Course Syllabus
MGMT 3215-505 Management of Human Resources - Fall 2018 - 3 credit hours
Posted 8/5/2018 – see updated syllabus in eCourseware on 8/27/18

Course Instructor
Instructor: Kelly Mollica, Ph.D.
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Office Location: 302 Varnell-Jones, UM Lambuth Campus, Jackson
Office Hours: or contact me for an appointment

COURSE OVERVIEW

Course Description
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.

Prerequisites
Course is open to all students in any major with at least 45 earned credit hours.

Textbook

Course Materials and Technical Support
Course materials, including syllabus, powerpoints, assignment instructions, handouts, etc., are available on the eCourseware website. For eCourseware technical support, contact UM Technical Support, (901) 678-8888.

The link to Cengage MindTap is located in eCourseware on the ‘Content’ page. You will access MindTap only through eCourseware. Do not try to register for MindTap from the Cengage website.
Course Format
This is a 7-week hybrid course, NOT an online class. We will meet one night a week for seven weeks at the Lambuth Campus in Jackson, TN. Plus, you will do some of the work online. We will cover a LOT of material! Class attendance is expected. Because the class only meets seven nights and part of your grade is based on in-class team assignments and an in-class presentation, it’s important that you do not miss any classes.

Course Objectives
By successfully completing this course, you will become familiar with:
1. the critical role of HRM in organizational competitiveness;
2. the basic functions of HRM, including HR planning, 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 management and legal issues related to labor relations and unions.

Fogelman College of Business Learning Outcomes for the BBA Degree
The Fogelman College has established these learning goals for students completing the BBA degree:
- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology.

COURSE INFORMATION

Course Communication
I expect you to check your UM email regularly. If I send information via email, it will be to your UM email address, NOT via eCourseware email. I do not use eCourseware email. If you fail to read email and miss important information that affects your grade, that is entirely your responsibility.

Email me at kmollica@memphis.edu. Do not email me from within eCourseware.

If you are experiencing a problem in this course, contact me immediately. Anytime during the semester, I welcome criticism and feedback offered in a respectful and constructive manner, and so should you.

Attendance and Participation
I expect you to attend class and actively participate in discussions and activities. I am required to report lack of attendance to the university. For students receiving federal student loans, non-attendance can impact student loan eligibility.
Professional Behavior
I expect professional behavior from each of you, including adherence to the following guidelines:
- Arrive on time to class, return promptly from breaks, and stay through the end of the class period.
- Keep cell phones, laptops, and other electronic devices turned off and put away during class.
- Complete all assignments on time without making excuses for why you didn’t get things done.
- Do not ask for favoritism, including extended deadlines, make-up work, or extra credit. If extra credit is offered, it will be offered to everyone in the class.
- Work cooperatively in teams and participate fully in class discussions.
- Ask questions when you need more clarification, after you have carefully read all instructions.
- Seek assistance from the UM Lambuth Writing Center if needed for written assignments. Do not submit poorly-written papers. If you do, it will negatively impact your grade.
- Send emails to me that are written in a professional manner. Do not send informal, poorly-written emails that look like a text message sent from a 13-year-old. Please address me as Dr. Mollica or Professor Mollica. (Not Mrs. Mollica or ‘Hey professor.’)

Academic Integrity
Academic integrity and honesty is a University-wide expectation. In addition, the Fogelman College of Business has established academic integrity standards. Carefully review the information available at these links:
- UM Office of Student Conduct: Academic Misconduct
- Fogelman College of Business Standards for Academic Integrity
- Fogelman College of Business Information on Plagiarism

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. Plagiarism on any part of an assignment will result in a "0" on the entire assignment, there will be no opportunity to revise or edit the assignment, and I may at my discretion report you to the University’s Office of Student Conduct for further action.

Disabilities and Student Services:
Accommodations are provided to students who present a memo from Disability Resources for Students.

LEARNING ACTIVITIES AND GRADING
See updated syllabus in eCourseware on 8/27/18

COURSE SCHEDULE
See updated syllabus in eCourseware on 8/27/18