

## ***MANA 7336 -- Personnel Management***

### **HUMAN RESOURCE MANAGEMENT – Fall 2012**

Time: 6:00pm - 9:00pm, Wednesdays.  
Room: 256 Melcher Hall  
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Office Hours: 5:00pm to 6:00pm, Wednesdays and by appointment.

### **COURSE OBJECTIVE**

The main purpose of this course is to consider the effective management of people at work. Human Resource Management examines what can or should be done to make people both more productive and more satisfied with their working life. We will study topics including government regulations, Human Resource Planning, staffing, compensation, training, labor relations and performance evaluation. Students will also learn presentation skills to improve their performance at work.

### **ACADEMIC HONESTY**

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, which can be found at <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy.

### **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

### **COURSE EVALUATIONS**

The CBA has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other important decisions. We openly encourage students to provide feedback to the instructors and the CBA through the evaluation process.

## **CLASSROOM CIVILITY**

As students enrolled in courses offered by the Bauer College, you are expected to adhere to the ethical principles described in the Bauer Code of Ethics and Professional Conduct (Bauer Code), in addition to those required by the UH Student Handbook. You may review the Bauer Code by clicking on the following link - <http://www.bauer.uh.edu/BCBE/BauerCode.htm>. You may obtain a copy of the UH Student Handbook from the Dean of Students Office located in room 252 of the University Center, or by visiting the publications webpage on the Dean of Student's website at <http://www.uh.edu/dos/pub.html>. Students are expected to conduct themselves as follows:

- Timely arrivals and departures – It is expected that you arrive on time and prepare to leave after class has been dismissed.
- Attention during class – It is expected that you provide your full attention during class. This means that you should avoid unnecessary discussions with fellow students; using your computer to surf the internet, play games, or check email; read newspapers or magazines; or other activities not directly related to the classroom instruction.
- Unauthorized use of cell phones or beepers during class – Please turn your cell phones and beepers off before coming to class. If you find it necessary to keep your phone turned on, please put it on vibrate mode.
- Respect for other students – Everyone is encouraged to participate in class discussion. While doing so, it is important to allow everyone to fully express his or her opinion. The classroom environment must be operated in a manner that encourages full participation from each student.
- Preparation for class – You are expected to prepare for class by reading all assignments. Your preparation will show by the quality of your questions and comments.
- Harassment – Making harassing or obscene comments or gestures to other students, faculty, or staff members will not be tolerated. This includes sending harassing or obscene email or voice messages to other Bauer students, faculty, or staff.

**REQUIRED TEXTS**

Jackson, S.E., Schuler, R.S., & Werner, S. 2012. *Managing Human Resources, 11<sup>th</sup> Edition*, Mason, OH: Cengage, Southwestern Publishing Company. ISBN-978-1-111-58022-3.

**DETERMINANTS OF THE TERM GRADE****PERCENTAGES**

Three exams	= 75%
Current issue presentation	= 15%
Contribution	= 10%
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Total	= 100%

**POINTS**

Point values are as follows:

Three Exams (50 pts each).....	150 points
Current Issue Presentation.....	30 points
Contribution.....	20 points
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Total.....	200 points

**GRADES**

Grades will be based on the following point totals:

A .....	186.0 - 200.0 points
A-.....	180.0 - 185.9 points
B+.....	174.0 - 179.9 points
B .....	166.0 - 173.9 points
B-.....	160.0 - 165.9 points
C+.....	154.0 - 159.9 points
C .....	146.0 - 153.9 points
C-.....	140.0 - 145.9 points
D+.....	134.0 - 139.9 points
D .....	126.0 - 133.9 points
D-.....	120.0 - 125.9 points
F .....	000.0 - 119.9 points

## EXAMS

Three midterms will be given. The exams will be worth 50 points each. The exams will be comprised of definitions, short-answer and essay questions. No make-up exams will be given. Students who know they will not be able to take the exams should not enroll in the class. Exams are closed book and closed notes.

## CONTRIBUTION

Classroom lectures, discussions, experiential exercises, skill builders and group activities are a vital part of this course. A minimum requirement for each class meeting is to have read the assigned material from the texts. Students are expected to express opinions, comments, and insights relative to discussion topic. Students are also expected to participate in all class activities. Excessive tardiness and absenteeism will negatively affect your contribution grade. Disrupting the class (e.g., cell phones, computer noise, bringing children to class, eating in class, etc.) or classroom incivility (see page 2) will significantly reduce your contribution grade. Contribution is worth 20 points.

## CURRENT ISSUE PRESENTATIONS

All students are required to give a formal **10-12** minute presentation on a current issue in Human Resource Management. Students should locate an article pertaining to a current event, trend, study, law, or innovation in any area of Human Resources Management. Articles should come from a daily newspaper, *The Economist*, *Time*, *Newsweek*, *The Wall Street Journal*, *Fortune*, *Business Week*, etc., or a practitioner (e.g., *HRMagazine*, *Personnel Administrator*) or academic journal (e.g., *Human Resource Management Journal*, *Human Resource Management Review*). Students must turn in a copy of the article, a one page abstract (double spaced), and a printed copy of their PowerPoint slides right before their presentation. The current topic presentation is worth 30 points. Presenting an article (not topic) that has been presented in a previous week is worth 0 points. Presentations will be graded on their relevance to the class, timeliness, professionalism, quality of presentation, and abstract quality as shown on the following presentation grading form. Presentation dates will be determined by signing up on webct on a first come first serve basis. The date of your presentation does not affect your choice of topics.

**CURRENT ISSUES PRESENTATION EVALUATION**

Name \_\_\_\_\_

Date \_\_\_\_\_

Time Start \_\_\_\_\_

Time Finish \_\_\_\_\_

DIMENSION	Score	COMMENTS:
Timeliness		
Professionalism		
Presentation Slides Consistency Readability Typos Aesthetics Other		
Non-Verbal Communication Eye-contact Movement Hands Other		
Verbal Communication Verbal pauses Conversational Tone Other		
Organization Title Roadmaps Conclusion Other		
Relativity		
Turned In: Abstract Slides Article		
Accuracy		
<b>TOTAL GRADE</b>		Out of 30 points.

ASSIGNMENT SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Readings</u>	<u>Pages</u>
August 29 <sup>th</sup>	Introduction to course <i>Presentation expectations</i>		
Sept. 5 <sup>th</sup>	Introduction to HRM and Strategic HRM	Jackson, Chapters 1-2	2-67
Sept. 12 <sup>th</sup>	Planning and Job Analysis <i>Current Issues Presentations</i>	Jackson, Chapters 4-5.	110-180
Sept. 19 <sup>th</sup>	The Legal and Global Environment <i>Current Issues Presentations</i>	Jackson, Chapter 3.	72-104
Sept. 26 <sup>th</sup>	Extra Credit Project Day – NO CLASS		
October 3 <sup>rd</sup>	<b>EXAM #1</b>		
October 10 <sup>th</sup>	Recruitment and Selection <i>Current Issues Presentations</i>	Jackson, Chapters 6-7.	186-262
October 17 <sup>th</sup>	Training & Performance Management <i>Current Issues Presentations</i>	Jackson, Chapters 8-9.	268-346
October 24 <sup>th</sup>	Compensation <i>Current Issues Presentations</i>	Jackson, Chapter 10.	352-390
October 31 <sup>st</sup>	Extra Credit Project Day – NO CLASS		
Nov. 7 <sup>th</sup>	<b>EXAM #2</b>		
Nov. 14 <sup>th</sup>	Pay for Performance & Benefits <i>Current Issues Presentations</i>	Jackson, Chapters 11-12.	394-469
Nov. 21 <sup>st</sup>	Thanksgiving Holiday – NO CLASS		
Nov. 28 <sup>th</sup>	Safety, Health, and Labor Relations <i>Current Issues Presentations</i>	Jackson, Chapters 13-14.	474-556
Dec. 5 <sup>th</sup>	<b>EXAM #3</b>		

The schedule is tentative and may change due to situational factors.