Course Syllabus
MGMT 3215-504: Management of Human Resources (Hybrid)
Fall 2015 – 3.0 Credit Hours

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Office Hours: E-mail 9:00AM – 6:00PM; In-office by appointment; Skype by appointment

Course Overview
This hybrid course in human resource management is designed to provide undergraduate students to theories, research, and practice in managing human resources in business organizations such as the following:

- HR History, Strategy & Planning (understanding HR functions and how to effectively manage human resources to implement business strategies)
- Retention (keeping the right employees)
- Recruitment (finding people who will want to work for your company)
- Selection (hiring quality employees)
- Training (preparing employees for a job)
- Performance Appraisal (determining who is a good or poor performer)
- Compensation (determining pay and benefits)
- Global HRM (managing international human resources)

Additionally, this course will address legal issues faced by HR managers (e.g., actions that may be considered discrimination; topics that should be avoided in interviews), as well as a variety of “current” topics in HR (e.g., Do companies look at your Facebook page before hiring you?).

Pre-requisites/Co-Requisites
This class is open to students in any major who have at least 45 earned credit hours. There are no pre-requisite courses required.

Required Textbook
Course Objectives

Upon successfully completing this course, you will learn:

- a) the critical role of HRM in organizational competitiveness
- b) the basic functions of HRM, including HR planning, job analysis, recruiting, selecting, training, performance evaluation, compensation, and benefits
- c) the legal context affecting HRM practices, including equal employment opportunity and workplace safety
- d) the management practices involved in separating and retaining employee
e) the importance of ethics, fair treatment, and employee relations in the workplace

Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA program

Grading and Evaluation Criteria

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. Grades are based on your individual performance rather than effort, personality, potential, or need.

Final Course Grades

No student’s final grade will be increased for any reason other than calculation error. Final grades are based upon the amount of points you earn during the course and will be determined using the scale below.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Percentage</th>
<th>Grade Determination Scale</th>
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</table>
| Exams               | 30         | A+ 97 – 100
|                     |            | 93 – 96 C
|                     |            | 90 – 92 C
|                     |            | 88 – 89 D
|                     |            | 83 – 86 D
|                     |            | 79 – 82 F

| Presentation       | 15         | A+ 97 – 100
|                   |            | 93 – 96 C
|                   |            | 90 – 92 C
|                   |            | 88 – 89 D
|                   |            | 83 – 86 D
|                   |            | 79 – 82 F

| Case Analyses      | 20         | A+ 97 – 100
|                   |            | 93 – 96 C
|                   |            | 90 – 92 C
|                   |            | 88 – 89 D
|                   |            | 83 – 86 D
|                   |            | 79 – 82 F

| Participation      | 35         | A+ 97 – 100
|                   |            | 93 – 96 C
|                   |            | 90 – 92 C
|                   |            | 88 – 89 D
|                   |            | 83 – 86 D
|                   |            | 79 – 82 F

| Total Percentage   | 100        | A+ 97 – 100
|                   |            | 93 – 96 C
|                   |            | 90 – 92 C
|                   |            | 88 – 89 D
|                   |            | 83 – 86 D
|                   |            | 79 – 82 F

Course Activities

Exams

There will be three online exams, which will be posted in eCourseware. Each exam is non-cumulative and will cover approximately four chapters. The exams are timed and you will only be allowed one attempt at taking each exam. The exam requires that your computer has Respondus, which is a lock-down browser that must be installed on the computer you use to take the exam.
Presentation

This presentation on a human resource management topic will give you an opportunity to research and creatively share your findings. Each student will present for 20 minutes, and for this project, assume you are conducting a workshop for business professionals. You must get your topic approved by me in advance. Other students are expected to provide their thoughtful input and to ask questions about the topic.

Case Analyses

Each student must submit two written case analyses from cases assigned in the course schedule. These case analyses must be single-spaced, one-inch margin, 12-point font, and no more than one page. Use the following five-step model for writing case analyses:

1. Identify HR Problem
2. Identify Cause(s) of HR Problem
3. Potential Solutions to HR Problem
4. Best Solution to HR Problem
5. Steps to Implementing Best Solution to HR Problem

For each written assignment submitted, please include your full name at the top of the page. All written assignments must be submitted electronically via eCourseware in the MGMT 3215 course Dropbox. I grade each written assignment using the following criteria: clarity and completeness, spelling/grammar/punctuation, and professionalism. Late submissions up to 24 hours will be penalized, over 24 hours will be not be accepted.

Participation

Discussions. Online participation is REQUIRED. The discussion topics will be based on open-ended questions from your assigned readings. They will stay open one week, starting on Thursday and closing the following Wednesday. Students will work in teams to moderate each of the weekly topics. Those who do not moderate are expected to post at least two comments.

You will receive one overall score based on the quality (i.e., accuracy, clarity, brevity, professionalism, spelling/grammar/punctuation) and number of your responses during the semester.

In-class Participation. I will also evaluate your in-class participation based on punctual attendance and active engagement.

Course Policies

E-MAIL

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
eCourseware

The hub for this course is eCourseware, provided by D2L (Desire to Learn). You will access the website at elearn.memphis.edu using your U of Memphis UUID and password. Please review the technology requirements as you are responsible to meet them so that you can complete the course requirements. There are specific periods of time when exams and Discussions are open and closed and deadlines for completion of these activities.

If you encounter technical difficulties and need technical support, you should contact the University Help Desk. I can answer general questions about how to use eCourseware and related course components, but cannot provide individual technical support to assist you with computer problems.

Attendance and Participation

This class is a hybrid and mainly asynchronous, which means there are no scheduled meeting times, and formal attendance will not be taken. However, your attendance for the face-to-face meetings of the course is required. You are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities.

Professional Behavior and Communication

Ensure that your communication with me and your classmates is professional and courteous at all times in this course, just as you would in a business setting. Likewise, you should expect professional and courteous communication from me. I expect you to read and abide by the Fogelman College of Business Netiquette Guide for Online Courses.

You are expected to demonstrate good written skills in all writing in this class (i.e., written assignments, online discussions, and emails), using correct spelling, grammar, punctuation, and word usage. Poor writing is unacceptable and will be reflected in your grade. If you receive feedback from me that your writing is poor, the wrong reaction is to become offended and insulted. A more constructive reaction is to work on improvement.

Ask me questions if you are confused about course expectations and assignments, but make sure you first read everything carefully (e.g., syllabus, course handouts, assignment instructions, course website, textbook, etc.) before requesting clarification. After reading everything thoroughly, if you still need more information, don’t hesitate to contact me. Take responsibility for initiating a discussion with me if you have questions or concerns about your performance, grades, or other class-related issues. If you are experiencing a problem in the course, I encourage you to notify me immediately rather than waiting until the semester is over. I welcome criticism and feedback offered in a respectful and constructive manner, and so should you.

Academic Integrity

I expect you to carefully review and adhere to the following policies and guidelines related to academic integrity: Fogelman College Standards for Academic Integrity and information on plagiarism.
I do not tolerate cheating or plagiarism, and I will not accept excuses for dishonest behavior. By taking this course, you agree that your written assignments may be submitted to Turnitin.com or a similar electronic detection method for the purposes of detecting plagiarism. Blatant plagiarism will result in a failing grade and may be reported to the University for further action.

**Deadlines, Extra Credit, and Make-up Work**

All students are held to the same expectations in this class. You either do the work or you don’t. I do not extend deadlines beyond the late assignment policies noted above in the syllabus. I do not accept extra credit (unless it is offered to everyone in the class). I do not accept make-up work or negotiate “special deals” at the end of the semester for students who are failing the class because they performed poorly on the assignments or did not complete the work by the deadlines.

**Reporting Illness or Absence**

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if both of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

**Syllabus Changes**

I reserve the right to make changes to the syllabus, course schedule, deadlines, and/or assignments at any time, with reasonable prior notice to students. If changes are needed, you will be immediately notified via email and through posts in eCourseware.

**Student Services**

Please access the [FCBE Student Services](#) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance
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<thead>
<tr>
<th>[WEEK] DATES</th>
<th>COURSE ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>[1] 8/27 – 9/2</td>
<td>Chapters 1 &amp; 2</td>
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<tr>
<td>Thu 8/27</td>
<td>In-class meeting - Introductions</td>
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<tr>
<td>[3] 9/10 – 9/16</td>
<td>Chapters 5 &amp; 6</td>
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<tr>
<td>Thu 9/10</td>
<td>Exam I (Chapters 1–4)</td>
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<td>Mon 9/14</td>
<td>Case #1 Due</td>
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<td>Thu 9/17</td>
<td>In-class meeting - Presentations</td>
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<td>Thu 9/24</td>
<td>Exam II (Chapters 5–8)</td>
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<tr>
<td>Mon 9/28</td>
<td>Case #2 Due</td>
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<tr>
<td>[6] 10/1 – 10/7</td>
<td>Chapters 11, 12 &amp; 13</td>
</tr>
<tr>
<td>Thu 10/1</td>
<td>In-class meeting - Presentations</td>
</tr>
<tr>
<td>Thu 10/8</td>
<td>Exam III (Chapters 9–13)</td>
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