

## ***MANA 7394 –Human Resource Management in the Oil and Gas Sector***

**GLOBAL ENERGY HRM** – Fall 2024; #25859 Face to Face; #25860 Synchronous online.

Time: 6:00pm - 9:00pm, Thursdays.  
Room: MH 313; Zoom #201 776 5837.  
Professor: Dr. Steve Werner  
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Website: [www.bauer.uh.edu/werner](http://www.bauer.uh.edu/werner)  
Office Hours: Thursdays, 4pm-6pm and by appointment.

### **COURSE OBJECTIVE**

The main purpose of this course is to consider the effective management of people at work in the oil and gas sector of the energy industry. 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 how government regulations, staffing, compensation, training, and performance management differ in the energy industry from other industries, focusing on the oil and gas sector. We will also study the current human resource management challenges in the oil and gas sector. Students will also learn presentation skills to improve their performance at work.

### **MENTAL HEALTH AND WELLNESS RESOURCES**

The University of Houston has a number of resources to support students' mental health and overall wellness, including [CoogsCARE](#) and the [UH Go App](#). [UH Counseling and Psychological Services \(CAPS\)](#) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit [uh.edu/caps](http://uh.edu/caps), call 713-743-5454, or visit a [Let's Talk](#) location in-person or virtually. [Let's Talk](#) are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The [Student Health Center](#) offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The [A.D. Bruce Religion Center](#) offers spiritual support and a variety of programs centered on well-being.

Need Support Now?

If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text [988](tel:988), or chat [988lifeline.org](https://988lifeline.org).

## **ACADEMIC HONESTY POLICY**

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

## **TITLE IX/SEXUAL MISCONDUCT**

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

## **REASONABLE ACADEMIC ADJUSTMENTS/AUXILIARY AIDS**

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400, or emailing [jdcenter@Central.UH.EDU](mailto:jdcenter@Central.UH.EDU).

## **EXCUSED ABSENCE POLICY**

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

## **RECORDING OF CLASS**

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings

may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

### **COURSE EVALUATIONS**

The Bauer College of Business 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 Bauer College 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 during class** – Please turn your cell phones 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 TEXT**

Werner, S., Inkpen, A., and Moffett, M.H. 2016. *Managing Human Resources in the Global Oil & Gas Industry*. Pennwell Corp. ISBN:978-1-59370-362-2.

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

Individual Presentation	= 30%
Group Presentation	= 30%
Exam	= 25%
Contribution	= 15%
<hr/>	
Total	= 100%

**POINTS**

Point values are as follows:

Individual Presentation.....	30 points
Group Presentation.....	30 points
Exam.....	25 points
Contribution.....	15 points
<hr/>	
Total.....	100 points

**GRADES**

Grades will be based on the following point totals:

A .....	93.0 - 100.0 points
A-.....	90.0 - 92.9 points
B+.....	87.0 - 89.9 points
B .....	83.0 - 86.9 points
B-.....	80.0 - 82.9 points
C+.....	77.0 - 79.9 points
C .....	73.0 - 76.9 points
C-.....	70.0 - 72.9 points
D+.....	67.0 - 69.9 points
D .....	63.0 - 66.9 points
D-.....	60.0 - 62.9 points
F .....	000.0 - 59.9 points

**CONTRIBUTION**

Classroom lectures, discussions, 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, including being positive contributors to their group projects. 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.), classroom incivility (see page 2), or unsatisfactory contributions to your group presentations will significantly reduce your contribution grade. Contribution is worth 15 points.

## **INDIVIDUAL PRESENTATIONS**

All students are required to give one formal 15-20 minute individual presentation on the topic of “The most important companies in the oil and gas industry.” Specifically, the individual presenting will introduce material they researched on one important company in the oil and gas industry. Each student will choose a different company early in the semester. Companies available will include integrated companies (Exxon Mobil, Royal Dutch Shell, Chevron, BP, TotalEnergies, Saudi Aramco, Eni, Rosneft, PetroChina) upstream companies (ConocoPhillips, Equinor ASA), midstream companies (Kinder Morgan, Enbridge, TC Energy, Williams Companies), downstream companies (Phillips 66, Valero Energy, Marathon Petroleum, Reliance Industries), and service companies (SLB, Halliburton, Baker Hughes, NOV, and Weatherford International).

The information regarding the company should include a brief history, basic information, and considerable information regarding the HR practices of the company. Interviewing current employees of the company would be helpful. Students must turn in (before their presentation) a printed copy of their PowerPoint slides as well as copies of the supporting or reference material used. Each individual presentation is worth 30 points. Presentations will be graded on their timeliness, professionalism, quality of presentation, and content. Content will be graded on its accuracy, the coverage of the content, and quality of the source material.

## **GROUP PRESENTATIONS**

All students are required to give one formal 25-30 minute group presentations on the topic of the day. On group presentation days, 1 group will present after the lecture. The group presenting will present material they researched that complements and adds to the book material. Content should not substantially overlap with the book material in any way, but rather go into greater detail or further explore the topic beyond that covered in the book. Reasonable sources would include popular press magazines (The Economist; Business Week; Fortune; Forbes; etc.), Oil and Gas Industry Trade/Association publications, oil and gas company websites; and academic studies. Students must turn in (before their presentation) a printed copy of their PowerPoint slides as well as copies of the supporting or reference material used. Each group presentation is worth 30 points. Presentations will be graded on their timeliness, professionalism, quality of presentation, and content as shown in the presentation grading form below. Content will be graded on its relevance to the book chapter, the value it adds for students beyond the book chapter, and quality of the source material. Content, submitted materials, and timeliness grades will be the same for all students in a group, while style grades will be based on each individual student’s presentation. Groups will be formed in class. Online students may present virtually.

## **EXAM**

Students will be given one exam only. The exam will be closed book and closed notes. The exam will cover Chapters 1-7 in the book. Online students taking the exam online must have their cameras on. The exam will consist of 50 multiple choice questions with an option to earn bonus points. The exam is worth 25 points with each question worth ½ point.

**Presentation grading form.****GROUP PRESENTATION EVALUATION**

Name \_\_\_\_\_

Date \_\_\_\_\_

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

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

DIMENSION	Score	COMMENTS:
<i>Timeliness</i>		
Professionalism		
Presentation Slides Consistency Readability Typos Aesthetics Other		
Non-Verbal Communication Eye-contact Movement Hands Other		
Verbal Communication Verbal pauses Conversational Tone Other		
<i>Organization</i> <i>Title</i> <i>Roadmaps</i> <i>Conclusion</i> <i>Other</i>		
<i>Content</i> <i>Relevance</i> <i>Value Added</i> <i>Quality of Sources</i>		
<i>Turned In:</i> <i>Slides</i> <i>Supporting Material</i>		
<b>TOTAL GRADE</b>		Out of 30 points.

ASSIGNMENT SCHEDULE (*The schedule is tentative and may change due to situational factors*).

<b>Date</b>	<b>Topic</b>	<b>Readings</b>
Aug. 22 <sup>nd</sup>	Introduction to the course <i>Presentation expectations</i>	
Aug. 29 <sup>th</sup>	Introduction to HRM <i>Group work time</i>	Book, Chapter 1
Sept. 5 <sup>th</sup>	Introduction to the Oil and Gas Sector <i>Group work time</i>	Book, Chapter 2
Sept. 12 <sup>th</sup>	<i>Group Presentation Preparations</i>	
Sept. 19 <sup>th</sup>	The Global Nature of the Oil and Gas Industry Book, Chapter 3 <b>Group / Individual Presentations</b>	
Sept 26 <sup>th</sup>	Health and Safety in the Oil and Gas Industry <b>Group / Individual Presentations</b>	Book, Chapter 4
Oct. 3 <sup>rd</sup>	<b>Individual Presentations</b>	
Oct. 10 <sup>th</sup>	Projects in the Oil and Gas Industry <b>Group / Individual Presentations</b>	Book, Chapter 5
Oct. 17 <sup>th</sup>	Unique Workforce of the Oil and Gas Industry <b>Group / Individual Presentations</b>	Book, Chapter 6
Oct. 24 <sup>th</sup>	Proactive Stakeholders in the Oil and Gas Industry <b>Group / Individual Presentations</b>	Book, Chapter 7
Oct. 31 <sup>st</sup>	<b>Individual Presentations</b>	
Nov. 7 <sup>th</sup>	Government Involvement in the Oil and Gas Ind. <b>Group Presentation</b>	Book, Chapter 8.
Nov. 14 <sup>th</sup>	<b>EXAM/</b> Final Thoughts on HRM in Oil and Gas	Book, Chapter 9
Nov. 21 <sup>st</sup>	Course Wrap-up	