance:** Arriving 30 minutes late or leaving 30 minutes before class has been dismissed constitutes an absence. In the event of an absence, it is the student's responsibility to contact the instructor. The attendance policy **will** be enforced.

<b>Grading Criteria:</b>	<b>Final Presentation/Tests</b>	<b>33%</b>
	<b>Weekly Written/ Oral Presentations</b>	<b>33%</b>
	<b>Class Participation</b>	<b>33%</b>

<b>Grading Scale:</b>	<b>100 - 90</b>	<b>A</b>	<b>4.0</b>
	<b>89 - 80</b>	<b>B</b>	<b>3.0</b>
	<b>79 - 70</b>	<b>C</b>	<b>2.0</b>
	<b>69 - 60</b>	<b>D</b>	<b>1.0</b>
	<b>59 - 0</b>	<b>F</b>	<b>0.0</b>

FA= **Failure** due to absence

W = **Approved Withdrawal**

P= **Satisfactory completion of course**

I = **Incomplete**

AU = **Audit**

CR/NC = **Credit/No credit**

## **Class**

### **Participation:**

An important component in education is **active** class participation which allows the theory from the text to marry the real-life **experiences** of each student and **instructor**. Fully **one-third** of the total grade **will** be based on your participation in class. **Students** are **strongly** encouraged to **participate** in **all** classes.

## **Important**

### **Information:**

1. Homework is due at the beginning of each class.
2. Late homework will result in a lower **grade**.
3. **Grammar** as well as content and **organization of content** **will** be a part of the grading criteria of each written and **oral assignment**. **Punctuation** **will** also be a part of the grading process in all written assignments.
4. **All** written **assignments** must be word processed and double spaced **utilizing APA requirements**.
5. Questions about an assigned grade must be resolved within a **week** **after** the assignment is **returned** to the student. This is to avoid questions about grades arising at the end of the **course** or **after** the course is over.
6. **All** exams and homework are to be the work of the student **except** for study group oral presentation assignments where group effort is **required**.
7. Academic honesty is expected of **all**. Cheating **and/or** plagiarism may include: using **unauthorized assistance** on any in-class or take-home examination, paper, or **project**; presenting the **work** of someone else as your own without acknowledging the source; **taking** exams or course **material** from an **instructor** or student; or submitting the same academic work for credit more than once **without** consent. **Violations** may **result** in receiving a "zero" on the assignment.  
Always contact the instructor if you have difficulty with the course **material**, assignments, or should personal **situations** arise where you need assistance. However, always contact the **instructor** as early as **possible** for direction or assistance.

Reading/  
**Homework**  
**Assignments:**

Week 1	<b>Chapter 1</b> , pp. 1-46, Part 1, <b>Managing</b> . <b>Resources:</b> Select one <b>article</b> from <b>current</b> business periodicals. <b>These articles</b> will be presented <b>orally</b> to the class for discussion.
Week 2	<b>Chapter 2</b> , pp. 47-83, _____; Select one <b>article</b> from <b>current</b> business <b>periodicals</b> . These <b>articles will</b> be presented <b>orally</b> for <b>class</b> discussion. Complete "Six Months in a Shelter" <b>exercise</b> (handout) for <b>class discussion</b> .
Week 3	Chapter 3, pp. 84-114, <b>Managing</b> : Complete "Lost On the Moon" (handout) for <b>class discussion</b> . Select one article from current <b>business periodicals</b> . <b>These</b> articles will be <b>presented orally</b> to the <b>class</b> .
Week 4	Chapters 4, pp. 115-144, <b>Managing</b> : Select one article from current business <b>periodicals</b> . <b>These</b> articles <b>will</b> be presented orally in class for discussion.
Week 5	Chapter 5, pp. 145-178, <b>Managing</b> : Review for test Chapters 1-10. <b>Select</b> one <b>articles</b> from <b>current business</b> periodicals. These <b>articles</b> will be presented orally to the <b>class</b> for discussion.
Week 6	Chapter 6, <b>pp.179-201</b> , <b>Managing</b> : Select one article from Current business <b>periodicals</b> . These <b>articles will</b> be presented orally to the class for <b>discussion</b> .
Week 7	<b>Chapter 7</b> , pp. 262-234, _____; <b>Select one article</b> from current business periodicals. These <b>articles</b> will be presented orally to the class for discussion.
Week 8	Chapter 8, pp. 235-266, <b>Managing</b> : Mid-term Exam over <b>Chapters 1-8</b>
Week 9	Chapter 9, pp. 267-295, <b>Managing</b> : Select one <b>article</b> from Current business <b>periodicals</b> . These articles will be presented orally to the <b>class</b> for <b>discussion</b> .

<b>Week 10</b>	<b>Chapter 10, pp. 296-328, ; Select one article from current business periodicals. These articles will be presented orally to the class for discussion.</b>
<b>Week 11</b>	<b>Chapter 11, pp. 329-359, ; Guest speaker</b>
<b>Week 12</b>	<b>Chapter 12, pp. 360-394, ; Select one article from current business periodicals. These articles will be presented orally to the class for discussion.</b>
<b>Week 13</b>	<b>Chapter 13, pp. 395-421, <u>Managing</u>; Select one article from current business periodicals. These articles will be presented orally to the class for discussion.</b>
<b>Week 14</b>	<b>Chapters 14, -15 pp. 422-487, <u>Managing</u> Individual research paper presentations; Papers due.</b>
<b>Week 15</b>	<b>Chapters 16-17, pp. 488-544, <u>Managing</u> Review for Final Exam.</b>
<b>Week 16.....</b>	<b>FINAL EXAM</b>

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Human **Resource** Management is much more than simply **hiring and** firing people. Every year the list of requirements for those in **this** field grows longer. And with each new piece of **legislation**, HR professionals are taxed **with** interpreting the meaning and application of these laws. HR can be an exciting **professional** field to consider for future employment. **However, even** those not contemplating a career in this field, **should** understand the working of the HR **department** as each will need to prepare for the coming changes in employment practices. **This** class will explore some of those changes that are coming and how individuals can best prepare themselves for the future.

I hope this **will** be an **enjoyable and rewarding class for each** of you.