

MGMT 3670 – Human Resource Management

CRN 20651 -- **Fall 2009**

Class Times: Mon., Wed. and Fri. 9 am

Instructor: Mrs. Michelle Reddick

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**To schedule an appointment, please email and
Provide a date and time when you are available**

Dates of Interest:

Mid-term/Last Day to drop w/out penalty: October 8th 4:30pm

Last Day of Classes: December 7

Holidays:

Labor Day: September 7

Fall Break: October 19 and 20

Thanksgiving: November 25, 26 and 27

Date of Last Syllabus Update:

July, 29, 2009

Final Exam: Thursday, December 10 (8 am – 10 am)

Course Description: An introduction to the nature of employer/employee relationships, a study of contemporary human relations techniques employed by business managers, as well as a survey of the primary functions of personnel administration including recruiting, selection, interviewing, training, testing, and supervision.

Credit: 3 Semester Hours

Text: Managing Human Resources (14th Edition) by George Bohlander & Scott Snell

Prerequisite: READ 0099 and ENGL 0099 (Learning Support)

Course Objectives:

- Demonstrate an understanding of the legal environment of human resource management
- Demonstrate knowledge of human resource planning, job analysis, job design, and recruitment
- Demonstrate knowledge of employee training and development
- Demonstrate knowledge of employee compensation
- Demonstrate an understanding of the nature of labor /management relations

Academic Dishonesty: Academic dishonesty will not be tolerated. Cases of academic dishonesty of any type will, at minimum, result in a failing grade.

Special Needs: Students with special needs because of learning disabilities or other kinds of disabilities are encouraged to talk with the instructor.

ABAC ATTENDANCE POLICY

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Instructors will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of "F" for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Specific attendance requirements applying to labs, clinics, accelerated classes or Learning Support will be adapted to the unique situation by the appropriate division. Final determination of what constitutes an excused absence rests with the classroom instructor. In implementing this Policy, faculty will not include in a student's unexcused absences those absences incurred due to authorized and approved College sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for makeup work remains with the individual instructor.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of "F" for the course.

At the beginning of each semester, instructors will explain clearly to their students' specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

Revised 12/30/07

Grading:

Course grades will be computed on the following basis:

12 End-of-chapter discussion questions	120 pts
9 Individual quizzes @ 10 points each (lowest quiz grade will be dropped)	80 pts
4 Case Studies @ 25 points each	100 pts
4 Individual tests @ 100 pts each	400 pts
1 Research Paper	200 pts
1 Comprehensive Final Examination	100 pts
	<hr/>
	1000 pts

- A 920 - 1000
- B 840 - 919
- C 760 - 839
- D 680 - 759
- F 679 or less

The instructor reserves the right to use her subjective evaluation of a student's effort, achievement, and class involvement in awarding grades for those students who fall on the borderline between two grades. This will only be applied to adjusting the student's grade upward. The instructor also reserves the right to alter from this syllabus should the conditions warrant.

General Information:

1. Show up on time and participate
2. Always turn in each assignment at the beginning of the class period in which it is due. Any assignment received after the beginning of class will be considered late and will incur a deduction in points. For pragmatic reasons, no assignment shall be accepted after it has been graded and returned to the rest of the class. Late submissions will be penalized 10% of the total points per day (one letter grade). This penalty will apply regardless of the reason for late submission. Assignments will be accepted any time prior to the due date; those who wait until the last minute accept the risk inherent in such action. All homework assignments are due at the beginning of the class period stated in the previous class—no late submissions accepted!
3. All exams are announced in advance, and all students are expected to be present for examinations. Make-up exams will be allowed only in the direst circumstances, such as illness or family emergency. A written excuse is required in these instances, and only one make-up exam is allowed during the semester. An unexcused absence will result in a grade of zero for that exam. All material assigned and/or discussed is fair game for examinations. This includes textual material, whether discussed or not, in-class discussions and activities, out-of-class assignments, student reports, and all other activities not specifically excluded.
4. There will be no make-ups for quizzes. However, the lowest quiz grade will be dropped and extra-credit points added to most in-class assignments will help to offset the effect of unavoidable absences.

5. This course is required in Area F of the University System of Georgia Core Curriculum. You should not expect it to transfer to a School of Business in a senior college or university within the system unless your grade is a “C” or better.

Research Paper and Oral Presentation

As a requirement for satisfactory completion of this course, each student shall write a research paper on a pertinent issue in human resource management and prepare a 10-15 minute formal oral presentation on the topic researched.

The paper should be written on 8 ½ by 11 inch white, unlined paper in Times New Roman 12 point font and should be at least 4 pages in length. Proper MLA style documentation of all sources used in writing of paper is required; any failure to document sources properly will result in a reduction of points.

The presentation is to be professionally done with well-executed visual aids. Topics are to be turned in to instructor by the date announced in class. A breakdown of the grading scale for both portions of the assignment is as follows:

Research paper:

Clarity/Coherence	30%
Organization	30%
Grammar/ Mechanics: MLA format	40%

Oral presentations:

Introduction	20%
Body	40%
Conclusion	20%
Forensic Qualities	20%

The following is a tentative class schedule. It is the student’s responsibility to stay abreast of any changes and additional announcements that may be announced in class from time to time.

WEEK

CHAPTER

TOPICS/ACTIVITIES

- 1
- 1 The Challenge of Human Resource Management
 - 2 Strategy and Human Resources Planning
 - 3 Equal Employment Opportunity & HRM

Test 1, Chapters 1, 2 & 3

- 4 Job Analysis, Employee Involvement, & Flex Schedules
- 6 Employee Selection
- 7 Training & Development

Test 2, Chapters 4, 6 & 7

- 8 Appraising & Improving Performance
- 9 Managing Compensation
- 10 Pay-for-Performance: Incentive Rewards

Test 3, Chapters 8, 9 & 10

- 11 Employee Benefits
- 12 Safety and Health
- 13 Employee Rights and Discipline

Test 4, Chapters 11, 12 & 13

Examination Protocol:

The following procedures will be followed during all examinations.

1. Please turn off all beepers and cell phones (please see me if this constitutes a particular problem).
2. Please be ready to go at the beginning of the period – Students arriving more than 15 minutes late will not be allowed to take the examination (This is for security purposes).
3. Once you have taken the examination, you must turn it in if you leave the room. Therefore, please take care of any other requirements prior to the exam.
4. All exams (including the final exam) are timed exams – they will end and all exams will be collected at the designated end of the exam period.
5. Exam scores and/or final grades will be mailed for those who bring a self-addressed, stamped envelope to the final exam. Sorry, no e-mails.
6. All students will take the final exam at the official scheduled time. Any exceptions must be made through the Dean and Vice President of Academic Affairs.

Classroom Protocol:

The following guidelines will be adhered to during all class times.

1. All cell phones and beepers are to be turned off during class (please see me if this constitutes a particular problem).
2. No use of tobacco products of any kind will be tolerated during class.
3. Attendance will be taken at the beginning of the class period. It is the responsibility of the student to see the instructor after class is over in order to get the absence changed to a tardy. Three tardies will equal 1 absence.
4. Other than the 3 tardies, absences will include the following:
 - a. Coming in more than five minutes late
 - b. Leaving before class is completed
 - c. Sleeping during class
 - d. Disruptive talking during class
 - e. Total absence from class

Any other behavior deemed disruptive by the instructor