

# 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 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 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      2<sup>nd</sup> 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. Many of these discussion questions will 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. The cases will also be a source for short papers.**

**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-quiz and review the discussion questions. Each week the students are expected to participate in the class discussion on the "Web Board" and complete the 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 although if you feel it is necessary, you can call me.

## **GRADING**

**Weekly Quizzes: 5 points each**

**Participation and Web Board discussions: 10 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 with 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 and Wrtg Assign    Last Name  
sending the quiz and writing assignment (if there is one) together with your last name

For week two

WEEK 2 - Quiz and Wrtg Assign    Last Name                      and so on...

For your Quiz Answers - put one answer per line, and use the letter corresponding to your answer or a word.

For your Writing Assignment - include the question number you are responding to.

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 steps.

## **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 title, 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 will be a combination of discussion questions about the reading assignments and questions on the different cases.

At the week web page listed on the table, the writing assignment for the week will be listed.

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

1. **Weekly** writing assignments will be two typed pages (800 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 your **(1)name, (2)course** title and **(3)the** week number and **(4)assignment** title at the top of your paper. 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)
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. Each paper should have an introduction, body and conclusion.
6. Cite references. Use APA [http://webster.commnet.edu/apa/apa\\_intro.htm](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 two will be due on the Monday following week two.
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.

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

## **PARTICIPATION/WEB BOARD (10 pts each)**

Each week you are expected to visit our Web board. The Web board can be accessed by clicking on the table. (Sometimes 2 clicks are needed to hook up) I **will** post "conferences" for each week with questions for discussion and I am **first** asking for your responses. After you read the question (conference profile), you should read any responses that are posted by other students. Once you have decided on your response, you should ~~then~~ **"reply" to the question and 'post'** it to the web board. This response will need support for your comments. You may need to quote the book or use information from a web site or other source (referenced) to support your response.

You will then need to reply to at least one student's response on the Web board. 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).

**IMPORTANT:** When you go to the Web Board for the first time, you will need to LOG IN and create a PASSWORD. You will need a NEW LOG IN name and PASSWORD for this class. Use a NEW Log In Name if you have had an On-line Class before. Do not use a Log In name you have used before. Write down your Log In name and Password with your class material in case you forget it.

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 Four 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 recent 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** - 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 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 need to plan now to attend. The exam will be held at the main campus. There will be an ID check. (If you are out of town for the class exam it will be up to you to coordinate a make up - this means finding an approved proctor for the exam, and also coordinating with me or the school to get the exam to that person .... please do not wait till the last minute if this is necessary.) Consult the schedule for other exam information.

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 you may have another topic in mind that you want to explore. Pick a topic that is of interest to you. This will make this project more rewarding for you. The text car, be a great source for topics. If your topic is not in our text, you will need to get instructor approval.

**Interview:** Once you have explored your topic, select a private or public for profit organization with a minimum of 50 employees. Research the organization for a brief



history and organization structure. 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 ~~take~~ 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. (Don't 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.

Once you have completed the interview(s), you will want to write a minimum of five pages, discussing your organization and the interview. Your paper will need to state the questions you asked and discuss the responses. Your paper may go beyond your questions if your interview led your discussion elsewhere.

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 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 can be sent through e-mail (cut and paste onto your e-mail). If the U. S. Postal Service will be delivering your writing assignment, you will want to plan for your paper to arrive by the Tuesday following the eight-week of class. You may also turn in your paper at the Chaminade Fort Shafter office.

These interviews will also be posted on the Web Board for everyone in the class to read.

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.**