**MGT 421: Human Resource Management**

Fall 2021 (Version 1)

Tuesday and Thursday, noon to 1:15 pm

Smith Decision Center 1908

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.

|  |  |
| --- | --- |
| **Instructor:** Dr. Dylan Cooper  **Office:** Sage Hall 2133 **How to contact me**  * Use the Canvas Inbox function * Email [dylan.cooper@csuci.edu](mailto:dylan.cooper@csuci.edu) * Set up an appointment at <https://calendly.com/dylan-ci> * 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. |  |

# **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 Fridays, so messages 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.

**Course format**

This class will meet in person. Much of the content will provided in CI Learn (aka Canvas), while class meetings will primarily be used for summaries of that information, activities, and discussion. Due to the pandemic, there is a decent chance that some classes will be switched to Zoom. **If this happens, I will post a course announcement.** Look at the course homepage in CI Learn for the Zoom URL and passcode.

# **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**

This course has eight modules that you will complete on CI Learn. The first module will be completed in one week. The other modules will have two weeks each. See the late work policy below to ensure that you finish assignments on time.

|  |  |  |
| --- | --- | --- |
| **Weeks of Semester** | **Module** | **Topic** |
| Week 1 | 1 | Welcome to Strategic Human Resource Management |
| Weeks 2 & 3 | 2 | Job Analysis |
| Weeks 4 & 5 | 3 | Staffing 1 (Labor Forecasting and Recruitment) |
| Weeks 6 & 7 | 4 | Staffing 2 (Selection Processes) |
| Weeks 8 & 9 | 5 | Staffing 3 (Selection Measures) |
| Weeks 10 & 11 | 6 | Total Rewards 1 (Base Pay) |
| Weeks 12 & 13 | 7 | Total Rewards 2 (Incentives and Benefits) |
| Weeks 14 & 15 | 8 | Performance Management |

# **Required textbook**

*Fundamentals of Human Resource Management* by Noe, Hollenbeck, Gerhart, and Wright.  I will be using the 6th edition. However, the different editions are similar enough that you can use any edition; you will just need to work with me to figure out exactly which pages to read. It is available at www.amazon.com, www.chegg.com, www.textbooks.com, etc. Try using www.studentrate.com to find deals at other websites. There is also a copy on reserve at the CSUCI library.Plus I have a couple extra copies of different versions and can lend them to you for free.

# **Grading**

Each module has a 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. Your grades on the Major Assignments will make up the vast majority of your final grade for the course.

Each module also has helper assignments that are meant to prepare you to do the Major Assignments well and additional assignments that ask you to write something about an important idea from the module and respond to other students' comments. These will be graded (primarily) on whether you completed the assignment. It should be relatively easy to earn a high grade on these assignments, but they only count for a very small part of your final grade.

You can track your current grades 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 you 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 two weeks to fix the grammar and return it and it will count as a late assignment.** Check the “Writing in This Class” module on CI Learn for more information.

# **Late work policy**

I accept work **up to two weeks 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**

These tips are meant to help you be successful in this class.

* 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. If you do this, you will likely do very well in this class.
* Be a learner. Don’t forget that the reason for taking classes is to learn new things.
* At the start of each module, plan out when you will complete your work. Be realistic about how much time each part of the module will take.
* 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.
* 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 class discussions. The contributions of each individual play a role in building a complete picture of what we are talking about because everyone has had different experiences and HR needs to take everyone into account.
* Ask for help when you need it and assist others when possible.

# **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;
* 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 me. 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.

**School in the time of COVID**

To begin the semester, we will all be wearing masks inside the classroom. The masks must cover both your nose and mouth. If you need a break from your mask during class, please go outside and take it off for a couple minutes. Then come back to class.

CI’s official policy statement is, “CSUCI is following guidelines from the California Department of Public Health and Ventura County Department of Public Health to promote safety during the COVID-19 pandemic for CSUCI students, employees, and visitors on the campus, to help prevent and protect oneself and others from the spread of the virus. Students are required to adhere to all health and safety requirements outlined on the University’s website regarding COVID-19. Failure to do so may result in removal from the classroom and, in keeping with CSU policy, the student may also be denied access to campus/programs.”

**Writing, oral presentations, and the 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 tutors help students on a range of assignments at any stage of the composition process in all disciplines. Students visit the WMC with assignments such as expository essays, literature review, lab reports, marketing reports, legislative testimonials, oral presentations, research posters, short video projects, and many more. Students are also welcome to bring in other types of non-academic work such as resumes, letters of application, and personal statements for graduate school applications. [Make an appointment](https://csuci.qualtrics.com/jfe/form/SV_8nT93w9c3ei8wGF), or drop by our [Virtual WMC](https://csuci.zoom.us/my/wmcdropinroom) to ask questions or see if a tutor is available. To learn more or see our additional resources for writers and presenters, visit us at [http://www.csuci.edu/wmc](https://www.csuci.edu/wmc/index.htm). You can also email us at [wmc.tutors@csuci.edu](mailto:wmc.tutors@csuci.edu).

**Notice to students with disabilities**

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of need. You can [apply for DASS services here](https://www.csuci.edu/dass/students/apply-for-services.htm). Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

**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 the following: 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., part of 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.

**Emergency intervention and basic needs statement**

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals or has limited access to food and/or is experiencing homelessness/housing insecurity (e.g. sleeping in a car, couch surfing, staying with friends), please know that you are not alone. The CSUCI Basic Needs Program has resources to help connect students to food, housing and financial resources. These resources include, but are not limited to, the Dolphin Pantry, emergency housing, emergency funding, CalFresh application assistance and more.  Please visit the website for the most up to date information on the Basic Needs Program at CI:  <https://www.csuci.edu/basicneeds/>. To get connected to the Basic Needs Program please visit [go.csuci.edu/basicneedsrefer](https://cm.maxient.com/reportingform.php?CSUChannelIslands&layout_id=11).

**Additional notes**

I suggest meeting with me in-person or by Zoom during office hours if you have questions, are unsure about how to approach an assignment, have something going on in your life that I should know about, etc. I am always happy to meet with you. If you cannot make it during office hours, send me an email at [dylan.cooper@csuci.edu](mailto:dylan.cooper@csuci.edu) to set up a different time.

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