**MGT 421: Human Resource Management**

Spring 2020 Online Business Degree (Version 1)

This course is designed to provide you with an understanding of human resource (HR) management. In addition to providing you with knowledge of HR management issues addressed by most managers, we will examine these issues from a broader organizational perspective. That is, we will consider how the various HR functions play an integral role in organizational competitiveness. I want you to acquire knowledge of “what” HR is and also “why” HR is important. This perspective should prove useful to your careers, whatever path you end up pursuing. Even if you do not work in an HR department, all employees are involved in multiple HR procedures, and every manager and business owner needs basic HR skills in order to function effectively.

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| **Instructor:** Dylan Cooper **How to contact me**  * Use the Canvas Inbox function * Email [dylan.cooper@csuci.edu](mailto:dylan.cooper@csuci.edu) * Set up an in-person or Zoom (online) appointment at <https://calendly.com/dylan-ci/office-hours> * Notice that I don’t list my office phone here. That’s because I don’t use it. Leaving a message there is the same as not contacting me. 😁 | https://lh5.googleusercontent.com/5BPTkE92-An9shR3BlzlEEchgvTh23vKS9fv0KiufYrDme7V4dJGJdZuKDun2lqfOjE3p0EB_PUQdLkFpcTW8GEuy5RT3ve90EdnjudYs1NYvwToxHKmAFjUZIw1uQEhWlc8iBpL |

# **Details about contacting me**

I generally answer email as soon as I see it. However, teaching and office hours take up large chunks of my time, so it may be several hours before I am able to reply. Also, I sometimes take a day off from working, usually Thursdays, so messages received on those days may have delayed replies.

Email not sent through the Canvas inbox must be sent from your CI email account, so that I know that it came from you. **Please do not use a private account (e.g., gmail).** This allows me to maintain your privacy and conform to federal laws protecting your rights as a student. I strongly suggest checking your CSUCI email several times a day. I have my phone set up to alert me whenever I receive a CI email.

# **Course description**

Examines principles, methods and procedures in the management of human resources. Topics include developing planning objectives for HR management, legal compliance, job analysis, recruiting, selection, training, compensation, and employee relations.

# **Learning objectives**

Students who complete this course will be able to:

1. Describe orally and in writing the fundamentals of human resources management within domestic and global enterprises (1, 2, 3, 5)
2. Write analyses of complex cases related to human resources management and organizational behavior principles (1, 5)
3. Formulate and execute human resources management policies, strategies, plans, and procedures (1, 5)

\*Aligns with program learning goals for: 1) Critical thinking, 2) Oral communication, 3) Written Communication, 4) Conduct/Ethics, 5) Competencies in discipline, 6) Collaboration

# **Course outline**

Each week of the course will consist of one Canvas module. Modules will open at midnight on Sunday mornings. Once opened, modules will remain available. However, see the late work policy below to ensure that you finish assignments on time.

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| **Days** | **Module** | **Topic** |
| Jan 26 – Feb 1 | 1 | Welcome to Strategic Human Resource Management |
| Feb 2 – Feb 8 | 2 | Job Analysis |
| Feb 9 – Feb 15 | 3 | Staffing 1 (Labor Forecasting and Recruitment) |
| Feb 16 – Feb 22 | 4 | Staffing 2 (Selection Processes) |
| Feb 23 – Feb 29 | 5 | Staffing 3 (Selection Measures) |
| Mar 1 – Mar 7 | 6 | Total Rewards 1 (Base Pay) |
| Mar 8 – Mar 14 | 7 | Total Rewards 2 (Incentives and Benefits) |
| Mar 15 – Mar 21 | 8 | Performance Management |

Keep in mind that this is an accelerated class and that each week contains roughly twice the amount of material in a week from a typical 16-week class.

# **Required textbook**

*Fundamentals of Human Resource Management* (6th ed.) by Noe, Hollenbeck, Gerhart, and Wright, ISBN 0077718364. This is not the most recent edition, but it is much less expensive. I recently saw multiple copies on Amazon for $11, including shipping. It is available at the CSUCI Student Bookstore, [www.amazon.com](http://www.amazon.com), [www.chegg.com](http://www.chegg.com), [www.textbooks.com](http://www.textbooks.com), etc. Try using [www.studentrate.com](http://www.studentrate.com) to find deals at other websites.

# **Grading**

Each module has assignments due on two separate days, the fourth and the last day of the module. One or two of these assignments are designated as “Major Assignments.” (This is marked clearly in CI Learn.) Major assignments are meant to assess your performance in (1) applying the concepts from the module and (2) delivering quality work. Major assignments will be graded in detail and will be subject to the strict grammar policy described below. Earning high grades on these assignments will require investing time and effort to create a quality response.

The other assignments are intended to help you think about the ideas from the module and give you practice in working with those ideas, often in preparation for a major assignment. These assignments will be graded (primarily) based on whether you completed the assignment. It should be relatively easy to earn a high grade on these assignments.

There is a three-step process for determining your final grade. First, your grade on the major assignments will be calculated. This is in a weighted average method based on the points for each assignment. Second, your grade on the other assignments will be calculated. Third and finally, your final grade will be set equal to the grade earned on the major assignments, unless the grade on the other assignments is lower. If this is the case, your final grade will be set to the grade on the other assignments. The point of this grading system is to (1) base the assessment on the assignments where you have the most opportunity to demonstrate what you have learned and (2) ensure that you do not blow off the other assignments.

You can track your current grades in the major assignments and in the other assignment on CI Learn at any time. Final letter grades will be assigned according to the following scale:

100 – 97% = A+ 96.99 – 93% = A 92.99 – 90% = A-

89.99 – 87% = B+ 86.99 – 83% = B 82.99 – 80% = B-

79.99 – 77% = C+ 76.99 – 73% = C 72.99 – 70% = C-

69.99 – 67% = D+ 66.99 – 63% = D 62.99 – 60% = D-

# **Strict grammar policy**

Job applicants and employees are often judged on their writing. For example, many employers discard all resumes with a typo or grammatical error. In addition, HR tasks often require substantial amounts of writing, e.g., writing employee handbooks, documenting performance reviews, creating procedures and policies. To help do well in your jobs, I want you to be able to produce writing without major grammatical errors. Being able to do this takes practice, so I have a strict grammar policy in this class for all Major Assignments. **If your Major Assignment breaks the policy, it will be returned with a zero. You will have one week to fix the grammar and return it and it will count as a late assignment.** Check the “Writing in This Class” page on CI Learn for more information.

# **Late work policy**

I accept work **up to one week late**, but it is penalized one letter grade (10% of total possible score) for being late. This means that turning the assignment in on time is a much better plan. If something particularly large is going on in your life and you know that your assignments will be late, **let me know in advance**. We may be able to work out new deadlines without any penalty. Examples of such situations from previous semesters include a student's parent being deported, a student having a medical operation, and a student who was fighting depression. In such cases, other priorities will often take precedence over course work.

# **Tips for effectively participating in this class**

Because this is an online class, it takes a bit more effort on your part to stay on track and involved. In addition, because this is an accelerated class, you will be moving quickly and have a substantial amount of reading and homework each week. You will need to keep up-to-date. These tips are meant to help you be successful.

* At the start of each week, plan out when you will complete your work. Be realistic about how much time each part of the module will take.
* Start early and pay attention to the deadlines. The deadlines come up quickly.
* When working on an assignment, approach it as if you were doing the task as an employee of a real organization’s HR department. Think about what would be necessary to make the task successful in real life.
* Log-in and participate regularly in group conversations and activities.
* Consider yourself a member of a community. A community is a group of individuals who work together to support a common goal or interest. We are working together to support the successful achievement of our learning outcomes.
* Contribute regularly to group dialogue. The contributions of each individual play a role in the collective strength and diversity of our community.
* Be a learner. Keep in mind that the primary reason for taking classes is to learn new things.
* Ask for help when you need it, and assist others when possible.
* Always run all your written work through the Microsoft Word spelling and grammar checker before turning it in. Consider installing Grammarly, which is a free grammar-checking software.

# **Ground rules for productive discussions**

Occasionally class discussions become counter-productive due to people showing a lack of respect for each other. This has been rare in my experience at CI. However, we all need to think about it to keep the class discussions on track. Here are ground rules outlining the behaviors we all (students and instructor) are expected to follow:

* honoring the right of everyone to their opinions;
* respecting the right of each person to disagree with others;
* recognizing that opinions that are supported by evidence are more likely to be considered valid;
* accepting that comfort and safety are not the same thing and that other people's opinions may make you uncomfortable;
* being prepared to clarify statements that might be misunderstood by others;
* responding honestly but thoughtfully and respectfully, using language that others will not consider foul or abusive;
* checking that your name is connected to any contribution you choose to make;
* respecting your own privacy and the privacy of others by not revealing information you deem private and that you feel might embarrass you or others;
* being constructive in your responses to others in the class;
* resisting the temptation to troll, even when there is a perfect setup.

If, at any time, you feel that any of these ground rules has been violated by a member of our community, you are encouraged to bring your concern directly and immediately to your instructor. In your message, clearly identify which ground rule has been violated and include specific evidence of the violation in your email. Your concerns will be addressed promptly and in an individualized manner.

# **Disclaimer**

Although I intend to teach this course as described here, I reserve the right to change any part of this syllabus.