

MGT 421 Human Resource Management

California State University Channel Islands

Instructor, Dr. Bruce Gillies

Classroom: Broome Library, Thursdays 3-5:50 pm

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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.

Program Learning Goals (PLGs) for MVS School of Business & Economics Program

The MVS School has six stated Program Learning Goals: (1) Critical Thinking; (2) Oral Communication; (3) Written Communication; (4) Collaboration; (5) Conduct (Ethics); and, (6) Competency in Discipline.

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

Required Text:

Cascio, W. (2021) *Managing Human Resources: Productivity, Quality of Work Life* (12th Edition), Profits, McGraw-Hill. Dubuque, IA.

Additional Readings will be provided.

Course Approach

Classes will consist of classroom lectures, group exercises, and open discussions. Students are required to actively participate in the discussions. Each week, additional reading materials will be made available on CI-Learn (Canvas) to supplement the class discussion and lectures.

Course Policies

Your attendance each meeting is essential to your success in the course. If it becomes necessary for you to be absent, please send the instructor an email to arrange for a makeup assignment. Please see the Student Guidebook (available at www.csuci.edu/studentaffairs/procedures-policies.htm) and the CSU-CI Policies webpage (available at www.csuci.edu/legal) for campus-wide policies applicable to this and all CSU-CI courses including policies on academic dishonesty and accommodations available for students having disabilities.

This syllabus may change at any time. Every effort will be made to ensure students are aware of the changes.

Course Assessments

The following are the assessments used in this course:

Item	Percent of grade	Due
Participation & Discussions -	10%	Throughout course
Final project topic paper –	15%	Week 3
Final project outline -	15%	Week 4
Final project annotated bib	20%	Week 6
Final Project	30%	Week 16
Presentation of final project	10%	Starting week 10
Total	100%	

Assessment descriptions:

Final Project – The final project is a proposal for a research project involving assessing the HR practices of a selected organization. As an example, you may decide to assess the HR practices of McDonalds and evaluate their compensation, training and development, and EEO practices.

Your paper must include:

- Cover page with all members of the team
- APA formatting through including citations and references
- At least 3 charts, graphs, or tables
- Minimum of 10 supporting studies as references
- Minimum of 15 pages not including cover page and references
- Table of contents

The topic paper, outline, and annotated bibliography are all designed to contribute to this final project.

Your presentation of the final project should be 10-20 minutes in length.

Course Grading Criteria:

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-

This class has several Major Assignments. (These are clearly marked clearly in our Canvas Course, CI Learn.) Assignments are meant to assess your performance in (1) applying the concepts from the module and (2) delivering quality work. 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 assignments will make up the vast majority of your final grade for the course.

Strict grammar policy

Job applicants and employees are often judged on their writing. An example is that many employers will discard resumes with a typographical, mechanics, or grammatical error. Also, jobs in the field of HR require substantial amounts of writing, e.g., writing employee manuals, crafting performance appraisal forms, and assisting in the development of organizational policies, procedures, and practices. To do well in your jobs, you will need to produce documents and other writing efforts that have a minimum of errors. Developing this skill will take practice. Consequently, points are taken off for grammar, spelling, and mechanics errors.

Late work policy

Work submitted late is subject to a one full grade penalty for each day late. If you have a particularly large challenge that will force the assignment to be late, you must let me know in advance.

School in the time of COVID

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."

If the policy (hopefully) changes then we can use remove the masks as indicated.

In Summary

If you have a specific challenge during this course that will impact your ability to complete the course or diminish your participation, please contact me. While the course is important, it is far more important to take care of your health, physically and mentally. There is almost no problem we cannot overcome to get you to complete the course successfully.

These guidelines are provided to help ensure a smooth and successful course for you. However, I reserve the right to make adjustments to the syllabus as necessary.

Course Schedule:

Course Week	Topic	Reading
1 8/22	Introduction to HR as a competitive advantage	Cascio Chapter 1
2 8/29	Technology and HR	Cascio Chapter 2
3 9/5	Talent Management	Cascio Chapter 3
4 9/12	Legal aspects of HR and employment decisions	Cascio Chapter 4
5 9/19	Diversity and HR	Cascio Chapter 5
6 9/26	Strategic Planning and HR	Cascio Chapter 6
7 10/3	Recruitment	Cascio Chapter 7
8 10/10	Staffing and placement	Cascio Chapter 8
9 3/21	Mid Term	
10 10/17	Training of HR	Cascio Chapter 9
11 10/24	Performance Management Systems	Cascio Chapter 10
12 10/31	Compensation systems	Cascio Chapter 11
13 11/7	Employee Benefit Programs	Cascio Chapter 12
14 11/14	Unions and HRM Justice, Ethics, and HRM	Cascio Chapter 13 and 14
15 11/21	Safety Programs International Considerations and HR NO CLASS THANKSGIVING – Individual Study for Final Exam	Cascio Chapter 15, and 16
16 11/28	Final Exam on DEC 1	
FINALS 12/5	Final Presentations	