

INSTRUCTOR: Bruce H. Monahan, MA
Office Hours: MWF 11- Noon, or by Appointment
Location - Business School Office

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COURSE TITLE: Management of Human Resources (BU 30601)

TEXT: Gomez-Mejia, Balkin & Cardy Macroeconomics, 2001, 3rd ed.

COURSE DESCRIPTION: This course is designed to familiarize students with the fundamental theories and practices of human resource management. As companies organize to meet the changing business environment many tasks that were once the responsibility of large, centralized human resources departments have been transferred to line managers. In today's business environment managers are expected to have not only technical skills, but also a basic understanding of human resources management.

EXPECTATIONS:

1. Students are expected to read the assigned chapters and complete all assignments by the due date. When answering any of the assignments, take time to thoroughly discuss your responses. In some instances, there may not be one correct response, but the response you provide must be substantiated. As a reminder, there are no "one-word" or "one-sentence" responses to the assignments.
2. Assignments are due to the instructor on the date shown on the class schedule.
3. No credit will be given for late work unless prior arrangement is made with the instructor.

MAJOR ASSIGNMENT:

1. **Written Report.** Each student prepares a 5-8 page typed report (double spaced), excluding title page, graphics, bibliography and footnotes pages. The report will be on a contemporary human resources issue of your choosing. **The report is due Friday 9 November.** Topic suggestions: 1) Managing work flows and selecting an organizational structure; 2) Managing diversity; 3) Recruiting and selecting company employees; 4) Compensating and rewarding employee performance; 5) OSHA; 6) Job analysis/job descriptions and compensation; 7) Employee appraisal; 8) Employee training; 9) Employee development; or 10) Employee rights and discipline.
2. **Group Presentation.** Each student **participates** in developing and delivering a group presentation on a Human Resources Management topic selected by the group, and with the approval of the instructor. The group will brief the others students in the class on their topic; and **answers** questions at the end of their **presentation**. **Each presentation is expected to take 15 - 20 Min. followed by questions and answers for up to 10 min.** Further instructions will be provided by the instructor and team coaching will be available.

3. Homework.

Chapter 5, Keeping Good People - Due Monday 24 Sept 01. Homework assignment is worth 2 points. Complete discussion questions 1 & 3 (pg 192).

Chapter 8, Training the Workforce - Due Wednesday 10 Oct 01. Homework assignment is worth 2 points. Complete discussion questions 2 & 4 (pg 288).

Chapter 9, Developing Careers - Due Wednesday 17 Oct 01. Homework assignment is worth 2 points. Complete discussion question 2 (pg 318).

Chapter 10, Compensation - Due Wednesday 24 Oct 01. Complete discussion questions 1 & 2 (pg 353).

Chapter 13, Developing Employee Relations - Due Friday 9 Nov. 01. Complete discussion question 1 & 7 (pgs 451 & 452).

GRADING POLICY:

- Final **Exam** 30 pts
 - Written Report 20 pts
 - Group Presentation 20 pts
 - Mid Term 15 pts
 - Homework 10 pts
 - Class discussion **5 pts**
- 100 pts

- A 90 -100
- B **80 – 89**
- C **70 – 79**
- D **60 – 69**
- F less than 60

| # | Date | Course Schedule / <u>Topics</u> | Comments |
|----------|---------------|---|--|
| 1 | Aug 27 | Introduction & Expectations | Identify student expectations and <u>prior experience.</u> |
| <u>2</u> | <u>Aug 29</u> | <u>Ch I Meeting HR Challenges</u> | |
| 3 | Sept 05 | Ch 1 cont. | |
| 4 | Set 07 | CH 2 <u>Managing</u> Work Flows & Job <u>Analysis</u> | |
| 5 | Set 10 | CH 2 cont. | |
| 6 | Set 12 | CH 3 EEO & <u>Legal</u> | |
| 7 | Set 14 | CH 3 cont. | |
| 8 | Set 17 | CH 3 cont. | |
| 9 | Set 19 | CH 4 <u>Managing</u> Diversity | |
| 10 | Set 21 | CH 4 cont. | |
| 11 | Set 24 | CH 5 <u>Recruiti</u> & Select'ng Employees | |
| 12 | Set 26 | CH 5 cont. | |
| 13 | Set 28 | CH 6 <u>Separations</u> & Downsizin | |
| 14 | Oct 01 | CH 6 cont. | |
| 15 | Oct 03 | CH 7 <u>Appraising</u> & in Performance | |
| 16 | Oct 05 | CH 7 cont. | |
| 17 | Oct 10 | CH 8 <u>Training</u> the Workforce | |
| 18 | Oct 12 | CH 8 cont. | |
| 19 | Oct 15 | <i>MID TERM EXAM</i> | |
| 20 | Oct 17 | CH 9 <u>Developing</u> Careers | |
| 21 | Oct 19 | CH 9 cont. | |
| 22 | Oct 22 | 2 <u>Group</u> Presentations | TBD |
| 23 | Oct 24 | CH 10 <u>Managing</u> Compensation | |
| 24 | Oct 26 | CH 10 cont. | |
| 25 | Oct 29 | CH 11 Rewarding Performance | |
| 26 | Oct 31 | CH 11 cont. | |
| 27 | Nov 02 | CH 12 <u>Designing</u> & Administer' Benefits | |
| 28 | Nov 05 | CH 12 cont. | |
| 29 | Nov 07 | 2 <u>Group</u> Presentations | TBD |
| 30 | 09 Nov | CH 13 <u>Developing</u> Employee Relations | |
| 31 | 14 Nov | CH 13 cont. | |
| 32 | 16 Nov | CH 14 <u>Employee Rights</u> & <u>Discipline</u> | |
| 33 | 19 Nov | CH 14 cont. | |
| 34 | 21 Nov | CH 15 <u>Working</u> With <u>Organized</u> Labor | |
| 35 | 26 Nov | CH 15 cont. | |
| 36 | 28 Nov | CH 16 <u>Managing</u> Safety & Health | |
| 37 | 30 Nov | CH 16 cont. | |
| 38 | 03 Dec | CH 17 International HR <u>Challenges</u> | |
| | 05 Dec | CH 17 cont. | |
| 40 | 07 Dec | Review for Final | |
| | 10 / 11 Dec | <i>FINAL EXAM</i> | |