Course Syllabus
MGMT 3215-502: Management of Human Resources (Hybrid)
Spring 2016 – 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 expose 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 successful completion of this course, students should be familiar with:

   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 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 number 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>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>20</td>
<td>A+ 97 – 100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20</td>
<td>A 93 – 96</td>
</tr>
<tr>
<td>Presentation</td>
<td>25</td>
<td>A 90 – 92</td>
</tr>
<tr>
<td>Case Analyses</td>
<td>20</td>
<td>B+ 87 – 89</td>
</tr>
<tr>
<td>Participation</td>
<td>15</td>
<td>B 83 – 86</td>
</tr>
<tr>
<td>Total Percentage</td>
<td>100</td>
<td>B 79 – 82</td>
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</tbody>
</table>

|                                                    | C+ 75 – 78   |
|                                                    | C 71 – 74    |
|                                                    | A 90 – 92    |
|                                                    | D+ 63 – 66   |
|                                                    | D 58 – 62    |
|                                                    | F Below 58   |

Course Activities

Quizzes

Each student will complete and submit a quiz at the end of each chapter. Quizzes will be administered through the McGrawHill Connect platform. Only the highest 10 scores will be considered for the final grade.
Exams
There will be two online exams, which will be administered through the McGrawHill Connect platform. Each exam is non-cumulative and will cover approximately seven chapters. The exams are timed and you will only be allowed one attempt at taking each exam.

Presentation
This presentation on a human resource management topic will give you an opportunity to research and creatively share your findings. You should have the mindset that you are conducting a workshop for business professionals.

Students will work in groups of at least 2 students and will be required to deliver a 20-minute presentation. You must get your topic approved by your instructors in advance, followed by the approval of the outline prior to the final submission. This assignment will have two parts that will be graded independently: written and oral.

Written. (1) A word-processor document that details your workshop, including learning objectives, detailed content, references, and tables or figures as required, and (2) a presentation document. Both will be submitted via Dropbox prior to your presentation.

Oral. Students will deliver a presentation that engages the audience for at least 20 minutes.

Case Analyses
Each student must complete and submit at least 10 case analyses from those assigned in the McGrawHill Connect platform. These cases typically consist of five questions each. If more than 10 cases are submitted, only the top 10 score will be considered.

Late submissions up to 24 hours will be penalized, over 24 hours will be not be accepted.

Participation

Discussions. The discussion topics will be based on open-ended questions from your assigned readings, they will stay open for one week. You will receive one overall score based on the quality (i.e., accuracy, clarity, brevity, professionalism, spelling/grammar/punctuation) and a number of your responses during the semester.

In-class participation. We will evaluate your in-class participation based on punctual attendance and active engagement. Students are also expected to provide their thoughtful input and to ask questions during presentations.

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 via this email account. The receiving of 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 and McGrawHill Connect

The hub for this course are (1) eCourseware, provided by D2L (Desire to Learn) and (2) the McGrawHill Connect platform. 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 quizzes, exams, and cases are open and closed, as well as 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; 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 your instructors and 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 in return. 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 samples for 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 us that your writing is poor, the wrong reaction would be to become offended or insulted and lash out. A more constructive response would be to work on improving your skills (e.g., visiting the writing center).

Please ask us 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/clarification, do not hesitate to contact us. Take responsibility for initiating a discussion with us if you have questions or concerns about your performance, grades, or other class-related issues. If you are experiencing a problem in the course, we encourage you to notify us immediately rather than waiting until the semester is nearly over. We welcome constructive criticism and feedback, offered in a respectful and constructive manner, as you also should.
**Academic Integrity**

We 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. We do not tolerate cheating or plagiarism, and 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. We do not extend deadlines beyond the late assignment policies noted above in the syllabus. We do not create or accept extra credit (unless it is offered to everyone in the class). We 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**

We 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 notified immediately via email and 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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<tbody>
<tr>
<td>[1] 3/14 – 3/20</td>
<td>Chapters 1, 2, &amp; 3</td>
</tr>
<tr>
<td>Mon 3/14</td>
<td>In-class meeting - Introductions</td>
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<tr>
<td>Mon 4/11</td>
<td>In-class meeting - Presentations</td>
</tr>
<tr>
<td>Mon 4/25</td>
<td>In-class meeting - Presentations</td>
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