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HUMAN RESOURCE MANAGEMENT ON-LINE

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Welcome to BU 306 90
Human Resource Management

COURSE DESCRIPTION

Study of job analysis and specifications; recruitment and selection of personnel; induction and **follow-up** training and supervision; and job evaluation and administration of wages, salaries, and incentives.

Prerequisite: EN 101, EN 102, COM 140, and BU 200 (MGT 300) or permission from instructor.

OVERALL OBJECTIVES

- * Understand HRM and its impact and contributions to the entire organization
- * Provide an understanding of the HRM functions (HR needs assessment, **recruitment**, selection, orientation, **training** and development, compensation and incentives, labor management relations ect.)
- * **Understand** the Global perspective of HRM and the challenges that international business presents to HRM
- * Discuss the increasing Work Force **Diversity** that HR managers are being challenged with everyday
- * Discuss current issues in **HRM**

Aloha and welcome

If you have gotten to this point and are interested in taking this class, you should register with the university. You will also want to e-mail me your name and e-mail address (if you have not already preregistered on-line and received confirmation from me) so I can make sure you are on my roster. (You can e-mail me at HRMgt@Juno.com) I hope you are excited about exploring Human Resource Management. This is an exciting topic. I also hope that you will learn information in this class that will be helpful in your current career or while you are starting your career.

A table at the class Web page will help you find your way through the course. Please **carefully review the syllabus** for class expectations and assignments. Each week will be listed and will contain the lecture, weekly readings and assignments.

The "web board" is for our class **discussions** each week. We will use the web board to discuss topics and cases as if we were in a classroom. You can access the web board on the table.

Keep in mind: You will need to stay motivated! and keep up with the weekly assignments and web board discussions. Because we are not meeting once a week, you should expect to **spend** those four hours reviewing and understanding the material this is after you have read the chapter just as you would read the chapter before you walk into a classroom. You can then expect to spend time each week completing the assignment and visiting our web board.

Syllabus

Human Resource Management

IMPORTANT: If you are having any technical difficulty, first investigate your system, then get **in** touch with me.

Welcome to our on-line Human Resource Management course.

TEXT

Managing Human Resource by Gomez-Mejia 2nd edition, Prentice Hall, 1998

COURSE OVERVIEW

The syllabus will familiarize you with how the class will run and will share expectations for the course. Because we will not meet every week to discuss the material, the web board will be a valuable tool for our class communication. This class will also be writing intensive. You will have many opportunities to reflect on the reading assignments and the case studies to show that you comprehend the material.

~~Each week there will be a reading assignment~~ and there will be a short lecture on the material. The lecture does not replace the text. The lecture will point out areas of emphasis and provide additional material not found in the text. A short self-quiz will be at the end of the weekly notes to reiterate the material. Often there will be a list of discussion questions. These discussion questions can be used for weekly short papers. Our cases will also be a valuable tool in this class. The cases give us an opportunity to apply the material in the readings to real life situations.

At the end of the weekly notes you will find links to areas of interest related to our topics. I encourage you to visit these sites. These links will also be used for Web Board discussions.

EXPECTATIONS

Students are **expected** to read all the weekly assignments, complete the self-quizzes and review the discussion questions. Each week the students are expected to participate in the class discussion on the "Web Board" and complete any weekly writing assignments. The students will be expected to complete a final project. And the students will need to complete the final **exam**, in person (proctored) at the end of the term.

The students are expected to keep up with the assignments and communicate with the instructor. (Especially if a student is having problems)

The student can expect support from the instructor. I am available to help the students get the most from our material. I will check my e-mail frequently and respond to your questions and comments. I prefer that we communicate through e-mail.

GRADING

- Weekly Quizzes: 5 points each
- Participation and Web Board discussions: 5 points each
- Weekly Writing Assignments: 20 points each
- Final Project: 100 points total
- Final Exam: 100 Points

90% or higher on class requirements = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

below 60% = F

Keep in mind that the catalog states that an
"A" is outstanding scholarship and an unusual degree of intellectual initiative
"B" is superior work done in a consistent and intellectual manner
"C" is an average grade indicating a competent grasp of subject matter

It is possible to do well in this class, if the student keeps up with the readings and completes each assignment in a competent manner. The following is detailed information on the assignments.

E-MAILING QUIZZES AND WRITING ASSIGNMENTS

You should send me one **e-mail** each **Week** with your assignments. If there is only a quiz then your e-mail will have the quiz answers. If there is a quiz and a **writing** assignment for the week, your one e-mail will contain your quiz **answers** and **writing assignment** for the week.

You can write your answers in **e-mail** or you can cut and paste into your e-mail.
Do not use attachments for your weekly assignments.

IMPORTANT:

Use the following subject line for **your assignment**:

WEEK 1 - Quiz Last Name
sending the quiz with your last name

For week...

WEEK 2 - Quiz Last Name

WEEK 3 - Quiz and Wrtg Assign Last Name and so on...
sending the quiz and writing assignment (if there is one) together with your last name

For Your E-Mail Content:

Include a Heading at the top of all e-mail assignments, just like you would put your name on the top of a piece of paper that you would turn in at a classroom.

Name

Course

Week Number

I hope this makes sending the assignments clear. This will help me keep all of your assignments organized to ensure you get credit for your hard work. Thank you in advance for following these directions.

QUIZZES (5 pts each)

The self-quizzes will appear at the end of the weekly assignment. The quizzes are designed to reiterate the importance of your becoming familiar with the material. They are for you to self check your comprehension. Once you answer the questions on your own, go back and check your answers with your text. After you correct your answers, you will then e-mail me your answers. Put

- (1) your name,
- (2) course, and the
- (3) week of the assignment at the top of your **e-mail**.

* Send your answers as an e-mail (not an attachment) numbering each question and writing your answer beside it.

* Put one answer per line.

* Often you will be able to just write a word or A, B, or C, for your answer.

* Your answers need to be correct to receive full credit.

* Answers to the **quizzes** are due the Tuesday following the week of the assignment.

(Quiz answers and writing assignments should be sent in one e-mail for the week)

WRITING ASSIGNMENTS (20 pts each)

The writing assignments can be a combination of discussion questions about the reading assignments and questions on the cases. For your Writing Assignment, include the question number or the title of the topic you are responding to.

At the weekly web pages listed on the table, the writing assignment for the week will be listed if there is one.

Below are some guidelines that should be followed for all writing assignments:

1. Weekly writing assignments will be two typed pages (600 words). Send your papers as an e-mail. (not an attachment) They can be written in e-mail or they can be cut/paste into e-mail. You will need to include a heading at the top of your paper:

- (1) name
- (2) course title
- (3) week number and
- (4) assignment title

I will be receiving a large number of e-mails and you want me to be able to clearly identify that you have done the weekly assignment.

2. Double Space between Paragraphs, Single space within paragraphs. Font size 10 or 12.

3. Spell Check your Papers!

4. Proof read your papers for grammar errors.

5. Organize your thoughts before you begin writing. Keep in mind this is an upper division college class and you are expected to be able to write thoughtful, organized papers.

6. Cite references. Use proper referencing in your paper for all direct quotes and paraphrasing.

Provide sources at the end of your answers. If you cut and paste your paper into e-mail, check your paper for proper spacing and documentation.

Use **APA** http://webster.commnet.edu/apa/apa_intro.htm

Or **MLA** <http://webster.commnet.edu/mla.htm>

7. These papers are an opportunity for the student to show that they are grasping the **material**. As you are writing your responses, you will want to support your answers with the material that we have covered or outside sources. As you state your answers (why you think one thing or another), you need to provide support. These papers should show that you have read and understand the material.

8. Weekly assignments will be due on Tuesday after the week of the assignment. For example: An assignment for week three will be due on the Tuesday following week three of class.

9. Writing assignments are graded as a whole. Spelling, grammar, organization and content are all important. Keep in mind; your writing assignments are a representation of your ability to comprehend the material and complete quality work.

10. Quiz answers and writing assignments will be sent in one **e-mail**

PARTICIPATION/WEB BOARD (5 pts each required comment)

Each week you are expected to visit our Web board. The Web board can be accessed by clicking on the table link. I will post "conferences" for each week with questions for discussion and I am first asking for your response. After you read the question (conference profile), you should read any responses that are made by other students. Once you have decided on your **response**, you should then "REPLY" to the question, type your comments and then "post" it to the web board. You may need to quote the book or use information from a web site or other source (referenced) to support your response.

You ~~may then~~ need to **reply** to at least one student's response on the Web board. Your response should be a well thought out comment. (You can reply to many ~~different students' responses~~.) During the week you will want to check the web board to see if anyone responded to your comments. If someone did, you may then want to reply back (generating a conversation). (if a Reply to another student is required, the web board conference will say "Reply to student")

IMPORTANT: When you go to the Web Board for the first time, you will need to LOG IN and create a PASSWORD. Write down your Log In name and Password with your class material in case you forget it.

At the Web Board, you will click on a conference profile on the left hand side of the screen. The conference profile will then open below and you will see my comments. You can then click on the first comment listed and it will open up on the right hand of the screen for you to read.

To REPLY to the comments, you will use the REPLY option on the RIGHT Hand side of the screen. (Not the Post button on the top bar).

This will line your comments up below the last comments that have been added and the **conversation** will be linked together on the screen for easy reading.

The Web Board each week will have a number of **different "Conferences" for the week**

The Conferences will be labeled as:

Week Two A - Conference Title

Week Two B - Conference Title

and so on,

Week Three A - Conference Title

Week Three B - Conference Title

Students will participate in Each Web Board Conference for the week unless otherwise instructed.

The Categories for the Conferences Each Week will be:

Conference - a discussion question on a topic from the chapter material

Conference - a discussion question on a situation (from the news) that relates to the material we are covering

Conference - a discussion question on a web site that relates to our topic

Conference CHAT - a conference for general questions on the material we are covering asked by students and answered by students and/or the instructor when needed. This will give students an opportunity to ask questions to clarify information and other ~~students~~ the opportunity to explain material to see how well they understand it. This may also lead to discussions on the topics. This conference can also be used for general conversation that may be similar to what you may have before class or during a break. If you see or read anything interesting to **HRM, this is a great place to share it with the class.**

This web board is our classroom. The conferences should stimulate a discussion for the class and between students. Dialogue back and forth will make this web board feel more like a discussion in the classroom.

Keep in mind, there may be times that you disagree with other student's responses. So it is important to remember that we ~~may~~ disagree as long as we respect each other's opinion.

FINAL EXAM (100 pts)

There will be an in person comprehensive final exam at the end of the term. The exam will be 10 weeks from the beginning of the term. The **first Saturday in the term is week one and 10 Saturdays from then, will be the **final** exam. You ~~MM to plan~~ **NOW to attend**. This ~~is a~~ **Mandafoty hum Time** and Date. The exam will be held at the main campus. There will be an ID check.**

If you are ~~taking~~ two on-line classes, you will be able to take both exams on the Saturday exam date. Consult the schedule for other exam information and exam date.

If you are off island taking the class, by week 8 arrangements for a proctor should be made.

if you keep up with the weekly assignments, you should not have a problem with the final exam.

FINAL PROJECT (100 pts)

Pick an area in the field of Human Resource Management today that interests you. You may pick this topic from the material that we have covered, or a topic in the text. Pick a topic that is of interest to you to make this project more rewarding for you.

(Topic suggestions: Recruitment, Orientation, Training, Performance Appraisals, Compensation, Benefits, Employee/Employer Relations, Unions, Occupational Safety, Career Development, Telecommuting, Motivation...)

Once you have picked the topic, you will **research your topic** to understand the history of your topic and learn the trends taking place today. You need to have at least three sources not including our text. All three sources cannot be Internet cites. (Your interview will be a fourth source.)

once you have researched your topic, you will **pick an organization to research and** ^{1112k@} arrangements to interview someone in person from the **HRM** department (a manager may be used if they carry out the HRM function you are researching). You need to **select** a private or public **For Profit Organization** with a Minimum of 25 employees. **Research the organization** for a brief history and organization structure.

You will want to start thinking about the organization you would like to use now, so you have time to arrange an In Person Interview. The research of your organization and your interview will focus on how the organization's HRM department deals with your topic. (You will need to include the person's name, job title, organization and a contact number in your reference page.)

Interview: Contact the organization's HRM department and make arrangements to visit the organization and a HR representative.

You are looking for how the organization conducts their HR function and/or how they handle the HRM issue you have chosen. Collect any literature (employee manuals, company policy manual) that will support the information. You will need to take extensive notes during the interview. With permission of the individual you are interviewing, you **may** want to tape the interview as well, to have an accurate account of the interview.

Before your interview, you are going to **Create a Questionnaire**. You need to have at **Least 8 Questions**. Your questions should be designed to engage the HR individual into discussion and help you learn about your topic. (Do not use questions with "Yes" and "No" responses. Start your questions with "explain how your company....", "what is the procedure for...") (An interview is a **primary source** -firsthand information). The interview must be in person. The goal of this interview is for you to learn first hand how a company handles their Human Resource functions.

Writing your Paper:

Once you have completed the research and interview,

* write a **minimum of five pages of text** (maximum of eight pages), discussing your topic, organization and the interview.

- * have an **Outline and Reference page** for your paper.
- * include the questions you asked and discuss the responses.
- * include referencing and follow the general paper guidelines. (You will include your interview as a source and reference the quotes and paraphrasing in your paper.
- * be organized and have an introduction, body and conclusion.
- * the use of headings in the paper is suggested to help with your organization.

This assignment is the writing assignment for week eight. The interview and the writing assignment together are worth 100 points. Week eight writing assignment is due the Tuesday following week eight.

This assignment will be sent through U.S. Mail. You will want your paper postmarked the Tuesday following the eight-week of class. I will provide an address later in the term.
(FYI - These interviews will also be posted on the Web Board for everyone in the class to read.)

I hope you will find this interview a rewarding process. Hopefully you will find that your questions are just the beginning of a discussion on your topic.

This syllabus can be adjusted by the instructor if needed.

Good Luck with the class. I hope you find the class information interesting and I look forward to hearing all of your comments.