Course Syllabus
MGMT 3215-505 Human Resource Management
Fall 2015
3 credit hours

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Kelly Mollica, Ph.D.</th>
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<tbody>
<tr>
<td>Office Phone:</td>
<td>(731) 425-7960</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>(731) 234-1524 (call or text)</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:kmollica@memphis.edu">kmollica@memphis.edu</a></td>
</tr>
<tr>
<td>Office:</td>
<td>302 Varnell-Jones, UM Lambuth Campus, Jackson</td>
</tr>
<tr>
<td>URL:</td>
<td>memphis.edu/management/faculty/kmollica.php</td>
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<tr>
<td>Office Hours:</td>
<td>(TBA)</td>
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Course Overview

HRM (human resource management) deals with the policies, practices, and systems in managing people, with the viewpoint that an organization’s employees are its most valuable asset if managed effectively. The goal of this course is to provide you with an overview of HRM. We will take a broad, general management approach rather than delving excessively into technical details. Regardless of your career, your understanding of HRM will be critical for your job success as well as the overall performance and competitiveness of your organization. HRM is not just something that the “human resource department does.” All managers are human resource managers. An organization’s success or failure depends largely on its HRM strategy and people practices – recruiting, hiring, training, evaluating, and compensating. In addition, managers are obligated to adhere to employment laws, provide a safe workplace for employees, treat employees fairly, respect employees’ rights, and enforce standards for ethical behavior.

As with all college-level courses, an additional goal is to continue improving important career skills: written and oral communication, and critical thinking skills.
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 Text:


ebook: Search for ISBN 9780077718367 on websites such as coursesmart.com, packbackbooks.com, or other websites where eBooks are available.

Either of the above choices contains everything you need for the class. No special software or publisher access codes are needed.

Course Objectives:

In this course, you will learn:

1. the critical role of HRM in organizational competitiveness;
2. the basic functions of HRM, including HR planning, job analysis, recruiting, selecting, training, performance evaluation, compensation, and benefits;
3. the legal context affecting HRM practices, including equal employment opportunity and workplace safety;
4. the management practices involved in separating and retaining employees;
5. the importance of ethics, fair treatment, and employee relations in the workplace; and
6. the legal and management issues related to labor relations and unions.

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:

[fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf](http://fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf)

Course Methodology and Website Information:

This is a hybrid course, in which part of the class meets on the campus and part is online course. The class meets one night a week for seven nights, and attendance is expected. We will cover a great deal of material so it is extremely important that you stay caught up. You will do an entire semester of material in a short period of time. The online part of the class is on the eCourseware website ([elearn.memphis.edu](http://elearn.memphis.edu)). You are responsible for ensuring that you have access to the website and for meeting minimum technology requirements.
requirements so that you can successfully complete the course. If you encounter technical difficulties and need help with eCourseware, you should contact the UM Help Desk (umhelpdesk.memphis.edu). Note that there are specific windows when activities are open and closed, and deadlines for completion of assignments.

**Grading and Evaluation Criteria**

For all graded activities in this class, everything is due by the stated deadlines as shown in the separate course schedule. I will not extend deadlines or accept late work. Graded activities that take place during class cannot be made up.

**Written Case Assignments:**

The purpose of the written case assignments is to give you the opportunity to apply course concepts in several functional areas of HRM. You will submit analyses of five assigned short cases, which can be found in the textbook. I will provide more specific instructions in class and on the eCourseware website. Be sure to carefully read instructions for all assignments and contact me if you have questions about what is expected. There are several cases in each chapter so make sure you are analyzing the correct cases that are assigned! One of the major reasons students receive poor grades on written assignments is failure to follow the instructions.

Each case analysis must be no longer than one-page single-spaced, one inch margin, 12-pt font, and submitted in Word format. Papers that do not follow this format will not be graded. Case analyses are due to the Dropbox by 5 p.m. on Wednesdays.

**In-Class Team Assignments:**

The purpose of the team assignments is to analyze or apply various HRM concepts with a group of your classmates. You will work in a team to complete an HRM-activity or short case analysis which will be handed in by the end of that night’s class. Additional information and instructions for the team assignments will be provided in class. If you miss class, you will receive a ‘0’ on the team assignment and it cannot be made up.

**Quizzes:**

The purpose of the quizzes is to assess your comprehension of the key course concepts as covered in the textbook. The quizzes cover two chapters per week. The quizzes are available on eCourseware. Quizzes are available from Thursday at 12 noon through the following Wednesday at 5 p.m. The quizzes are timed and you must complete them in one sitting; you cannot save and return later.

**Topic Presentation:**

The purpose of the final project is to give you an opportunity to research and creatively present a topic of your choice related to human resource management. I will provide
some suggested topics, but you may use any topic that is related to HRM. You must get your topic approved by me in advance (see course schedule for approval deadline). The presentations will be scheduled for the last two nights of class, and will be approximately 5-7 minutes long, with PowerPoint slides. I will discuss specific instructions and guidelines for the project during class time class early in the semester, and will also post instructions on the eCourseware website. You will have the option of doing this assignment in a team.

**Participation:**

Your in-class participation is evaluated based on the following expectations:

- You arrive to class on time and you stay for the entire class.
- You keep your cell phone turned off and put away (except during breaks).
- You cooperate actively with classmates during team activities.
- You ask questions and offer comments that contribute meaningfully to the class discussion. If you happen to be very talkative, I may ask you to monitor yourself so that you are not overbearing and “hogging” the class time. If you happen to be very quiet, I may call on you to encourage you to contribute your thoughts and ideas.

**Final Exam:**

The purpose of the final exam is to evaluate your understanding of course concepts. It is comprehensive in that it will include questions from each chapter covered in the course. The final exam will be open for three days (Thursday through Sunday). It is timed, and you must complete it one sitting; you cannot save and return later. No deadline extensions will be allowed for the final exam.

**Summary of Graded Activities:**

Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Graded Activity</th>
<th>Points</th>
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<tr>
<td>12 quizzes x 10 pts each</td>
<td>120</td>
</tr>
<tr>
<td>5 written case assignments x 25 pts each</td>
<td>125</td>
</tr>
<tr>
<td>5 in-class team assignments x 5 pts each</td>
<td>25</td>
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<tr>
<td>Topic presentation</td>
<td>50</td>
</tr>
<tr>
<td>Final exam</td>
<td>50</td>
</tr>
<tr>
<td>Participation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>400</strong></td>
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Final Course Grades:

Final course grades are earned as follows:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Final Grade</th>
<th>Point Range</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>398 - 400</td>
<td>A+</td>
<td>306 - 317</td>
<td>C+</td>
</tr>
<tr>
<td>370 - 397</td>
<td>A</td>
<td>290 - 305</td>
<td>C</td>
</tr>
<tr>
<td>358 - 369</td>
<td>A-</td>
<td>278 – 289</td>
<td>C-</td>
</tr>
<tr>
<td>346 - 357</td>
<td>B+</td>
<td>266 – 277</td>
<td>D+</td>
</tr>
<tr>
<td>330 - 345</td>
<td>B</td>
<td>238 - 265</td>
<td>D</td>
</tr>
<tr>
<td>318 - 329</td>
<td>B-</td>
<td>&lt; 238</td>
<td>F</td>
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Course Policies

Syllabus and Course Changes:

I reserve the right to make changes to the syllabus, course schedule, deadlines, and/or assignments any time, with reasonable prior notice to students.

E-mail:

I do not use eCourseware email. You must email me at kmollica@memphis.edu. I will not respond to emails sent through the eCourseware email system. You are required to maintain and access your University of Memphis (e.g., yourname@memphis.edu) email account. You will receive all official course correspondence at this email account and it is your responsibility to check your U of M email regularly during the semester. I strongly recommend you email me from your U of M email rather than a personal email account. Email sent from students’ personal email addresses sometimes go straight to my spam folder, so please be aware of this possibility.

eCourseware:

You are responsible for learning how to use eCourseware, for ensuring that you have access to a reliable computer and adequate Internet connection, and for addressing technical problems immediately. I strongly urge you to take quizzes and submit assignments well in advance rather than waiting until the last minute. If you wait until the last minute and experience technical problems that prevent you from completing or submitting on time, this does not excuse you from meeting the deadline. If there is a system-wide technical problem or glitch that affects all students, I will extend deadlines if necessary.
**Class Attendance:**

I am required to report lack of class attendance to the university. For students receiving federal student loans, lack of activity in the course may be treated as non-attendance and can potentially impact student loan eligibility.

**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.

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.

I am not perfect and I sometimes make mistakes in written information, instructions, and eCourseware settings. When this happens, please let me know immediately.

**Extra Credit, Make-Up Work, and Deadlines:**

All students are held to the same expectations and 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.

**Academic Integrity:**

I expect you to carefully review and adhere to the following policies and guidelines related to academic integrity:
University’s Code of Student Rights and Responsibilities:  [www.memphis.edu/studentconduct/pdfs/csrr.pdf](http://www.memphis.edu/studentconduct/pdfs/csrr.pdf)

Fogelman College of Business & Economics Standards for Academic Integrity:  [memphis.edu/fcbe/students/integrity.php](http://memphis.edu/fcbe/students/integrity.php)

Information on plagiarism:  [memphis.edu/fcbe/students/plagiarism.php](http://memphis.edu/fcbe/students/plagiarism.php)

I do not tolerate cheating or plagiarism, and I will accept no 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. If you are working on an assignment and you sincerely do not want to plagiarize but you are uncertain how to avoid it, feel free to ask me for guidance. There is no penalty in asking for help prior to submitting an assignment. However, I will not accept any excuses for plagiarism after an assignment is submitted for grading. “I didn’t know it was plagiarism” or “I didn’t intend to plagiarize” are not going to work. I evaluate plagiarism based on what you actually submitted – ignorance or lack of intention are not acceptable reasons for plagiarized work.

**Student Services:**

Refer to [www.memphis.edu/fcbe/students/services.php](http://www.memphis.edu/fcbe/students/services.php) for information about:

- Students with disabilities
- Tutoring and other academic assistance
- Advising services for Fogelman students
- Technical assistance

You can find information about Student Services available at the Lambuth campus at this website: [www.memphis.edu/lambuth/studentservices/studentservicesmain.php](http://www.memphis.edu/lambuth/studentservices/studentservicesmain.php).

**Course Schedule**

Pay attention to the chapters covered on the weekly quizzes -- we are not covering all the chapters in the textbook.

**WEEK 1: Aug 26**
- Course Introduction

**WEEK 2: Sept 2**
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 1: Managing Human Resources
  - Ch. 3: Providing Equal Employment Opportunity & a Safe Workplace
- Written Case Assignment: (see eCourseware Content page)
WEEK 3: Sept 9
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 4: Analyzing Work & Designing Jobs
  - Ch. 5: Planning for & Recruiting Human Resources
- Written Case Assignment: (see eCourseware Content page)
- Deadline to get Presentation Topic approved

WEEK 4: Sept 16
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 6: Selecting Employees & Placing Them in Jobs
  - Ch. 7: Training Employees
- Written Case Assignment: (see eCourseware Content page)

WEEK 5: Sept 23
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 10: Managing Employees’ Performance
  - Ch. 11: Separating & Retaining Employees
- Written Case Assignment: (see eCourseware Content page)

WEEK 6: Sept 30
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 12: Establishing a Pay Structure
  - Ch. 13: Recognizing Employee Contributions With Pay
- Written Case Assignment: (see eCourseware Content page)
- Topic Presentations

WEEK 7: Oct 7
- Quizzes: (see eCourseware Quizzes page)
  - Ch. 14: Providing Employee Benefits
  - Ch. 15: Collective Bargaining & Labor Relations
- Topic Presentations