

# HUMAN RESOURCE MANAGEMENT

MGT 7040-80 Winter Semester 2018-19

Department of Management and Marketing

Cotsakos College of Business

William Paterson University of New Jersey

December 26 to January 14

## Course Description:

A comprehensive treatment of the primary components of Human Resource Management. Course content includes human resource planning, recruiting, selection, job analysis and evaluation, performance evaluation, total compensation, training and development, productivity improvement programs, and personnel research. The role of the human resources executive is examined within the constantly changing internal and external environment of the corporation. . (3 credits)

**Course Prerequisites:** MGT 6040, graduate standing

## Instructor:

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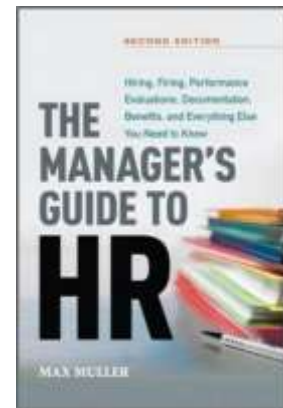
## Required Textbook:

The Manager's Guide to HR: Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know, 2nd edition, 2013

Author: Max Muller

Publisher: SHRM/Amacom

ISBN: 9780814433027



## Course Objectives:

To provide a clear understanding of the policies and practices of the Human Resources function in organizations, and its increasingly important role as a “strategic partner” on the management team. Students will learn through their classwork how the work of Human Resources will effect their careers.

## Learning Outcomes:

Upon completing the course, students will be able to:

- Define and discuss the strategic importance of Human Resource Management and relate it to other aspects of Strategic Management.
- Discuss the aspects of our legal system as they relate to Human Resources.
- Do a job analysis.
- Assess training/development needs of an operation and develop a suitable training program.
- Discuss and be able to utilize the various performance appraisal systems currently in use.
- Relate job evaluation to wage determination.
- Understand the complexities of collective bargaining and be able to make a recommendation in a negotiating situation.

**Teaching Methods:** This course will involve a variety of methods including lectures, class discussions, group activities, experiential exercises and use of Blackboard.

## Class Policies:

**Communication:** Communication will be through the course Blackboard site and e-mail. For e-mail, correspondence from your WPUNJ e-mail account is preferred.

**Late Assignments/ Make-up Exams:** No assignments will be accepted after the final class date (1/14). Missed quizzes cannot be made up.

**Plagiarism/ Cheating** Papers will be electronically checked for plagiarism. Plagiarism may result in a failing grade for the course and/or other actions.

**Caveat:** The instructor reserves the right to make minor modifications to the schedule, assignments and/or grading if required, based on our progress during the semester.

### **Means of Learning Assessment:**

**Course Involvement** The success of the course depends on your active involvement. Course involvement will be evaluated on preparation, participation and offering unique insights on course readings and videos in the discussion boards. Like anything, course involvement can be productive, nonproductive, and even counter-productive, and the responsibility of channeling it lies with both the instructor and the student.

**Discussion Board** The discussion board on blackboard will be used for commenting on readings and course material. Discussion board participation is a major component of the course involvement grade. The standards for participation will be posted on blackboard.

**Video Cases and Journal Articles** Will be posted on blackboard and be discussion subjects on the discussion boards.

**Project** Working alone or in a pair, students will submit a 2000-3000 word paper and prepare a 10 -15 minute narrated, professional presentation using PowerPoint. The topic can be any current issue in Human Resource Management. Topics and format will be presented online, and guidelines posted on blackboard. You will upload your presentations to the discussion boards. The paper itself will be e-mailed to the professor on or before 1/14.

**Job Analysis** Each student will do a job analysis for a position they currently hold or would like to have. Job analysis are to be submitted on or before 1/14.

### **Grade Components:**

Class Involvement	35 points
Job Analysis	25 points
Project	40 points
Total	100 points

### **Grade Assignment:**

A	93.3%	to	100%	C+	76.7%	to	79.9%
A-	90.0%	to	93.2%	C	73.3%	to	76.6%
B+	86.7%	to	89.9%	C-	70.0%	to	73.2%
B	83.3%	to	86.6%	E	0%	to	64.9%
B-	80.0%	to	83.2%				

**Course Schedule\*:**

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26-Dec	CHAPTER 1: HIRING, Introduction to Course (and each other)
27-Dec	Articles/Videos
28-Dec	CHAPTER 2: PERFORMANCE EVALUATIONS
29-Dec	Articles/Videos
30-Dec	CHAPTER 3: TRAINING
31-Dec	Articles/Videos
1-Jan	CHAPTER 4: BENEFITS
2-Jan	Articles/Videos
3-Jan	CHAPTER 5: COMPENSATION
4-Jan	Articles/Videos
5-Jan	CHAPTER 6: EMPLOYMENT LAWS
6-Jan	Articles/Videos
7-Jan	CHAPTER 7: HOT-BUTTON ISSUES: SEXUAL HARASSMENT AND WORKPLACE VIOLENCE
8-Jan	Articles/Videos
9-Jan	CHAPTER 8: PRIVACY ISSUES
10-Jan	Articles/Videos
11-Jan	CHAPTER 9: FIRING AND SEPARATION
12-Jan	Articles/Videos
13-Jan	CHAPTER 10: DOCUMENTATION AND RECORDS RETENTION
14-Jan	Articles/Videos

*\*This schedule is a suggestion to keep you properly paced during the short winter semester. You can post on discussion boards and complete tasks before or after schedule date.*