



DOANE UNIVERSITY

BUS 602-4 OMAHA: Human Resources Management Syllabus for 17/WIN1

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:

Please see the Doane University Bookstore for textbook information

<http://www.doane.edu/students/resources/bookstore>

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.
Hacker, D., & Sommers, N. I. (2011). <i>A</i>	Hacker and Sommers (2011) is our course's final

Resource	Purpose
<i>writer's reference</i> (7th ed.). Boston, MA: Bedford/St. Martins.	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:

Assignments in this course will consist of attendance and participation, exams, short written summaries, in-class case studies, and online reflections and discussions.

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

To be determined