**MGT 421: Human Resource Management**

**Spring Semester 2018 (Version 2)**

**Time of class:** Mondays and Wednesdays Noon – 1:15 pm

**Location of class:** Trinity Hall 1501

**Professor:** Dylan Cooper, PhD

**Office:**  Sage 2133

**Email:** dylan.cooper@csuci.edu

**Office hours:** Monday 10:00 – 11:30 am

Wednesday 6:00 – 7:30 pm

And by appointment.

In person or by Zoom

**Required text:** *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. It is available at the CSUCI Student Bookstore, [www.amazon.com](http://www.amazon.com), [www.chegg.com](http://www.chegg.com), [www.bookbyte.com](http://www.bookbyte.com), etc.

**COURSE DESCRIPTION**

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. All employees are involved in multiple HR procedures, and every manager and business owner needs basic HR skills in order to function effectively.

**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)
4. Identify, conceptualize, and develop solutions for successful resolutions to organizational problems drawing upon enhanced human resources management competencies to include: critical thinking, emotional intelligence, communication, and global awareness (1, 5, 6)

\*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**

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| **Week** | **Topic/Activity** | **Readings** | **Notable Due Dates** |
| Jan 22  Jan 24 | Introduction to Course  Introduction to HR | Syllabus  Chapter 1 | About Me! HW |
| Jan 29  Jan 31 | Start Project  Strategic HR | Project Docs  Extra Reading | Group Contract |
| Feb 5  Feb 7 | Job Analysis and Design | Chapter 4 |  |
| Feb 12  Feb 14 | Speaker: Jessica Muth, Career Services  Recruitment | Chapter 5 | LinkedIn Profile #1 |
| Feb 19  Feb 21 | Selection | Chapter 6 | Project Report 1  Selection #1 |
| Feb 26  Feb 28 | Employee Training | Chapter 7 | Selection #2 |
| Mar 5  Mar 7 | Managing Performance  Developmental Feedback | Chapter 8 | Feedback #1 |
| Mar 12  Mar 14 | Discuss Midterm  Midterm Exam |  | Feedback #2 |
| **Spring Break** | | | |
| Mar 26  Mar 28 | Compensation | Chapter 11 | LinkedIn Profile #2  Compensation #1 |
| Apr 2  Apr 4 | Incentives | Chapter 12 | Compensation #2 |
| Apr 9  Apr 11 | Benefits | Chapter 13 | Compensation #3 |
| Apr 16  Apr 18 | Separating and Retaining Employees  Attend Career and Internship Fair | Chapter 10 |  |
| Apr 23  Apr 25 | Legal Issues | Chapter 3 | Project Report 2 |
| Apr 30  May 2 | New Directions in HR  Project Presentations | Extra Reading |  |
| May 7  May 9 | Project Presentations  Wrap up and review |  | Project Report 3 |
| May 14 | Final Exam – **10:30 am** |  |  |

**All dates and items on this syllabus are subject to change at my discretion.**

**PERFORMANCE EVALUATION (Grades)**

Your performance will be evaluated using several different criteria, each weighted as follows:

Midterm 15 pts

Final 15 pts

Homework and in-class assignments 25 pts

Group Project

Group Grade 20 pts

Individual Grade 15 pts

Developmental feedback 5 pts

Class Attendance 5 pts

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Total 100 pts

Grades will be assigned according to the following scale:

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

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

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

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

1. **Midterm.** This exam will cover all the relevant class lectures, handouts, media, course readings, and online notes presented before the exam. You will be allowed to access your book, notes, and internet during the test. You are not allowed to consult with any other person.
2. **Final.** This exam will cover all the relevant class lectures, handouts, media, course readings, and online notes presented after the midterm. You will be allowed to access your book, notes, and internet during the test. You are not allowed to consult with any other person.
3. **Homework and in-class assignments.** You will have a variety of homework assignments. You will complete a selection exercise, analyze a compensation case, create a LinkedIn profile, and complete a few other small assignments. The LinkedIn assignment will require you to visit Career and Leadership Development center. More information about these assignments is available on CI Learn.
4. **Developmental feedback.** After you have completed Project Part 1 of your group project, you will give constructive developmental feedback to one of your team members. Each group member will 1) deliver feedback to another member, 2) receive feedback from another member, and 3) observe the feedback delivery process for another member. You will have an assignment to prepare for this activity ahead of time and an assignment to reflect on the process afterwards. More information in available on CI Learn.
5. **Group project.** Students will be assigned to groups of four or five individuals. Each group will be required to perform two activities. First, each group will create a set of HR policies for a fictitious small business. This project will apply the content from class lectures during the semester. Second, each group will make a presentation to the class. Group members will receive a group grade for some aspects of the project and individual grades for other aspects. See the group project document on CI Learn for details.
6. **Class attendance.** You will receive credit just for showing up to class. This reflects the fact that consistent attendance at work is an important part of many employee performance reviews. You will lose points for absences and tardiness. If you miss class for an emergency (e.g., medical necessity) and provide documentation, you will receive credit for the class.
7. **Extra credit.** It is possible that opportunities for extra credit may arise during the semester. Please do not rely on such opportunities. I do not have any extra credit currently planned.
8. **Alternatives to exams.** There are two alternatives to taking an exam. They will require more effort than an exam, but provide an opportunity to deepen your understanding of HR. Either of these may be used instead of taking one exam that has not yet occurred or to replace the grade of an exam that you have already taken. The first alternative is to shadow an HR professional in his or her workplace for at one day. You will need to identify the HR professional *yourself*, write a short (1-3 single-spaced pages) paper comparing and contrasting what you observed with what we learned in class, and give a short (5 minute) class presentation about the visit. The second alternative is to teach one of our class meetings. You may do this individually or in pairs. It is critical that you do this well, as your classmates are depending on you to explain the material. You will need to prepare class slides and an activity for me to review. There are limited opportunities for this alternative. If you are interested in either of these alternatives, talk to me early in the semester to get more details.
9. **Make-up tests.** No make-up tests will be given, except for university-excused absences. If such circumstances arise, it is the responsibility of the student to contact me prior to the test if possible; otherwise, the student must contact me to request a make-up exam within 24 hours of the scheduled exam time. Failure to do so will result in a score of 0 for that exam. An excused absence does not excuse a student from contacting me within this 24-hour time period.
10. **Late assignments.** In some cases, I will accept late assignments. However, your grade will be reduced by at least on letter grade. Turning the assignments in on time is a better plan.

**COMMUNICATION**

I will use the CI Learn website to post announcements, assignments, readings, grades, class notes, and additional information. You will use it to submit assignments. It is your responsibility to regularly monitor CI Learn. You can access CI Learn through *my*CI [www.myci.csuci.edu](http://www.myci.csuci.edu).

When you email me, please contact me through CI Learn or use your CSUCI email account. Do not use private email accounts. This allows me to maintain your privacy and conform to federal laws protecting your rights as a student. I will generally reply to emails within 24 hours.

**WRITING AND MULTILITERACY CENTER**

The Writing and Multiliteracy Center (WMC) provides all CI students with FREE support services and programs that help them become more effective writers and communicators. Peer consultants help you at any stage of the composition process in any discipline for writing or speaking (such as slideshow presentations). You are also welcome to bring in other types of non-academic work such as resumes, letters of application, and personal statements. The online writing consultants will also work with you if you don’t live on campus or if you have trouble physically getting to our Center. Speaking groups help those who want to talk about or wish to learn new skills in speaking in academic contexts, whether it's oral presentations, in-class discussions, or talking with professors during office hours. To make an appointment to see a consultant or learn more, visit <http://www.csuci.edu/wmc>. You can also go directly to the Center or call 805-437-8934.

**NOTICE TO STUDENTS WITH DISABILITIES**

CSU Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Resource Programs is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning, or other disabilities are encouraged to contact Disability Resource Programs (<http://www.csuci.edu/drp/>) at 805-437-3331 for personal assistance and accommodations.

**EMERGENCY INTERVENTION AND BASIC NEEDS STATEMENT**

As CI’s website points out, “a recent study commissioned by the CSU Chancellor’s Office shows that nearly 25 percent of CSU students either regularly skip meals for financial reasons or lack access to toiletries and sufficiently nutritious food options. In addition, more than 10 percent are displaced from their homes due to things like an unexpected loss in income or personal safety issues.” If you recognize yourself, or someone you know from this description, please know that there are resources on campus to help, including the Dolphin Food Pantry for students which offers free food, toiletries and basic necessities. The Dolphin Pantry is currently located in Arroyo Hall, Room 117 and is open Monday – Friday 8:30 – 4:30 (please check the website below for updates).

Emergency housing and funds are also available.  More information on these, and other services available at CSUCI can be found at: <https://www.csuci.edu/basicneeds>

# ACADEMIC DISHONESTY

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for you and/or any member or members of the academic community. *All forms of academic dishonesty are subject to sanctions under the Policy on Academic Dishonesty.* Sanctions include: oral warning, failing grade for work involved, and failing grade in the course. Various forms of academic dishonesty include, but are not limited to cheating, fabrication of information or citations, plagiarism, and/or facilitating academic dishonesty.

*Extra note on plagiarism:* plagiarism is attempting to pass off someone else’s work or ideas as your own. If you copy words (e.g., a sentence) from another source, you have to (1) put those words quotes and (2) provide a reference saying where you copied the words from. In addition, if you reword or paraphrase ideas from another source, you have to provide a reference. Academics do not make things; all we have is our ideas. So if you try to pass off someone’s ideas as your own, academics see that as theft.

**ADDITIONAL NOTES**

Please respect the other members of this class by not talking or otherwise disrupting the class. If someone is interfering with your ability to concentrate or participate in class please let me know. If you are too shy to tell me, please move to a different part of the classroom.

You should never consider class to be officially cancelled unless an announcement is made or I do not show up to class until 20 minutes after the start time of class.

A small number of supplementary, non-textbook readings will be assigned during the semester.

I look forward to working with you this semester!