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MGMT 344.01: Human Resource Management

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School of Business Administration Mission Statement
“The faculty and staff of the School of Business Administration at The University of Montana-Missoula are committed to excellence in innovative experiential learning and professional growth through research and service.”

Management 344

Autumn 2003

HUMAN RESOURCE MANAGEMENT

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COURSE OBJECTIVES

Broadly speaking, the purpose of this course is to introduce you to the fundamentals of managing human resources within domestic and international private sector organizations. The course is not designed to train personnel managers as such, but rather, to give you a basic knowledge of the human resource management processes and to provide you with the opportunity to develop a sensitivity to the complexities of utilizing the human resources of an organization. Specifically, it is anticipated that you will achieve the following performance objectives:

1. To exhibit a basic understanding of the role and functions of human resource management.
2. To be able to explain the interrelationships between the various human resource management functions.
3. To be able to use and understand human resource management terminology.
4. To demonstrate a basic understanding of the principles and methods of human resource management, including how they are used, the advantages and disadvantages associated with them, and what the research says about them.
5. To develop human resource management skills through experiential exercises.

REQUIRED TEXT

Gary Dessler, Human Resource Management, 9th Edition. (Prentice Hall, 2003).

COURSE GRADE

Your grade will be based upon the following:

- | | |
|--|------------|
| 1. Exams – any 3 out of 4 exams, each worth 120 points | 360 points |
| 2. Applied Exercise – you will have the choice of one out of two exercises, which will be handed out in class. | 40 points |

Bonus Points: You will receive 10 bonus points if you are officially registered with Griz eRecruiting, through the UM Office of Career Services.

Total points in course	<u>400 points</u>
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Grading Scale for Final Grade

A = 360 points

B = 320 points

C = 280 points

D = 240 points

COURSE POLICIES AND PROCEDURES:

1. Make-up exams - There are no special make-up exams. If you miss any of the first three exams, the 4th exam is your make-up exam. If you miss two of the first three exams, the 4th exam is a make-up for only one of your two missed exams; the other one retains a score of zero. If you take all four exams, the lowest score will be discarded in calculating your final grade.
2. Extra credit work - No extra credit work will be acceptable in any cases.
3. Attendance & class participation – I will not take class attendance each day, except for the first few days of class. Every effort will be made (e.g., a seating chart will be used) to get to know students so that my subjective assessment of a student's attendance and verbal class participation can be used in deciding cases of "borderline" final grades.
4. Adding this course – Unless there are very unusual circumstances, I will not allow any student to add this course after September 11.
5. Dropping this course - In accordance with University policy, if you are registered for this course but do not attend the first two sessions, you will be asked to drop the course, except in cases of extenuating circumstances.
6. Auditing - You may audit this course only if you indicate so at the beginning of the course. I will not approve a change of grade status to "audit" after September 22.
7. Graduate credit - If you are taking the course for graduate credit, you will be required to submit an acceptable term project. You and I will mutually agree upon the subject, format, and other details of the project. The project will require a written proposal due by October 9. Failure to submit an acceptable term project will result in a grade of "F" for the course.

8. Incompletes - Incompletes will be allowed only in cases of extenuating circumstances, but not for a failing grade. Students must initiate the request for an incomplete and are expected to assume full responsibility for fulfilling the requirements necessary to remove the incomplete.
9. Academic misconduct - I expect you to conduct yourself with high standards of academic integrity. The University of Montana Student Conduct Code applies to this class. Examples of academic misconduct (e.g., plagiarism, misconduct during an exam, etc.) are explained in the Code. If any disciplinary sanctions and disciplinary procedures are necessary, I will apply them in accordance with the Student Conduct Code.

COURSE SCHEDULE

See reverse side

COURSE SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
8/29 9/1	Introduction to the Course Strategic Role of HRM	Chpt. 1
9/9 9/11	Equal Opportunity & the Law Equal Opportunity & the Law	Chpt. 2 Chpt. 2
9/16 9/18	Job Analysis Flexible work arrangements HR Planning & Recruiting	Chpt. 3 pp. 234-236 Chpt. 4
9/23 9/25	HR Planning & Recruiting 1st Exam: Chapters 1-4 & pp. 234-236	Chpt. 4
9/30 10/1 10/2	Employee Testing & Selection UM CAREER FAIR Employee Testing & Selection	Chpt. 5 Chpt. 5
10/7 10/9	Interviewing candidates Interviewing candidates	Chpt. 6 Chpt. 6
10/14 10/16	Training & Developing Employees Appraising & Managing Performance APPLIED EXERCISE DUE	Chpt. 7 Chpt. 9
10/21 10/23	Appraising & Managing Performance 2nd Exam – Chapters 5, 6, 7 & 9	Chpt. 9
10/28 10/30	Establishing strategic pay plans Establishing strategic pay plans	Chpt. 11 Chpt. 11
11/4 11/6	Pay for performance & financial incentives Benefits & services	Chpt. 12 Chpt. 13
11/11 11/13	UNIVERSITY HOLIDAY – NO CLASS 3rd Exam: Chapters 11, 12 & 13	
11/18 11/20	Managing Careers Managing fair treatment	pp. 273-282 pp. 282-300
11/25 11/27	Library research day THANKSGIVING HOLIDAY – NO CLASS	
12/2 12/4	Labor relations & collective bargaining Labor relations & collective bargaining	Chpt. 14 Chpt. 14
12/9 12/11	International HRM 4th Exam: Chapters 10, 14 & 16 Note: This exam is <u>the</u> make-up exam for any missed exam (#1, #2, or #3) or it can be an optional 4th exam for students who want to "throw out" their lowest of 4 exam scores.	Chpt. 16