Course Syllabus
MGMT 3215-M50 Management of Human Resources - Fall 2018 - 3 credit hours
Posted 8/5/2018 – see updated syllabus in eCourseware on 8/27/18

Instructor: Kelly Mollica, Ph.D.
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Office Location: 302 Varnell-Jones, UM Lambuth Campus, Jackson, TN
Office Hours: Online students are welcome to contact me for a phone or Skype 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 students in any major with at least 45 earned credit hours.

Textbook

Course Methodology and Technical Support
This is a fully online course and all course content is located on the eCourseware and Cengage MindTap websites. You are responsible for ensuring that you have access to the websites and for meeting minimum technology requirements so that you can successfully complete the course.

- For eCourseware technical support, contact UM Technical Support or (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. For MindTap technical support, go to Cengage Support or call 1-800-354-9706.
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:
Each Monday morning, usually by 8 a.m., I post announcements on the eCourseware home page. I expect you to keep up with these announcements. I also 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. If your grade is negatively affected because you ignore course announcements in eCourseware or do not read your email, that is entirely your responsibility.

Email me at kmollica@memphis.edu. Do not email me from within the eCourseware system. Please address me as Dr. Mollica or Professor Mollica. (Not Mrs. Mollica or ‘Hey professor.’)

If you experience a course-related problem, I encourage you to contact me immediately. In addition, I welcome criticism and feedback offered in a respectful and constructive manner, and so should you.

Attendance:
Attendance in an online course means logging in regularly and actively participating. I have access to your login frequency in eCourseware and MindTap. I am required to report lack of attendance to the university. For students receiving federal student loans, non-attendance can impact student loan eligibility.

Professionalism:
I expect you to behave just as would in a professional business setting. To provide guidance in adhering to this expectation, ask yourself the following questions about what you would do in a professional business setting:
• Would I fail to complete my job duties or wait until the last minute to begin an assigned task, then make excuses for why I didn’t get things done or why I performed poorly?
• Would I expect special treatment because I’m “busy,” even though my co-workers are equally as busy?
• Would I neglect to carefully read information and instructions given to me in writing?
• Would I refrain from asking legitimate questions when I truly need more clarification to help me do my job better, later blaming my boss because I didn’t understand what I was supposed to do?
• Would I send an informally-worded, poorly written email to my boss or co-worker that looked like a text message sent from a 13-year-old?

Extra Credit and Make-Up Work:
I do not offer extra credit unless it is made available 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 unhappy with their grade.

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 at my discretion I may 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
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