

MANA 7355

Staffing and Performance Improvement Systems

Fall 2017 Course Syllabus

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Office Hours: Meetings by appointment; email to arrange.

Course Description

MANA 7355 is a graduate level survey course in human resource management (HRM) that deals specifically with staffing/selection and performance management systems. The primary emphasis in the course is on the applied implications of these particular areas for the practicing manager. All portions of the course, to include testing, are provided online via Blackboard Learn.

Course Textbooks

The required textbooks for the course are as follows:

1. Human Resource Selection (2011) 7th Edition, ISBN-13: 978-0-538-46994-4 by Robert D. Gatewood, Hubert S. Field, and Murray Barrick. (South-Western/Cengage Publishing).
2. Performance Management (2009) 2nd Edition, ISBN -13: 978-0-13-615175-3 by Herman Aguinis. (Pearson/Prentice Hall).

* Students should easily be able to find *used* copies of these books available and at a very reasonable price. Of course, electronic copies and rental copies of the text are also possibilities. Given the publication dates, I would suggest that you avoid buying a 'new' hardcopy version of either book (and you should not have to do so unless you prefer that option).

* Because *two* books are used for this course, I have assigned older editions for use that will enable students to find each at a very reasonable price and thus keep the overall costs down. Specifically, though a newer edition of each is available - I am simply choosing not to use or assign the newer versions. The core information in each of the fields of study represented by these two books has not changed significantly to the point that anything we will cover here will be out-of-date.

* I have included the photos for the covers of each book in Blackboard to be clear about which books/versions are used. Books can be found on amazon, ebay, alibris, abebooks, or otherwise by googling the book title for additional book sources.

* Each text chapter as assigned is accompanied by *PowerPoint slides* that are provided in Blackboard. Students should find the 'outline view' of these slides as a very helpful resource in synthesizing the key points from each chapter.

Course Exams

There will be four non-cumulative online exams given during the course. All exams are provided via the testing platform in Blackboard and each will consist of 50 multiple choice and true-false questions with a time limit of 50 minutes or an average of one minute per question. Students may use any course materials as is needed – so ‘*open book/notes/slides*’ applies for all exams.

- Each is worth 25% of the final course grade and thus the four exams together comprise the $4 \times 25\% = 100\%$ entirety of the course grade.
- Essay exams are available on request if anyone so prefers.
- I will provide an *exam overview* for each exam and *sample/practice questions* for each exam at least two weeks prior to the start date for each test (e.g., by September 1st for Exam I).

Exam Dates and Course Material Covered:

	<u>Gatewood/Field/Barrick</u> (Staffing/Selection)	<u>Aguinis</u> (Performance Management)
Exam I (September 15 – 18)	Chapters 1 - 5	None
Exam II (October 13 – 16)	Chapters 6 - 11	None
Exam III (November 3 – 6)	Chapters 13, 15	Chapters 1 – 5
Exam IV (November 29 – December 2)	None	Chapters 6 – 11

*** Exams I, II, and III are available over a four day window that spans the time just before and just after the weekend. Exam IV will be available over a four day window that spans a Wednesday through Saturday window at the very end of the course. All exams will begin at 8:00am on the starting date and expire as of the end of day on the ending date (i.e., immediately following 11:59:59pm on the end date).

Optional Course Paper

Each student will have the *option* to write a paper on one area of staffing/selection or performance management/appraisal covered during the course. If elected, the course paper will constitute 25% of the final course grade in lieu of one of the exam scores. Students should find a topic of personal interest to them and review articles that they find useful in learning about that particular area of interest. Each paper should be at least 15 pages long and should contain a title/cover page, abstract, introduction, review, summary/conclusion, and list of references. At least 15 references should be used, and I would suggest using publications targeted to the practicing manager. All papers elected by a student for submission are due no later than Friday, November 29th.

* Students interested in writing a paper should send an email requesting further details. I normally tend toward the idealistic, but the ‘reluctant pragmatist’ in me realizes that the paper being optional

= few 'takers'. Even so, if anyone decides to pursue this option, he or she should contact me first.

Grading Standards

<u>Score Range</u>	<u>Grade</u>
92.50 ----- 100.00	A
89.50 ----- 92.49	A-
86.50 ----- 89.49	B+
82.50 ----- 86.49	B
79.50 ----- 82.49	B-
76.50 ----- 79.49	C+
72.50 ----- 76.49	C
69.50 ----- 72.49	C-
66.50 ----- 69.49	D+
62.50 ----- 66.49	D
59.50 ----- 62.49	D-
00.00 ----- 59.49	F

Communications

I check my email daily and you should feel free to email on the weekends as needed (please allow up to 24 hour for a response especially on the weekend, but having said that I virtually always respond more quickly than this). Also, in that I have three courses this semester and well over 100 students in total, it will help me a lot if students will provide the following in all correspondence:

1. Provide your name and ID#
2. Provide the course number MANA 7355

Academic Honesty

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. A discussion of the policy is included in the University of Houston Student Handbook: <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy.

Accommodations 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.