



## **Human Resource Management** **Syllabus**

### **University Information**

#### **College of Business Administration Mission Statement:**

The College of Business Administration creates a dynamic learning environment for a diverse student population with a broad range of backgrounds, perspectives, and experience, to develop the knowledge and skills needed to become productive contributors to the global business environment.

<https://www.tarleton.edu/cob/index.html>

#### **Students Success Statement-ADA:**

It is the policy of Tarleton State University to comply with the Americans with Disabilities Act ([www.ada.gov](http://www.ada.gov)) and other applicable laws. If you are a student with a disability seeking accommodations for this course, please contact the Center for Access and Academic Testing, at 254.968.9400 or [drt@tarleton.edu](mailto:drt@tarleton.edu). The office is located in Math 201. More information can be found at <https://www.tarleton.edu/drt/index.html> or in the University Catalog.

#### **Academic Affairs Core Value Statements:**

##### **Academic Integrity Statement**

Tarleton State University's core values are integrity, leadership, tradition, civility, excellence, and service. Central to these values is integrity, which is maintaining a high standard of personal and scholarly conduct. Academic integrity represents the choice to uphold ethical responsibility for one's learning within the academic community, regardless of audience or situation.

##### **Academic Civility Statement**

Students are expected to interact with professors and peers in a respectful manner that enhances the learning environment. Professors may require a student who deviates from this expectation to leave the face-to-face (or virtual) classroom learning environment for that particular class session (and potentially subsequent class sessions) for a specific amount of time. In addition, the professor might consider the university disciplinary process (for Academic Affairs/Student Life) for egregious or continued disruptive behavior.

**Academic Excellence Statement**

Tarleton holds high expectations for students to assume responsibility for their own individual learning. Students are also expected to achieve academic excellence by:

- Honoring Tarleton's core values
- Upholding high standards of habit and behavior
- Maintaining excellence through class attendance and punctuality
- Preparing for active participation in all learning experiences
- Putting forth their best individual effort
- Continually improving as independent learners
- Engaging in extracurricular opportunities that encourage personal and academic growth
- Reflecting critically upon feedback and applying these lessons to meet future challenges

**Academic Affairs Service Statement**

Tarleton faculty, staff, and students are expected to model responsible citizenship through service activities that promote personal and academic growth while enhancing the university, local, regional, national, and global communities. These activities will foster a culture of academic/public engagement that contributes to the achievement of the university's mission and core values.

**Tarleton State University****Mission:**

Tarleton State University, a founding member of The Texas A&M University System, transforms generations by inspiring discovery, leadership, and inclusion through educational excellence.

**Vision:**

Tarleton will be the premier comprehensive regional university in the nation, with a keen focus on student success, teaching, and research.

**Core Values:**

- Excellence
- Integrity
- Respect

<https://web.tarleton.edu/tarletonforward/>

**Grades and Type of F:**

Tarleton utilizes a refined grading system as it relates to failing grades in a course based upon the student's attendance, as follows: A student who never attended receives a grade 'F0'; a student who stopped attending at some point of the semester receives an 'FX' grade; and a student that who attended the entire semester receives an 'F' grade.

<https://www.tarleton.edu/registrar/students/grades.html>

**University Policy:**

Students are responsible for knowing and abiding by the policies and information contained in the Tarleton Student Handbook. [See the Student Handbook]

<https://www.tarleton.edu/studentrules/index.html>

**Academic Honesty Statement:**

Any student guilty of academic dishonesty, cheating, or plagiarism in academic work shall be subject to disciplinary action. [See the Student Handbook] The instructor may initiate disciplinary action in and case of academic misconduct. Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his or her class.

\*University Policy and Academic Conduct may be combined.

<https://www.tarleton.edu/judicial/academicconduct.html>

**Grade Appeal Process/Form**

Students wishing to contest an assessment grade within the course or their overall course grade must utilize the COBA Academic Grade Appeal Process below. Please note that there are date limitations in the process that are consistent with university policy (<https://www.tarleton.edu/studentrules/student-grievance.html>), that appeals must be in writing, and that efforts to reconcile must be made in the prescribed order:

1. Instructor
2. Department Head
3. Dean

<https://www.tarleton.edu/cob/documents/coba-grade-appeal-process-and-form-rev1-1.pdf>

**Service Day Statement:**

Service Day will occur on Thursday March 24, 2022. All Tarleton undergraduate students enrolled in any Thursday class from 7:00 am – 5:00 pm, are expected to participate in Service Day. Students will be able to view, and register for, Service Day projects created by each Academic College in Texan Sync's Service Day Portal. Students seeking additional information should seek guidance from their Academic College or Academic Department. <https://www.tarleton.edu/cee/cesl/community-service.html>



MGMT 3302

# HUMAN RESOURCE MANAGEMENT

Spring 2022, 8 Week



COLLEGE OF BUSINESS

DEPARTMENT OF MANAGEMENT

## Contact Information

Dr. Krueger, Ph.D.

**\*Please contact the Canvas help desk for all technical issues.**

**\*All correspondence will be conducted using the Canvas Inbox.**

**\*I make every effort to respond to your messages within 48 business hours (Monday - Friday 8-5)**

## COURSE DESCRIPTION & TEXTBOOK

### Course Objectives

Learn to create an effective and efficient management system by understanding the various components of human resource management.



### Intended Student Outcomes

A) Knowledge Outcomes: Recognize and understand the functional areas of Human Resource Management. Identify factors applicable to strategy, planning, formulation, and implementation for the Human Resource Management Division of the modern business organization. Recognize the social responsibilities of organizations, the legal and ethical considerations applicable to corporate policy, and strategy formulation for the Human Resource Management function. Practice research, analysis, and presentation skills. Recognize and compare the common methods used for selection, promotion, and demotion of selected human resources. Describe different methods and procedures organizations use for disciplining employees. Identify the labor relations goals of management, labor unions, and society, as these goals apply to today's business climate. Describe and explain how organizations use employee benefit plans to match employees' wants and needs, as a method to increase employee motivation and productivity.

B) Skill Outcomes: Identify and discuss the ways organizations use assessment tools to plan and

implement employee development program; Identify and discuss the different kinds of decisions involved in establishing a pay structure for the business organization; Identify and analyze Human Resource Management problem situations, identify opportunities, threats, and organizational strengths and weaknesses in those situations, and develop strategies to solve them.

**Catalog Description:** Fundamental functions of human resources management; relationship between personnel management and organizations' emerging role of personnel administration in development of strategic policy for organizations.

### Textbook

Fundamentals of Human Resource Management, 9th Edition, Noe, Hollenbeck, Gerhart, & Wright (2022).

The book store offers: Noe 9E Connect Access Code



The purpose of this course is not to give individual consulting and advise, but to teach students a general understanding of the topic. At the end of this course you should be able to apply this material to better understand personal situations in the workplace.

## Office Hours and Location

### Virtual Office Hours

Available by appointment

### Stephenville Office:

132 College of Business Administration

E-mail: [krueger@tarleton.edu](mailto:krueger@tarleton.edu)

Phone: 254-968-1706



Students are expected to uphold university rules and standards of scholastic honesty and integrity, and are responsible for understanding what constitutes academic misconduct. Students are responsible for familiarizing themselves with the University policies on academic integrity in the current TSU catalog. Any instance of academic dishonesty, especially cheating or plagiarism, will be dealt with harshly and may result in failure on the assessment or assignment, failure in the course, or dismissal from the University.

## PERFORMANCE MEASUREMENT

### Introduction Presentation

Students will develop a PowerPoint presentation to introduce themselves to the class. Introduction presentations are graded based on responses to a series of questions, and basic Powerpoint skills. Please refer to the modules and rubric tabs in Canvas for more specific instructions.



### Quizzes

Quizzes are objective and may include any of the following: true/false, fill-in-the-blank, multiple choice, & essay questions. Students have two attempts to take each quiz and the highest score will be used to calculate grades. Since students have two attempts quizzes will not be reset, so make sure you have a reliable internet connection. Please refer to the modules and rubric tabs in Canvas for more specific instructions.



### Discussion Posts

Discussion posts are graded based on quality, relevance, and contribution to the learning community. Specifically, a quality post is one that is appropriate, thoughtful, reflective, concise, and respectful of other's postings. A relevant post is one that is related to the discussion topic and prompts further discussion of the topic. Contribution to the learning community refers to an awareness of the needs of the community and attempts to motivate the group discussion and presents a creative approaches to the topic.

Please refer to the modules and rubric tabs in Canvas for more specific instructions.



### Application Presentations

Students can cite up to 25%. The topic should consist of about 60% of a class topic and about 40% of the applied topic.

Please refer to the modules and rubric tabs in Canvas for more specific instructions.



### Late Work Policy

*No late work is accepted.* Students are responsible for uploading the correct documents on time in Canvas. Students are responsible for allowing enough time to upload and complete assignments in case any personal difficulties arise.



### Requests for Reconsidering a Grade

*Students will have one week to address any concerns regarding posted grades.*

If you feel that a quiz, or other work you submitted was improperly evaluated, you can ask to have it reviewed and the grade reconsidered. To do this, prepare a statement (one or two paragraphs) explaining what you believe to be erroneous about the grade – be specific. While I am unreceptive to being asked to review work simply because a poor grade was received, I appreciate the opportunity to correct a mistake.

## Grading

### Grading Scale:

**A = 900-1000,**  
**B = 800-899,**  
**C = 700-799,**  
**D = 600-699,**  
**F = Below 600**

### Possible Points

Assignment	Possible Points
Introduction Presentation	100 points
Quizzes (6)	600 points
Discussion Posts (4)	100 points
Application Presentation	200 points
Total Possible Points	1000 points

This scale is subject to change at the discretion of the professor.

*-There will be no opportunities for individuals to receive extra credit opportunities in this course. All students will receive the grades they earned.*

*All requests for honors must be submitted in writing within the first week of classes to be considered.*

*Students are responsible for checking Canvas every 48 hours. This includes checking-in with teams if teamwork is required in the course.*

*You registered for an 8 week course. You are responsible for completing the same course work from a 16 week course in 8 weeks. Please see important message regarding 8 week courses in Canvas Modules.*

# Course Schedule

Students are expected to check Canvas every 48 hours to keep up with assignments and stay up to date with any changes.

Modules & Due Date	Agenda	Assignments <i>All assignments must be uploaded to Canvas assignment by noon on the scheduled date to receive consideration for points.</i>
Module 1-2 Due by noon <b>January 26th</b>	Chapter 1: Managing Human Resources Chapter 2: Trends in Human Resource Management Chapter 3: Providing Equal Employment Opportunity ... Chapter 4: Analyzing Work and Designing Jobs Chapter 5: Planning for and Recruiting Human Resources	Read & Study Chapters 1-5 <b>Introduction Presentations</b> <b>Discussion posts</b> <b>Quiz 1 (Syllabus, Ch 1 &amp; 2)</b> <b>Quiz 2 (Ch 3-5)</b>
Module 3-4 Due by noon <b>February 9th</b>	Chapter 6: Selecting Employees and Placing Them in Jobs Chapter 7: Training Employees Chapter 8: Developing Employees for Future Success Chapter 10: Managing Employees' Performance	Read & Study: Chapters 6-8, &10 <b>Discussion Post</b> <b>Quiz 3 (Ch 6 &amp; 7)</b> <b>Quiz 4 (Ch 8 &amp;10)</b>
Module 5-6 Due by noon <b>March 14th</b>	Chapter 11: Separating and Retaining Employees Chapter 12: Establishing a Pay Structure Chapter 13: Recognizing Employee Contributions with Pay Chapter 14: Providing Employee Benefits	<b>Quiz 5 (Ch 11 &amp; 12)</b> <b>Quiz 6 (Ch 13 &amp; 14)</b> <b>Application Presentation &amp; Discussion</b> <b>*Please see additional team Application Presentation deadlines in Modules 5 &amp; 6</b>

This syllabus is subject to change at the discretion of the professor.