



DOANE UNIVERSITY

BUS 602-4: Human Resources Management

Syllabus for 17/SPRG

Effective Date: 1/17/2017

Instructor: Larry W. Hughes, PhD
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Office Hours: By appointment

Course Description:

A focus on the field of human resource planning at the organizational level. Topics include the analysis of present systems; familiarization with human resource models, ideas, theories, and instruments; forecasting future needs; procurement of an appropriate labor pool; knowledge of labor legislation; design and implementation of new systems; and an examination of current trends in the human resource field. Required core course.

Class Objectives:

Upon completion of this course, students will:

- Understand the strategic implications of each major human resources function
- Understand the basics of recruiting and retention
- Understand the nature of compensation and benefits management
- Grasp the concepts comprising organizational development and training
- Understand the ways in which employee relations professionals work
- Understand the ways in which these major human resources functions are interrelated
- Have a basic knowledge of the legal implications of human resources decisions

Required Resources:

DeNisi, A.S., & Griffin, R.W. (2016). *HR3*. Boston: Cengage.

Recommended Resources:

Resource	Purpose
American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: American Psychological Association.	All postings must follow APA format. Online resources, such as Purdue Owl (https://owl.english.purdue.edu/owl/section/2/10/) may be used.
Graff, G., & Birkenstein, C. (2006). <i>"They say/I say": The moves that matter in academic writing</i> (1st ed.). New York: W. W. Norton.	Graff and Birkenstein (2006) offer suggestions that allow students to distinguish their own ideas from those of the resources they read.

Resource	Purpose
Hacker, D., & Sommers, N. I. (2011). <i>A writer's reference</i> (7th ed.). Boston, MA: Bedford/St. Martins.	Hacker and Sommers (2011) is our course's final authority on grammar, composition and style.
Student membership to Society for Human Resources Management (shrm.org)	This is a useful resource for any course that requires applied research. Any learner interested in human resources as a career would benefit from membership.

Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

Grades:

		B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-100%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

Assignment Contribution towards Grade:

All weekly deliverables are due no later than 11:55pm CT on the Sunday ending the week in which they were covered with the exception of the initial posting in the discussion forum.

- **Quizzes (15%).** Learners will complete weekly quizzes over the assigned readings. Ten randomly selected multiple choice and true/false questions will be presented in the quiz. Two attempts are allowed for each quiz and the highest grade will be accepted. Quizzes will not be reset for technology problems, etc. Use the two attempts wisely.
- **Journal (10%).** These are self-reflection exercises in which learners will apply course content to their lives and their observations.
- **Team/group assignments (30%).** Assigned teams will address discussion questions or build example HR policies using discussion forums and wiki tools.
- **Current event assignments (20%).** Learners will write short papers in which a current event is used to illustrate the practical importance of that week's assigned chapter readings.
- **Project paper (15%).** Each learner will conduct research into an HR regulation of their choice (from a list of selected topics). The final product is a five-page, APA-compliant manuscript. Elements of the paper will be completed throughout the course (proposal, outline, rough draft, etc.). The breakdown of the paper grade follows:
 - Proposal (5%)
 - Outline (5%)
 - Rough draft (10%)
 - Final draft (80%)
- **Final exam (10%).** Learners will complete an exam over selected readings from the course.

Academic Integrity: Representing someone else's ideas or words as your own is academic dishonesty. Remember:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

Academic dishonesty has serious consequences. If you are found guilty of it, your academic career could be affected. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat.

Special Needs: If you have a special problem or need special help, please notify me within the first week of the term so proper steps may be taken to aid you. In coordination with Doane Student Services, reasonable accommodations will be provided for qualified students with disabilities.

Course Schedule

Week	WEEKLY TOPIC	PRIMARY LEARNING OBJECTIVE	ASSIGNMENTS (due as indicated on Blackboard)	INSTRUCTIONAL MATERIALS
1	<i>Introduce basic theories of HRM</i>	<i>Describe and give examples of the interrelationships and strategic implications of each major human resources function</i>	Quizzes (over assigned chapters) Journal Current event assignment Discussion forum	Intro to the course (video); Intro to Week 1 and microlectures Readings: Chapters 1, 3, 4 Additional readings contained in assignments
2	Legal and regulatory environment	Demonstrate a basic knowledge of the legal implications of human resources decisions	Quizzes (over assigned chapters) Journal Current event assignment	Intro to Week 2 and microlectures Readings: Chapters 2, 8, 12; List of laws (handout) Additional readings contained in assignments
3	Recruiting and retention	Define and describe the fundamentals of recruiting and retention	Quizzes (over assigned chapter) Journal Discussion forum Project proposal	Intro to Week 3 and microlectures Readings: Chapter 7 Additional readings contained in assignments
4	Compensation and benefits	Define and describe the nature of compensation and benefits management	Quizzes (over assigned chapter) Current event assignment Team discussion Project outline	Intro to Week 4 and microlectures Readings: Chapter 9 Additional readings contained in assignments
5	Training and Development	Identify the concepts comprising organizational development and training	Quizzes (over assigned chapter) Current event assignment Discussion forum	Intro to Week 5 and microlectures Readings: Chapter 10 Additional readings contained in assignments

6	Employee/Labor relations	Describe the ways in which employee relations professionals work	<p>Quizzes (over assigned chapters)</p> <p>Journal</p> <p>Current event assignment</p> <p>Team case study</p> <p>Project (rough draft)</p>	<p>Intro to Week 6 and microlectures</p> <p>Readings: Chapters 11, 13</p> <p>Additional readings contained in assignments</p>
7	Discuss interrelationship of HR functions	Describe and give examples of the interrelationships and strategic implications of each major human resources function	<p>Quizzes (over assigned chapters)</p> <p>Journal</p> <p>Current event assignment</p> <p>Team case study</p>	<p>Intro to Week 7 and microlectures</p> <p>Readings: Chapters 5, 6</p> <p>Additional readings contained in assignments</p>
8	Synthesis of course	Describe and give examples of the interrelationships and strategic implications of each major human resources function	<p>Research paper due</p> <p>Final Exam</p>	<p>Intro to Week 8 and microlectures</p> <p>Readings: Chapter 14</p>