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MGMT 344.02: Human Resource Management

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The University of Montana - College of Business (Spring 2001)

Course:	MGMT 344 – 1 & 2	Professor :	Scott Douglas
Title:	Human Resource Management	Office:	325GBB
Class Time:	10:10-11:00 & 11:10-12:00 MWF	Office Hours:	8:00 - 9:00 MWF
Room:	L09 & L14 GBB		or by appointment
Credits:	3 hours	Office Tel:	243-6148
Required Text:	Bohlander et al., Managing Human Resources, South-Western (12th ed.)	Home Tel:	251-1238 (8pm)
		E-Mail:	

scott.douglas@business.umt.edu

“We teach best what we need to learn” Wilson

“The act of learning is not about choice. What we learn is driven by choice” Douglas

“The average attention span of the adult is approximately 12 - 15 minutes”

Course Overview:

Welcome to MGMT 344, Human Resource Management. I am Dr. Scott Douglas and preferred to be called Dr. Douglas, Professor Douglas, or Scott. This course is designed to provide you with some of the basic concepts for understanding the processes involved in managing human resources within an organizational context. Moreover, in this class, we will come to better understand and appreciate the complexity of these processes.

Throughout the course we will maintain an emphasis on applying our knowledge to realistic & relevant problems faced by Human Resource professionals. It is only when you have experienced applying your knowledge to actual problems that you can readily see your strengths and weaknesses.

I hope that we enjoy our learning experience.

ADA Accommodation Statement:

Students with any type of documented disability that may interfere with learning in class may negotiate a reasonable accommodation with the instructor early in the semester.

Course Requirements and Assignments:

It is suggested that you read the required assignments prior to the first day they are scheduled. The required reading is considered a minimum. Thus, I hope that you will be actively reviewing other current literature and topics of related interest. Without your input, our class is limited to the text and my interpretation.

1) Exams: There will be four multiple choice/short answer essay

examinations. However, only three of these exams will count toward your class grade. Performance on each comprises 25% of the class grade (total = 75%).

THERE WILL BE NO MAKE-UP EXAMS GIVEN.

2) **In/Out Class Exercises:** We will engage in several exercises that will hopefully enhance our understanding of Human Resources Management. Many - but not all - will count toward a class participation grade that comprises 25% of the class grade. **THESE WILL BE DUE ON SPECIFIC DATES AND I WILL NOT ACCEPT LATE ASSIGNMENTS.**

GRADING: 90 - 100 A 80 – 89 B 70 – 79 C 60 – 69 D 59 or below F

<u>DATE</u>	<u>SCHEDULED TOPICS</u>	<u>CHAPTERS</u>
WK 1	Introductory Remarks, Overview, & SHRM (Rowan Conrad 9/7- Resume/Cover Letters)	1
WK 2	“The HR Legal Environment” (Lynda Brown? - Dos/Don’ts & Expert Witness)	2
WK 3	“Job Requirements & Org. Design ” (Cindy Boies 9/19 – Career Fairs)	3
WK 4	“Personnel Planning & Recruiting” NO CLASS 10/26 – CAREER FAIR	4
WK 5	TEST #1 CHS. 2–4 & GUEST LECTURES OCT. 1st “Employee Testing, Selection, & Interviewing” (Rowan Conrad 10/5 – Interviewing Techniques)	5
WK 6	“Training & Development”	6 & 7
WK 7	“Appraisal & Performance”	8
WK 8	TEST #2 CHS. 5-8 & GUEST LECTURES OCT. 26TH	
WK 9	“Compensation & Rewards ”	9 & 10
WK 10	“Benefits” (Lynda Brown ? – Benefits & Compensation)	11
WK 11	“Health & Safety”	12
WK 12	TEST #3 CHS. 9-12 & GUEST LECTURES NOV. 19TH	
WK 13	“Employee Rights, Discipline, and Labor Relations” 13 & 14	

WK 14

“Labor Relations & Collective Bargaining”

14 & 15

WK 15

TEST #4 CHS. 13-15 & GUEST LECTURES DEC. 14TH
