Human Resource Management 361
Fall Semester, 2015
Tuesday, Thursday: 5:00-6:15
CBA25

Instructor: Steven Schlachter
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Office Hours: Tuesday & Thursday 1:00PM-2:00PM or by appointment

Required Text:
Mathis, Robert L., Jackson, John H., and Valentine, Sean R. (2014). Human Resource Management (14th Ed.) ISBN-13: 978-1-133-95310-4; ISBN-10: 1133953107. Cengage Learning.

There are older versions of the textbook out there. I do not personally know all the differences. I will be using page numbers / chapters from the fourteenth edition when assigning readings and creating the tests. If you're willing to take the risk that something in your book may not be up-to-date, that is your call. Make sure to investigate online where you can order the book at the best value to you.

Course Description:
Introductory course that approaches Human Resource Management from the perspective of the human resource professional and the individual manager or supervisor. Presents the integrated nature of human resource management and the operation of human resource policies and principles in the contemporary organizational environment. Materials will cover the challenges and opportunities faced by those who are charged with responsibility for acquisition, management, development, and retention of organizational human capital. Provides an overview of the typical human resource functions and requisite decision making in those areas.

Course Objectives:
The objectives of this course are to:

1. Help students understand human resource issues and consequently be able to more effectively manage themselves and others at work

2. Provide current information available in the field

3. Prepare students for work-life after graduation

4. Create active participation in the learning process

5. Expose students to terminology and jargon commonly used in organizations and popular literature so that they may break the 'jargon barrier'

6. Improve students' communication and writing skillsets

Course Format:
This course will use a combination of instructional methods to enhance learning. Due to the size of the class, the course will make use of lectures. However, to increase engagement, students will be expected to participate through electronic systems. Students are expected to have read assigned material before class and actively participate in these class activities (see below). In addition, students may feel free to contribute to discussion that occurs due to the use of this system. I will do my best to offer a pleasant class environment where you feel comfortable asking questions that will help your understanding of the course materials. Please talk to me if you have any concerns about the course. I reserve the right to change/adjust the requirements of this course at any time.

**Assessment and Grading**

| Item | Points |
|---|---|
| 3 Exams (3 x 100 points) | 300 points |
| 1 Paper (3 components) | 200 points |
| Participation/Quizzes | 75 points |
| Attendance | 25 points |
| | |
| **Total** | **600 points** |

Top Hat Participation **(75 points)**

For this course we will be utilizing Top Hat, a technology in which users can interact electronically in class. Top Hat makes use of your own technology (e.g., smartphone, computer, tablet) to run their software. This allows for interaction and discussion in a larger classroom setting. We will be using Top Hat to take daily attendance, administer quizzes, and spark discussion. For example, students may be prompted to answer a multiple choice question related to the prior class reading or discussion. Alternatively, Top Hat may be used purely for fostering debate about a particular issue of interest. As such it is required that you subscribe and download the program/app. Top Hat functions through WiFi, so be sure to register your device on the University's Internet system prior to class if you have not done so previously (this can be time consuming with some technology, so prepare accordingly; contact CBA IT for additional help if needed). Alternatively, SMS texting can be used. Regardless of method/technology utilized, you will need an account to allow for my tracking of your participation. An email will be sent out through the Top Hat system that provides a join link, information on pricing, and a YouTube video that describes the system. Alternatively, you can locate our class through the following details:

Course Code: MNGT-361
Course Name: Human Resource MNGT 361 002
Subject: Management

Course Description: Introductory Course on Human Resource Management
Join Code: 896913

Top Hat's pricing is $24 for 4 month access, $36 for 12 month access, or $72 for 'lifetime' access (5 years). Depending on your current academic standing, assess accordingly. Other courses in CBA do currently make use of this technology as well.

Although there are many methods for utilizing Top Hat, due to the possibility of technical issues, you are allowed to submit **twice** to me, by the end of class, a paper and pen version of your answers to the day's questions (with your name and UNL ID) given that you were present for the entirety of class. If you do not own a compatible electronic device, the library rents out laptops to current UNL students. More information can be found at: http://libraries.unl.edu/laptops. Reports have widely been positive about the use of Top Hat in classrooms, but if you are experiencing continuous technical problems, they do offer support on their website. In addition, you may approach me to discuss any issues you have.

By 5PM the day prior to class (e.g., Monday, Wednesday), I will have posted at least three questions on Blackboard that relate to either the readings or the lectures. At least one of these questions will be used as a graded Top Hat question for participation points. Therefore, you can prepare ahead of time by logging into Blackboard, completing the reading, and considering your answer to the question.

Exams **(300 points)**

There will be three multiple choice exams in this course (100 points each x3 exams). Exams will cover material from the text and lectures both. Therefore, participating in either in isolation will not be sufficient to do well on the exams. The first exam will cover the first third of class; the second exam will cover the second third; and the final exam will cover the final third of class. Although the exams are not technically *cumulative* in nature, you will need to draw on your knowledge from previous classes in order to fully understand later questions.

Class Attendance **(25 points)**
As mentioned above, attendance will be taken through the Top Hat system. However, please do not inform the professor if you will miss a class – you can **miss 2 classes** for any reason at all and still receive full attendance credit. If you plan to miss multiple classes, consider taking another section of the class that is more convenient to your schedule. Students are expected to be in class for the entire duration of the class. I would advise against scheduling appointments for any time when this class is taught. Top Hat will be used throughout the class period and students who simply record their attendance but fail to participate in other questions will see their grade affected accordingly. Being late or walking out early is very disruptive to your classmates and the professor and your attendance grade may be impacted as a result if done continuously. Ultimately, in order to receive credit in the participation portion of this class, it will be necessary to attend class.

Attendance will be taken at the very beginning of the class through the Top Hat system. Therefore, this is an incentive to arrive early and have your Top Hat account set up and activated – **be prepared**. The information for attendance will be visible on the screen at the beginning of each class for only a select few minutes.

Paper **(150 points)**
Each student will be expected to write a paper for this course. The topics can include any topic covered in our class, the textbook, or another relevant **HR topic** that is approved by the professor. **The goal of this paper is to mirror a report presented to your supervisor at an organization**. Envision that your supervisor at your firm has approached you about a specific issue that they feel deserves additional attention. The supervisor wants you to investigate what researchers and other firms are doing about this issue and provide actionable suggestions for the future. The type of firm is your choosing as well as its location in the world (given that it is appropriate and approved by the professor in the first stage; while you are free to use an organization that is in the same field as your current organization, please use pseudonyms or 'fake names' – not 'Apple' or 'Google' or 'Walmart' please). Remember, due to the nature of this paper, it should be given with the **organization** in mind, rather than an individual (e.g., you looking for a job). This paper should provide an overview of a topic, discuss the current research in the field, provide examples of how other firms are managing this issue, and also provide your own opinion and suggestions on how to 'manage' this topic in your organization all with relevant citations. **Remember the context at all times –** you are providing the facts and then your own suggestions. There will be three stages to this process.

1. Abstract (**15 Points**): Students will be expected to submit an 'abstract' of their planned topic and argument. In this abstract, the student should clearly identify the topic they are considering investigating, the type of organization that they have chosen (e.g., size, industry, location), the relevance of the topic to HR, and at least three sources that they have already identified as potentially relevant to the research in APA format. More information on references is below. See the calendar below for due date. The abstract should be no more than 1 page long (not including citations), double spaced, 1 inch margins, 12 point font, Times New Roman. Your NU ID should be used as the only identifier (no name). Failure to follow these formatting directions will result in an immediate point penalty to your paper grade. The purpose of this process is to get you thinking about the topic that you're interested in so as to avoid procrastination later. It also allows the professor an opportunity to review the topics and suggest revisions or possible avenues for the research.

2. Rough Draft (**35 points**): Students will be expected to submit a rough draft of their planned topic and argument. This rough draft does not have to be a complete version of the paper. A minimum of three pages should be provided (not including references) with a maximum of eleven pages. A total of at least 7 references should be identified (some can be from the previous abstract). The rough draft should be double spaced, 1 inch margins, 12 point font, Times New Roman. Only include your NU ID as an identifier. Failure to follow these formatting directions

will result in an immediate point penalty to your paper grade. The purpose of this process is to get you further analyzing your idea, ensure that you are finding relevant sources, and potentially allow the professor to provide relevant feedback on avenues to explore related to your topic.

3. Final Draft (**100 points**): The final page(s) should include all references that you used, a minimum of 10, in alphabetical order, in proper APA format (see below for more information on how to cite). The paper should be at least 7 double-spaced pages in length and no longer than 11 double-spaced pages in length, not including title page, references, and any other pictures/diagrams used. The title page should be the first page of the document and include the name of the report and your UNL Student ID. Do not include your name. The paper should have 1 inch margins, 12 point font, and use Times New Roman. Failure to follow these formatting directions will result in an immediate point penalty to your paper grade. Again, this paper should provide an overview of a topic, discuss the current research in the field, provide examples of how other firms are managing this issue, and also provide your own opinion and suggestions on how to 'manage' this topic in your organization all with relevant citations

Paper Grading:

| Abstract | Total: 15 Points |
|---|---|
| -Identification of Appropriate Topic | 5 Points |
| -Identification of Organization | 2 Points |
| -Relevance of Topic to HR | 3 Points |
| -At Least Three Sources (Proper Formatting) | 3 Points |
| -General Legibility/Formatting/Length | 2 Points |
| **Rough Draft** | **Total: 35 Points** |
| -General Legibility/Formatting/Length | 10 Points |
| -At least Five Sources (Proper Formatting) | 10 Points |
| -Content | 15 Points |
| **Final Draft** | **Total: 150 Points** |
| -General Legibility, Formatting, Length, Sources | 40 |
| -Overview of Topic | 27.5 |
| -Current Research in Field | 27.5 |
| -Other Firm Examples/Discussion | 27.5 |
| -Suggestions for Action | 27.5 |

Papers should be submitted electronically through BlackBoard by the time and date listed on the calendar.

Suggestions for topics: Topics can be anything from class or the textbook as well as other topics that may interest you personally. Examples include Human Resource Strategy,

Equal Employment Opportunities, Job Analysis, Job Crafting, Job Rotation, Retention, Recruiting, Training, Work-Life Balance, Technology in the Office, Organizational Structure, Performance Management and Appraisal, Rewards and Compensation, Non-Monetary Rewards, Turnover/Firing, Executive Compensation, Employee Benefits, Employee Rights, Employee Resource Groups, Diversity in the Workforce, Team Performance/Management, Employee Engagement, or Union Relations to name a few.

Things not to suggest: Items more specifically related to other fields that do not have an HR focus (e.g., Top Management Team Strategy). However, it is still possible to intertwine other fields with HR (e.g., How to integrate Senior Level HR officials with Top Management Team Strategy).

Where to Find Resources and How to Cite:

Although I have provided minimum requirements for the number of citations, usually investigating more information and examining more viewpoints provides for a more complete argument. Therefore, consider exceeding the minimum requirements. There are many resources at your disposal. Consider investigating your UNL library to find books related to your topic that may be of interest. Additionally, consider Google Scholar (scholar.google.com), a free online resource that provides academic resources. Although not every article will be accessible, UNL does have contracts with many of the suppliers and as such, accessing these resources through their network will increase the odds of finding the article you are interested in. In addition, consider the E-Resources provided by UNL Libraries (http://unl.libguides.com/researchtools). Other resources may include organizational documentation (e.g., information provided to stockholders). If your resource is not publicly accessible (or easily found), include a hyperlink to its location or provide a scanned copy of the document. And of course, do not forget that your textbook may count as one source.

Given the many sources available, while an often useful source for finding other sources, do not cite Wikipedia or websites that provide potentially non-credible information.

There are many free sources online that provide information on how to cite items in APA format (e.g., https://owl.english.purdue.edu/owl/resource/560/02/; https://owl.english.purdue.edu/owl/resource/560/06/).

There are **two** places that your citations need to appear. The first is in text after a fact or argument that is provided by another person/paper/document. For example, consider that I wanted to Cite an article called "Human resources: empirical modeling of household and family decisions" in my paper by Strauss & Thomas, published in 1995. I would make the argument and then provide their names and year. For example:

Previous research has suggested that it is important to consider the role of human resources in household and family decision-making (Strauss & Thomas, 1995).

Alternatively, the citation can appear in the context of the sentence. For example, the above sentence rewritten would be:

Strauss & Thomas (1995) suggest that it is important to consider the role of human resources in household and family decision-making.

The above links on APA formatting have more information on citing different sources as needed. The **second** place that your citations should appear is in the references section at the end of your paper. This can be thought of as a 'more complete' description of the citation that you already used earlier in the paper. Therefore, in order for a paper/book/article to appear in the references, it must have been included earlier in the paper as an in-text citation. These appear on the last page(s) of your paper.

Again, please reference the links above. However, I will provide examples of the most common forms below for clarity taken from the above website:

Citing a journal article:

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Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title
of Periodical, volume number(issue number), pages.
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Citing a book:

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Author, A. A. (Year of publication). Title of work: Capital letter also for
subtitle. Location: Publisher.
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**<u>Academic Dishonesty</u>**: Honesty and integrity is expected of all students.  If you cheat on any exam or assignment you will receive an automatic "F" for that exam or assignment and possibly a failing grade for the course. This includes plagiarism of written work. Please give authorship credit as necessary. Your paper **<u>will be</u>** checked for plagiarism, so be sure to use citations when called upon. Do not reuse a paper that was previously used in another class. Do not consult your neighbors when providing answers for Top Hat.

**<u>Classroom Conduct</u>**: I expect that all of us in this class conduct ourselves as responsible adults and exhibit at all times respect for others.   Students are advised that the University of Nebraska-Lincoln's policy of non-discrimination and non-harassment on the basis of race, gender, color, national origin, religion, ethnicity, sexual orientation, or disability will be observed.  Actions of this nature will not be tolerated during class activities.  If you have concerns in this area, please contact me immediately or contact the Department Chair, Dr. Dennis Duchon.


**<u>Late-Work Policy:</u>**
No late assignments will be accepted except in case of emergencies (documentation, such as a doctors' notes is required; contact the professor). These rules apply to everyone in the class, and exceptions to individual students would be unfair to other students, so please do not request exceptions unless a genuine emergency is the reason for tardiness. Please pay full attention to deadlines to avoid issues. Make-up exams will not be

administered unless a student can provide legitimate documentation **prior** to the exam's date.

Grading Scale
97% and above = A+
92 - 96 = A
90 - 91 = A-
87 - 89 = B+
82 - 86 = B
80 - 81 = B-
77 - 79 = C+
72 - 76 = C
70 –71 = C-
67 - 69 = D+
62 - 66 = D
60- 61  = D-
59 and below = F
Note: 0.5 and above rounds off to higher number, below 0.5 to the lower number.  For example, if you get exactly 91.64% of the points, you will receive an "A".  If you get 91.44%, you will receive an "A-." Please do not ask me to round up, for example, 86.40% to a B+, it will be rounded down to a B.

| Class Period | Topic / Assignments (All times USA Central) |
|---|---|
| Aug 25th | Introductions & Class Organization<br>Complete by Aug 25th:<br>-Acquire Textbook<br>-Acquire Top Hat<br>-Review Syllabus |
| Aug 27th | What is Human Resource Management?<br>Complete by Aug 27th:<br>-Read Chapter 1 |
| Sept 1st | HR Strategy and Planning<br>Introduce Job Analysis<br>Complete by Sept 1st:<br>-Read Chapter 2 |
| Sept 3rd | Job Analysis, Job Design, and Job Crafting<br>Complete by Sept 3rd:<br>-Read Chapter 4 |
| Sept 8th | Legal Considerations<br>Complete by Sept 8th:<br>-Read Chapter 3 |
| Sept 10th | Legal Considerations Continued<br>Introduce Recruitment<br>Complete by Sept 10th: |

| | |
|---|---|
| | -Read Chapter 6 |
| Sept 15th | Recruitment<br>Complete by Sept 15th:<br>-Review Chapter 6<br>**-Paper Abstract due by 5PM** |
| Sept 17th | Selection and Person-Job Fit<br>Complete by Sept 17th:<br>-Read Chapter 7 |
| Sept 22nd | Selection<br>Complete by Sept 22nd:<br>-Review Chapter 7 |
| Sept 24th | **EXAM 1** |
| Sept 29th | Training<br>Complete by Sept 29th:<br>-Read Chapter 8 |
| Oct 1st | Training Continued<br>Complete by Oct 1st:<br>-Review Chapter 8 |
| Oct 6th | Development<br>Complete by Oct 6th:<br>-Read Chapter 9 |
| Oct 8th | Development Continued<br>Complete by Oct 8th:<br>-Review Chapter 9 |
| Oct 13th | HR Relations and Retention<br>Complete by Oct 13th:<br>-Read Chapter 5 |
| Oct 15th | HR Relations and Retention Continued<br>Complete by Oct 15th:<br>-Review Chapter 5 |
| Oct 20th | NO CLASS: FALL SEMESTER BREAK |
| Oct 22nd | Performance Management<br>Complete by Oct 22nd:<br>-Read Chapter 10 |
| Oct 27th | Performance Management Continued<br>Complete by Oct 27th:<br>-Review Chapter 10<br>**-Rough Draft due by 5PM** |
| Oct 29th | **EXAM 2** |
| Nov 3rd | Compensation I<br>Complete by Nov 3rd:<br>-Read Chapter 11 |
| Nov 5th | Compensation II<br>Complete by Nov 5th:<br>-Read Chapter 12 |
| Nov 10th | Benefits |

| | Complete by Nov 10th:<br>-Read Chapter 13 |
|---|---|
| Nov 12th | Risk Management and Worker Protection<br>Complete by Nov 12th:<br>-Read Chapter 14 |
| Nov 17th | Employee Rights and Responsibilities<br>Complete by Nov 17th:<br>-Read Chapter 15 |
| Nov 19th | Employee Rights and Responsibilities Continued<br>Complete by Nov 17th:<br>-Review Chapter 15 |
| Nov 24th | Unions<br>Complete by Nov 24th:<br>-Read Chapter 16 |
| Nov 26th | NO CLASS: THANKSGIVING VACATION |
| Dec 1st | Employee Resource Groups<br>Complete by Dec 1st:<br>-Review for Final Exam |
| Dec 3rd | 'Buzz Terms' (Engagement)<br>Complete by Dec 3rd:<br>-Review for Final Exam<br>**-Final Draft due by 5PM** |
| Dec 8th | Future of HR<br>Complete by Dec 8th:<br>-Review for Final Exam |
| Dec 10th | Review<br>Complete by Dec 10th:<br>-Come prepared with final questions |
| Dec 15th | NO CLASS: FINALS WEEK |
| Dec 17th | **Final Exam**<br>1:00PM-3:00PM |