

**Greensboro College**  
**Division of Business**  
**Spring 2008**  
**Syllabus, Bus 3210, Human Resource Management**

**Instructor:** Michael F. Crombie

**E-Mail:** [mfcrombie@aol.com](mailto:mfcrombie@aol.com)

**Office Location:** Odell 208

**Office Extension:** 289

**Class Meeting Time:** 1:30 P.M to 3:00 P.M. Monday and Wednesday

**Class Location:** Cowan Lecture Hall

**Required Text:** Gary Dessler, Human Resource Management, 11<sup>th</sup> edition, Pearson Prentice Hall, Upper Saddle River, NJ

### **COURSE DESCRIPTION**

This course is designed to familiarize the student with the major functional areas in the field of Human Resources. These areas include employment law, job analysis, planning, recruitment and selection, training and development, performance management and appraisal, career management, compensation and incentive pay, benefits, health and safety, ethics and fair treatment, collective bargaining and labor relations, and global HR management.

### **METHODOLOGY**

Students will learn the principles and theory of Human Resources through chapter readings in the text, videos and published cases, classroom discussions and their written assignments. **Generally, written assignments are to be one to two typed double-spaced pages. I will not accept hand written assignments, unless approved in advance.**

Your written assignments will be on a wide range of business and economic topics that will be assigned every week during the semester, in accordance with the syllabus schedule. Assignments will be discussed on their assigned due date in class. I will grade your assignments and return them in one week's time. It is the responsibility of each student to manage the timely completion of these assignments, in order to contribute to our classroom discussion. Unless I am notified in advance, assignments submitted after the due dates in the syllabus schedule will receive a 10-point deduction prior to grading. Your preparation for and participation in our classroom discussions is the critical foundation of your learning experience.

## **COURSE OUTCOMES AND DEMONSTRATED STUDENT COMPETENCE**

Students will demonstrate the following competencies by mastering the principles in Business 3210:

- An understanding of the structure and functions of Human Resources within the enterprise.
- An understanding of the value proposition that Human Resources brings to the enterprise and how this value is created.
- An understanding of why Human Resources is the responsibility of every manager in the enterprise.
- An understanding of the legal and ethical dimensions of Human Resources and why compliance with HR laws is important to employees and managers alike.

## **RESEARCH PAPER AND PRESENTATION**

You will be assigned a topic to research. Your research should be in sufficient depth to exceed the extent to which the text covers the material. This is a research paper, not an opinion paper. If you do not understand the difference, talk to me before you begin. Because this is a Human Resource class, you must address how the topic impacts the HR profession and provides specific value to the business enterprise. Papers should be a minimum of 5 full pages long, a maximum of 7, concisely written in a font this size (12), grammatically correct and spell checked. You should have an additional page for bibliography. Use no fewer than three resources, NOT including your text, which you may also cite. The Internet should NOT be your only resource. If you are unfamiliar with the MLA guidelines on plagiarism, read them on the Internet or at the library, and be careful not to plagiarize.

After you have written your paper, prepare a **5 to 8 minute** short talk about your topic, explaining the pertinent parts of your research. You should focus on trying to make the presentation interesting and informative to the class. Remember, you will be the "expert" on this subject after you've finished researching the topic. **DO NOT** just read your paper to the class. Be sure to **use visuals** for your presentation! I will be collecting the papers at the beginning of class, so prepare notes to present from if you feel you will need them. Your research paper is due at the start of class on April 16. The presentations are scheduled the same day. NOTE: It causes lots of problems with the timing of the material if you are not in class, ready to do your paper on the assigned day. I understand that illness occurs, but please consider the due date for an assignment to be a serious deadline. If you are ill the day of your presentation, you must email me your paper by noon on April 16.

NOTE: It causes lots of problems with the timing of the material if you are not in class, ready to do your paper on the assigned day. I understand that illness occurs, but please consider the due date for an assignment to be a serious deadline. If you are ill the day of your presentation, you must email me your paper by noon that day.

## ATTENDANCE AND PARTICIPATION

**Introduction to Business** is one of the foundation courses in business administration. In this course, student attendance and participation are the components that contribute most to your learning experience. For that reason, **on-time attendance** and participation will contribute 20% towards your final grade. **Students who have an excessive number of unexcused absences will be withdrawn from this course.**

Each student is expected to be an active participant and to make meaningful comments on the chapter material and assignments being discussed. Your grade on class participation is something to be earned via consistent, contributions to class discussion. Merely coming to class is not sufficient; attendance is not participation.

## TESTS AND EXAMINATIONS

There will be two tests, a mid term and final examination in this course. Your first test is scheduled for **Wednesday, February 13** and the mid term will be given on **Wednesday March 12**. Your second test will be given on **Wednesday, April 9** and the final is scheduled for **Monday, April 28**. Both tests and exams will be given in the Lecture Hall starting at 8 a.m. or in the Peak, if required by a student or students. Potential questions for both examinations will be identified as we proceed with our class discussions. It is the student's responsibility to remain current with the potential questions for the examinations.

**Students who are not ill but unable to take a test or exam must notify me prior to the test or exam and schedule an alternate date. Students who miss a test or exam due to illness must have a medical note to be excused and reschedule either their test or exam.**

### Grade Weightings:

<b>Attendance and Class Participation:</b>	<b>20 %</b>
<b>Written Assignments:</b>	<b>20 %</b>
<b>Research Paper and Presentation:</b>	<b>20 %</b>
<b>Tests:</b>	<b>20%</b>
<b>Examination</b>	<b>20% Schedule</b>

## STUDENT MEETINGS

I will be available to meet with students during office hours posted on my office door in Odell Hall or at other times by appointment. I encourage students to arrange to meet with me if they have questions regarding their assignments or tests or general inquiries regarding the grade they are making in the course.

## HONOR CODE

Students should understand all aspects of the Honor Code of Greensboro College. It will be enforced in this class.

## SYLLABUS SCHEDULE

This Schedule includes the Topics we will discuss in class, by chapter and all assignments and due dates. It is the student's responsibility to manage their chapter readings and written assignments in accordance with the dates on this schedule. **If there is a change in this schedule, I will issue a revision.**

<b>Date</b>	<b>Topic</b>	<b>Assignment/Due Date</b>
<b>1/16</b>	Introduction	Read Chapter 1, Introduction To HR Management Prepare responses to Discussion Questions on page 24 Read Application Case on page 25 And answer questions on page 26. <b>Due: 1/23</b>
<b>1/21</b>	<b>No class, Martin Luther King Holiday</b>	
<b>1/23</b>	C 1, Review Assignments	Read Chapter 2, EO and the Law Read Application Case on page 68 And answer questions on page 69. <b>Due: 1/28</b>
<b>1/28</b>	C 2, EO Review Case	Read Chapter 3, Strategic HR <b>Due 1/30</b> Respond to Discussion Questions 1, 2 and 3. Read Application Case on page 99 and respond to questions on page 100. <b>Due 2/4</b>
<b>1/30</b>	C 3, Strategic HR	Read Chapter 4, Job Analysis <b>Due 2/4</b>
<b>2/4</b>	C 4, Job Analysis Discussion Questions Application Case	Read Chapter 5, Personnel Planning Due 2/6 Read Application Case on page 202 and respond to questions. <b>Due 2/11</b>
<b>2/6</b>	C 5, Personnel Planning <b>Research Paper Titles</b>	Read Chapter 6, Employee Testing
<b>2/11</b>	C 6, Employee Testing	Prepare for Test on <b>2/13</b>

	Application Case	
<b>2/13</b>	<b>Test on First 6</b>	
<b>2/18</b>	<b>Review Test Results</b>	Read Chapter 7, Interviewing <b>Due 2/20</b> Respond to Discussion Questions 2, 5 and 6 on page 275. Read Application Case on page 277 and respond to questions on page 278. <b>Due 2/25</b>
<b>2/20</b>	C 7, Interviewing Experiential Exercise On page 277	Read Chapter 8, Training <b>Due 2/25</b>
<b>2/25</b>	C 8, Training	Read Chapter 9, Performance Management
<b>2/27</b>	C 9, Performance Management	
<b>3/3-3/9</b>	<b>Spring Break</b>	
<b>3/10</b>	Review for Mid-Term	Prepare for Mid-Term
<b>3/12</b>	<b>Mid-Term Exam</b>	Read Chapter 10, Career Planning <b>Due 3/17</b>
<b>3/17</b>	C 10, Career Planning Review Mid-Term Results	Read Chapter 11, Pay Plans Compensation Exercise <b>Due 3/19</b>
<b>3/19</b>	C 11, Pay Plans	Read Chapter 12, Pay for Performance Read Application Case on page 501 And answer questions. <b>Due 3/24</b>
<b>3/24</b>	C 12, Pay for Performance Application Case	Read Chapter 13, Benefits <b>Due 3/31</b>
<b>3/26</b>	<b>Assessment Day, No Class</b>	

<b>3/31</b>	C 13, Benefits	Read Chapter 14, Ethics <b>Due 4/2</b> Discussion Questions 1 thru 8 on page 586. <b>Due 4/7</b>
<b>4/2</b>	C 14, Ethics Ethics Quiz	Read Chapter 15, Labor Relations <b>Due 4/7</b>
<b>4/7</b>	C 15. Labor Relations Discussion Questions Review for Test	Prepare for Test <b>Due 4/9</b>
<b>4/9</b>	<b>Test</b>	Read Chapter 16, Safety Management <b>Due 4/14</b>
<b>4/14</b>	C 16, Safety Review Test results	
<b>4/16</b>	<b>Research Paper and Presentations</b>	Read Chapter 17 <b>Due 4/21</b>
<b>4/21</b>	Chapter 17 Conclude presentations if required.	
<b>4/23</b>	Review for Final Exam	Prepare for Final Exam
<b>4/28</b>	<b>Final Exam</b>	