

Kenneth M. York

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

Classroom: 1:00-2:15pm TU&TH 214 EH

Office Hours: TU&TH 2:15-3:00pm, and by appointment

Required: A Framework for Human Resource Management 5e, Dessler 0-13-604153-1; 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
Jan6	Introduction to HRM	1	50: Icebreaker for Teams
Jan8 Jan13	Job Analysis	3	Video Job Analysis: Stonecarver [V-3153]
Jan15 Jan20	Recruitment	3	Realistic Job Previews
Jan22 Jan27	Selection	4	51: Evaluation of Job Applicants 16: Combining Different Predictors [V-1559]
Jan29 Feb3	Performance Appraisal	6	4: Sampling for Performance Appraisal [V-1515]
Feb5	Test1		Project #1 due: HR Survey
Feb10 Feb12	Labor/Management Relations	9	
Feb17 Feb19	Training and Development	5	What Went Wrong at University Hospital? *Project #2, TV show selection due
Feb24 Feb26	Winter Break		
Mar3 Mar5	Career Planning	6	Planning for your Dream Job 20: Motivating Plateaued Employees [V-1511]

Mar10 Mar12	Compensation, Benefits	7	401(k) Plan *Project #2, 1-page outline due
Mar17 Mar19	Employee Rights and Discipline	8	25: Disciplining Employees Effectively [V-1512]
Mar24	Test2		Project #2 due: HR on TV
Mar26 Mar31	EEO Issues	2	Video Sexual Harassment Cases: A Costly Proposition [V-0935]
Apr2 Apr7	Occupational Safety and Health	10	35: Diagnosing Stressors at Work
Apr9 Apr14	International HRM	Module A	Potential International Assignment
Apr16	HRM in a Dynamic Environment	1	Project #3 due: Preventing Sexual Harassment
Apr28	Test3 (noon-3:00pm; Tuesday)		

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

HR Survey. Find someone who is employed full-time in a career-related field. Use this format and headings for the paper: In the “Background” section, generally describe the job the person holds and the product or service the company sells (no names). Interview the person about the HR practices in their workplace using Ulrich’s HR Survey on my web page (<http://www.sba.oakland.edu/faculty/york/>). In the “Survey Results” section, discuss the results of the survey; don’t just report the results, explain what the results mean. After administering the survey, ask any additional HRM-related questions you want. In the “Links” section, make 4 links between their answers to your interview questions and something you have learned in this class, from the class presentations, the exercises, or the textbook. Be specific in your links; which exercise, which classroom presentation, which textbook pages. You will be graded on the clarity of your paper, and the effective application of ideas you learned in this course. The paper is due on or before the date of Test1, 20 points. Late papers will lose 5 points per day.

HR on TV. Write a paper describing how Human Resource Management tasks are presented on television. Use this format and headings for the paper: In the “HR Scene” section, describe the scene where some HRM task is being done and the TV show it is taken from. The scene must show some HRM tasks being done inappropriately (because it is not a best practice or because it is an illegal practice). In the “Real World Application” section, do the following four things:

- 1) Identify the underlying HRM issues for the real world business situation in the scene. Is the scene about recruitment, selection, performance appraisal, training, compensation, employee health and safety, etc.?
- 2) Identify the specific HRM practices that apply to the given real world business situation in the scene. Is the scene about equal employment opportunity, realistic job previews, progressive discipline, career planning, etc.?
- 3) Generate alternative courses of action from what you saw in the scene. Describe how the scene would have been different if the people in the scene took these different courses of action.
- 4) Describe the best practice (i.e., what should have been done) in the scene. Explain why this is what should have been done.

This project has three deliverables. You must select a TV show to write about by Feb19, and is worth 5 points. The outline of your paper is due Mar12, and is worth 5 points. The 1-page outline should have a brief description of each of the four parts described above. I will give you feedback on the outline, which you can use to improve your paper. You will be graded on the clarity of your paper; correct formatting, grammar, and spelling; and the effective application of concepts or ideas you learned in this course. The paper is due on or before the date of Test2, and is worth 20 points. Late outlines or papers will lose 5 points per day.

This project will be used to assess Assurance of Learning for AACSB Accreditation for the SBA:

Learning Goal 5: Real World Business Applications

Learning Objectives:

1. Identify the underlying issue(s) for the given business situation or case.
2. Identify the appropriate theory(ies) or theoretical construct(s) that apply to the given business situation or case.
3. Apply theory(ies) or theoretical construct(s) to the given business situation or case to generate alternatives.
4. Choose appropriate solution(s) to address the issue(s) identified for the given business situation or case.

Preventing Sexual Harassment (On-Line Training). 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 April 16, 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.

