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MBA 645.61: Human Resource Management

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**BMGT 645.61**

Human Resource Management

April 21-23, 2017

Instructor: Theresa Floyd, Ph.D.

E-mail: theresa.floyd@mso.umt.edu***Course Objectives:***

The role of human resource management is a crucial (and often misunderstood) part of an overall organizational strategy. This course is designed to help unravel the complexities of human resources within an organization and to help students understand the environment within which HRM occurs.

Human resource management affects every employee in an organization and a better understanding of this area will prepare students for success in their professional ambitions. A working knowledge of selection, training, assessment, and compensation tools and strategies are of particular relevance to the job seeker and will be addressed heavily in this course.

Learning Expectations:

This course is designed to build on students' functional understanding of human resource management. Students are expected to demonstrate communication skills, ethical decision making, and professionalism in the classroom environment. Positive contribution to class discussions is required.

Students are expected to complete the readings PRIOR to class. Students will find that the lectures, discussion materials, and exercises supplement the readings instead of serving as a review of the material covered in the readings. As such, students are expected to diligently complete the readings and be prepared to ask questions regarding any materials that they do not understand. The expectation is to have a highly interactive learning environment.

Learning Outcome Summary:

At the end of this course, students should be able to:

1. Identify the role of Human Resource Management (HRM) in an organization.
2. Understand the legal environment surrounding HRM practice.
3. Develop competencies in the HRM areas of recruitment, selection, training & development, compensation & benefits
4. Be able to apply HRM practices to future organizational issues.

Required Readings:

Fundamentals of Human Resource Management, by Robert N. Lussier:

<https://www.vitalsource.com/referral?term=9781506331836>

\$50 for 180 access to e-book; \$80 for non-expiring access

Hard copy of text available at the UM Bookstore

I will provide any additional materials in PDF files via Moodle.

Grading

Traditional letter grades will be assigned using the +/- system.
Extra credit will NOT be offered.

A	Above 92%	B	83% to 86%	C	73% to 76%
A –	90% to 92%	B –	80% to 82%	C –	70% to 72%
B +	87% to 89%	C +	77% to 79%		

Requirements

Assignments	40%
Team HR Tool(s) Development	25%
Team Presentation	20%
Class Participation	15%

Description of Requirements:

1. Assignments – 40%

There are 6 assignments associated with the course. They are designed to give students opportunities for practical application of the HR topics and tools we discuss. All assignments are posted in Moodle. Students will be given in-class time to work on assignments. If students need more time, they can take it. All assignments must be completed and turned in via Moodle by April 28, at 11:55 PM.

2. Team HR Tool(s) Development – 25%

Working on teams is an integral part of the workplace. Therefore, group work is an important part of this course and your grade.

I will assign 6-7 person teams on Saturday morning first thing. **If you know that you'd like to work with certain people, please email me your request by 7:00 PM on Friday.** You don't have to have a complete team to make a request. You and one other person can request to be on the same team – I will keep you together and assign you to a team with others.

On Saturday afternoon from 3:15-5:00 and Sunday morning from 8:00-9:00, you will have class time to work on your team project.

Your team will develop an HR tool that can be used to solve a problem at one or more team members' organization(s). The goal is to apply course concepts, frameworks, and models to a problem that at least one team member has identified at his/her company. The deliverable is outlined below. More detailed information is included in the Moodle assignment.

- Overview of organization
- Identification of problem to be solved
- Describe the course concepts your team will use to solve the problem
- Recommendation to the organization, including development of relevant HR Tool(s)/Template(s) and directions on how to use them.

I suggest that you take the following steps:

1. Interview your informant(s) – fellow team member(s) - to make sure that you completely understand the company needs /problems clearly.
2. Identify the one (or maybe two) problem(s) your team is going to address
3. Identify the course concepts and tools that will best resolve the problem you're addressing – conduct additional research if needed.
4. Develop the HR Tool(s) you plan to use – complete the Moodle assignment and turn in.
5. Prepare your team presentation.

3. Team Presentation – 20%

You will develop a presentation that your team member(s) can use to present the HR Tool(s) your team has developed to their organization(s).

On Sunday morning, your team will have 20 minutes to present the HR Tool(s) you've developed. Plan on 12-15 minutes of presentation and 5-8 minutes for questions.

Your presentation should include the following:

- Brief outline of company history/mission/areas of excellence
- Outline of the problem the company is facing
- Brief description of the HR concepts that apply to the problem your team chose to solve – include any additional research conducted by the team
- Explanation of the tool development process
- Presentation of the final tool/template with instructions for use
- Open the floor for questions

4. Class participation – 15%

You should read and think about the readings before class, complete assignments, and contribute to the class by actively participating in the class discussions and exercises.

Contributing to the class does not mean talking non-stop - a few thoughtful, insightful comments can contribute more than talking all the time. Quality counts as does active listening to your classmates. What does NOT count is being physically in class but mentally elsewhere (checking Twitter feed, etc.).

I'd like this class to be a relatively stress-free, open, and fun class environment. Learning should be fun! Do not hesitate to share your thoughts and do not feel like you are being analyzed and evaluated on everything you say. If you do not get an opportunity to ask your question during class, enter it into the class discussion page in Moodle – lively discussion often happen there as well!

Course Expectations

Individual Participation

Your learning experience depends on personal participation and involvement. Sharing your perceptions and ideas with others is critical for learning and understanding individual differences. You should be prepared to take some risks and also to be supportive of others' efforts to do the same. You should also be prepared to observe the guidelines outlined below as these promote a more relaxed and productive class atmosphere.

Professional Behavior

There are very high expectations about professional behavior in the School of Business. Refer to the Code of Professional Conduct: <http://www.business.umt.edu/ethics/professional-conduct-code.php>. I expect the following professional behaviors in the classroom:

1. Arrive on time to class, prepared to engage in the day's topics,
2. Keep cell phones and other electronic devices turned off during class,
3. Respect your colleagues by refraining from disruptive behavior, including leaving class before the end and engaging in non-class related activities during the class session,
4. Participate fully in all in-class activities, and
5. Foster academic honesty.

Academic honesty

Plagiarism, cheating, or any form of dishonesty will *at a minimum* result in a zero-point grade for the assignment. All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://life.umt.edu/vpsa/student_conduct.php. It is the student's responsibility to be familiar with the Student Conduct Code.

Statement on personal responsibility

It is my responsibility to provide you with an environment within which you can learn the principles of human resource management. However, it is your personal responsibility to learn in this course. This means you must come to class prepared to learn, take adequate notes and participate. If a member of your project team is not doing his or her fair share of the work, it is your responsibility to do what is necessary to make sure your team still succeeds.

Course Calendar (subject to change as needed):

Friday

Time	Topic
6:00-6:45	Introduction to HRM - Chapter 1
6:45-7:30	Legal Environment - Chapter 3
7:30-7:45	Assignment #1 - Legal Environment
7:45-8:30	Job Design - Chapter 4
8:30-9:00	Assignment #2 - Job Analysis

Saturday

Time	Topic
8:00-8:30	Organize Teams for final project - teams meet
8:30-9:15	Recruitment - Chapter 5
9:15-9:45	Assignment #3 - Job posting & Recruitment plan
9:45-10:30	Selection - Chapter 6
10:30-11:00	Assignment #4 - Selection instruments
11:00-11:45	Training & Development - Chapter 7
11:45-12:15	Assignment #5 - Orientation plan
12:15-1:15	Break for lunch
1:30-2:30	Compensation & Benefits - Chapter 10 & 11
2:30-3:00	Assignment #6 - Compensation & Benefits
3:00-3:15	Coffee Break
3:15-5:00	Team work - HR Tool(s) and presentation

Sunday

Time	Topic
8:00-9:00	Team work - finalize HR Tool (s) and presentations
9:00-11:00	Team presentations (20 min/team)
11:00-12:00	Final discussion & course wrap-up

Administrative notes:

Moodle

All class-related communication will be done through Moodle. I will post class notes, any additional readings, and announcements on this site.

Students with Disabilities

If there are any students who have special needs because of a learning disability or any other kind of disability, please contact me during the first week of class so that we can make appropriate accommodations to ensure you receive the full benefit of the course. Disability Services for Students can be reached at (406) 243-2243 (Voice/Text) or dss@umontana.edu. Their website can be accessed via this link: <http://www.umt.edu/dss>.

Grievance Procedures

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime after course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration.

Emergency Procedures

In the event of a campus emergency during class, please follow instructions provided by your instructor or the UM emergency alert system. Failure to do so could hamper efforts to resolve the emergency situation in a safe, timely manner.

Drops and Incomplete Grades

This course follows published UM policies on drop dates and incomplete grades.

Policy per the UM catalog: “Incomplete grades are not an option to be exercised at the discretion of a student. In all cases it is given at the discretion of the instructor within the following guidelines. A mark of incomplete may be assigned students when (1) the student has been in attendance and doing passing work up to three weeks before the end of the semester, and (2) for reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time. *Negligence and indifference are not acceptable reasons.*”