

Kenneth M. York

CRN: 32615

Phone: 370-3272 SBA Office: 370-3282 email: york@oakland.edu Office: 316 EH

Classroom: 1:00-3:50pm Mon, Tue, Wed, Thu 314 PH

Office Hours: M & W 12:00-1:00pm, and by appointment

Required: *A Framework for Human Resource Management 5e*, Dessler ISBN: 978-0-13-604153-5; 3 Scantron Form 882-ES

Course Description: Examination of applied issues relevant to the management of human resources including recruitment, selection, performance appraisal, introduction to applied research, international human resources management and organizational development. Projects applying course concepts are required.

Course Objectives: Although most of you are not majoring in HRM, you will be employees. Many large organizations are delegating day-to-day HR duties to line managers (the HR function is becoming more strategic). If you work in a large organization, you will need to understand this function to be effective. In smaller organizations, you may be responsible for similar duties since the HR office will be much smaller. Regardless of where you work, you will have to interview for jobs. You may be considered for promotions. You will receive performance evaluations. You will be compensated. It is good to understand how these HR functions should be performed and how they impact your career. After completing this course you should be able to: conduct performance appraisals and give constructive feedback, recruit and select employees more effectively, understand how jobs are placed into compensation systems, understand laws related to HRM.

Date	Topic	Dessler	Exercise
May27	Introduction to HRM	1	50: Icebreaker for Teams
May31	Memorial Day		
June1	Job Analysis Recruitment	3	Video Job Analysis: Stonecarver [V-3153] Realistic Job Previews
June2	Selection	4	51: Evaluation of Job Applicants 16: Combining Different Predictors [V-1559]
June3	Performance Appraisal	6	4: Sampling for Performance Appraisal [V-1515]
June7	Test1		Project #1 due: Running an Effective Meeting [MT]
June8	Labor/Management Relations Training and Development	9 5	What Went Wrong at University Hospital?
June9	Career Planning Compensation, Benefits	6 7	20: Motivating Plateaued Employees [V-1511] 401(k) Plan
June10	Employee Rights and Discipline	8	25: Disciplining Employees Effectively [V-1512]
June14	Test2		Project #2 due: The New Manager [NM]

June15	EEO Issues	2	Video clips: Sexual Harassment
	HRM in a Dynamic Environment	1	
June16	Occupational Safety and Health	10	35: Diagnosing Stressors at Work
	International HRM	Module A	Potential International Assignment
June17	Test3		Project #3 due: Preventing Sexual Harassment [SH]

Grading. Grading is based on three (3) tests of 80 points each and two (2) short papers of 20 and 30 points each, and completion of the on-line sexual harassment training module of 10 points, for a total of 300 points. Grades will be assigned by the following percentages of total points:

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
100% - 95%	4.0	85% - 80%	3.3 - 3.0	70% - 65%	2.0 - 1.5
95% - 90%	4.0 - 3.6	80% - 75%	3.0 - 2.5	65% - 60%	1.5 - 1.0
90% - 85%	3.6 - 3.3	75% - 70%	2.5 - 2.0	59% - 0%	0.0

Tests. Tests will be 40 multiple choice questions. In the first half of class on test day, you will take the test individually. In the next half of class, you will take the test in your team, and come to a team consensus on each question. Your score on the test will be the total of your individual score plus your team score. Make-up tests will be four or five essay questions, and arrangements to take the make-up test must be made within 48 hours of the scheduled test time. Test3 is NOT comprehensive. Test questions will be taken about equally from the books, the exercises, and class presentations.

Projects

Running an Effective Meeting [MT]

You will be given a business situation the week before [MT] and you will delegate tasks to be done and reported back at a meeting on [MT]. The time limit of the meeting is 12 minutes. You will be graded on the agenda, how well the team deals with the tasks to be accomplished, and how well the team works together. The project is worth 40 points, up to 30 points for the Team grade, plus up to 10 team participation points.

The New Manager [NM]

Interview a manager to learn how management jobs differ from non-management jobs. Use the list of questions in the table below, and develop two additional questions. Report your results. The project is worth 10 points.

<i>Interview Questions</i>	<i>Manager's Responses</i>
1. What new things did you have to learn to do in your management job that you had not done in your previous non-management jobs?	
2. What was the most difficult thing for you to learn when you became a manager?	
3. What did the organization do to prepare you for your	

management role?	
4. What did you do by yourself to prepare for your management role?	
5. Divide up 100 points to indicate how you spend your day, what tasks, what activities, etc	
6. Divide up 100 points to indicate whom you interact with during your day.	
7. What are you doing now to prepare yourself for your next position?	
8. What are you doing now to prepare your replacement to do your job?	
9. What is the best thing about your job?	
10. What is the worst thing about your job?	
11.	
12.	

Preventing Sexual Harassment (On-Line Training). [SH]

Complete the on-line training course “Preventing Sexual harassment, located at <http://training.newmedialearning.com/psh/oakland/>. Print the final page (Certificate of Completion) to hand in, showing that you successfully completed the training. Training must be completed and the certificate handed in by the start of class on June 17, and is worth 10 points.

Grade Appeals. Appeals to exam scores or paper grades must be written and submitted to me within one week of the return of the graded exam or paper. The appeal should explain the rationale for alternative correct responses and should show that you know and understand the course material. As a general rule, appeals which quote from the textbook or use points covered in class almost always help your case, while appeals based primarily on the instructor's inability to write good questions almost always do not.

Experimental Credit. Voluntary participation in one of my research projects can earn you an extra 4 points added to your total points for the semester. There is no penalty for not participating, and you may quit the experiment at any time without penalty. Or you may earn 2 points for each SHRM (Society of Human Resources Management) meeting you attend during the semester, up to 4 points.

Cell Phone Policy. You should turn off your cell phone in this class. I won’t be making phone calls or sending text messages during class, you should not be either. Our class is important. If you have special circumstances which require you to have your phone on during class, see me and we will work something out.

