

**Course Syllabus
Bus 306 - Human Resource Management
Chaminade University**

Instructor: Mr. Wayne Terada
Class Period: On-line
Text: Gomez-Mejia, Luis R.; Balkin, David B.; and Cardy, Robert L.; Managing Human Resources, 3rd ed. New Jersey: Prentice Hall, 2001

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Final Examination: Saturday, June 9, 2001

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. Weekly assignments will be posted no later than Sunday night, e.g., April 15, April 22, etc.
3. Assignments are due to the instructor by email no later than the following Saturday. For example, to receive credit for an assignment posted on Sunday, April 15, 2001 it must be emailed to the instructor by April 21, 2001.
4. No credit will be given for late work unless prior arrangement is made with the instructor.
5. If any student needs to correspond with the instructor, please utilize either the "Web Board" or use the instructor's email address (previously provided). I will check my email regularly.
6. You may request a tentative grade at any time. Please email your request to me and I will send back your grade and the rationale for the grade. I go strictly by the grading table included in the syllabus.

Major Assignments :

Report. A 5-8 page typed report (double-spaced), excluding title page, graphics, bibliography, and footnote pages. Report will be on a contemporary human resources issue of your choosing. The report is due on June 9, 2001. Topic suggestions: workforce diversity; the legal environment (ADA, etc.); recruiting and selecting employees; compensation; rewarding performance; OSHA; job analysis/job descriptions; appraisals; training; employee development; and employee rights and discipline. Report content: On a company of your choosing, conduct an interview with the HR manager or one of the HR specialists. Describe how that company implements the HR topic you choose, e.g., if your topic is chapter 10, Managing Compensation, describe the steps the company takes to manage its compensation. You must select your topic and include it on the last page of your mid-term exam. (Note: If you have any questions, please do not hesitate to email me at anytime prior to the end of the semester.) The report will be turned in on June 9, 2001-at the time you take the final exam.

The mid-term exam will be posted on Wednesday, May 3, 2001, and is due no later May 6, 2001. The exam will cover chapters 1-5. The exam will be primarily multiple choice, fill in the blanks, short answer, and possibly one or two essay questions. Grades will be emailed to you on May 10, 2001.

The final exam date is June 9, 2001 (time TBD), location: campus. You must take the final at the scheduled date and time.

Grades:

Final Examination	30 points
Final project	20 points
Mid Term	15 points
Weekly cases/web discussion	15 points
Homework	<u>20 points</u>
	100 points

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	<60

Submitting Homework and mid-term exam.

EMAIL homework assignments and the mid-term exam. When you send your assignments, make sure you include a heading at the top of all email assignments. The required information would be the same as if you were turning it in at a classroom. I would rather you wrote your assignments on the email or you can cut

and past it on to your email. I would rather you didn't use as "Attachment" but if the assignment is lengthy, please submit it in whatever format is easiest for you. All assignments must be double-spaced. To receive credit, homework must be emailed to the instructor no later than the due date. Please make sure all emails include the following:

Name
Course
Week Number
Assignments

Also, I do take off points for spelling and grammatical errors. I strongly recommend you spell-check your work prior to submission.

Assignments: None Of the following assignments can be answered with one word. Every question requires your thoughts and your reasons for responding in a particular manner.

Week 2 (April 15, 2001).

Read chapter 1. Homework assignment is worth 2 points. Complete discussion questions 2, 3, 7 and Discussion Case 1.2.

Read chapter 2. Homework assignment is worth 2 points. Complete discussion questions 3, 4, and 5.

Case worth 4 points (1 point for instruction #1, 1 point for instruction #3, and 2 points for instruction #4). Complete Management Skills Builder: Issues and Exercises #1, #2, and #3. (For question #3. Instructions: (1) If you are employed, write the job description on your job; if not, you have the option to write the job description on any job with which you are very familiar. (2) Email your draft job description to me and to your team member-teams identified at orientation. (3) The person receiving the job description will complete question 4 and email the job description back to the author and to me. (4) The author will complete question 5 and email the final job description to me. The final job description (instruction # 4) is due to me no later than April 28, 2001.

Week 3 (April 22, 01).

Read chapter 3. Homework assignment is worth 2 points. Complete discussion questions 3, 4, and 6.

Case worth 2 points, Complete Management Skills Builder: Issues and Exercises. Complete Consider the Issues #1 and #2 and Take Action #1 and #2.

Read chapter 4. Homework assignment is worth 2 points. Discuss A *Question of Ethics* on page 131. Complete discussion questions 3 and 5. Complete Case 4: Conflict at Northern Sigma and answer Critical Thinking

Questions 1-3. (Note: Put yourself in Mr. Wagner's place and use the information from the chapter. What about open conflict, mistrust, and a lack of mutual respect among groups? Problems with group cohesiveness and interpersonal conflict?

Week 4 (April 29, 2001)

Read chapter 5. Homework assignment is worth 2 points. Complete discussion questions 4 and 5. Complete Management Skills Builder: Issues and Exercises questions 1, 2, and 3.

Web Board Conference.

Mid Term Examination on Chapters 1-5 (Posted on May 3, 2001 and due on May 6, 2001)

Week 5 (May 6, 2001)

Read chapter 6. Homework assignment is worth 2 points. Complete discussion questions 1, 3 and 9. Complete Case 6-Critical Thinking Questions 1-3.

Read chapter 7. Homework assignment is worth 2 points. Complete discussion questions 2, 4, 6, 7, and 8.

Week 6 (May 13, 2001)

Read chapter 8. Homework assignment is worth 2 points. Complete discussion questions 2, 3, 5 and 7. Case worth 2 points. Complete discussion case 8.2-questions 1-3.

Read chapter 9. Homework assignment is worth **2** points. Complete discussion question 4. Complete Case 9: **Family** versus Career-and a Company Caught in the Middle. Questions 1-3.

Web Board Conference

Week 7 (May 20, 2001)

Read chapter 10. Homework assignment is worth 2 points. Complete discussion questions 1, 2 and 4. Complete Case 10: An Academic Question-questions 1, 2 and 3.

Read chapter 11. Case assignment is worth 2 points. Complete **discussion** questions 1, 4, and 5. Complete questions 1-3 in discussion case 11.2 Bad marks for school cash incentive?

Week 8 (May 27, 2001)

Read chapter 14. Case assignment is worth 2 points. Complete questions 1 and 2 in Case 14: Stealing a smoke, losing a job. Complete questions 1 and 3 in Management Skills Builder: Issues and Exercises.

Read chapter 16. Case **assignment** is worth 3 **points**. **Complete** questions 1 and 2 in Case 16, Saving lives and liability. Complete questions 1-3 in Management Skills Builder: Issues and Exercises.

Week 9 (June 3, 2001)

Please take this week to finalize your project and study for the final exam. I will post review areas on June 4, 2001. See you at the final.

Final Examination

The final examination will be held on June 9, 2001 (tbd).