Human Resource Management

> Why should YOU care a lot about a human resources class??
>
> 1. Learn how employment laws affect you.
>
> 2. Learn how to identify good organizations.
>
> 3. Learn how to fix bad ones.

Date	Topics, and chapters to read before class	Other readings and assignments
Day 1	Course Intro Chapter 1	-
Day 2	(continued)	-
Day 3	Ch. 2 EEO The Legal Environment	Due Today: Using the situation of someone you know, discuss one of the employment laws in Chapter 2 that you find particularly relevant or interesting. Keep the person's story brief, and focus on aspects of the law, whether positive or negative. 1. Imagine you are working for the employer's human resources department, and defend/explain the company's position from the company's point of view. (one-half page) 2. Imagine you are the person, and explain his or her position. (one-half page) Later today you will receive a file with the various situations identified by the students in the class. You should then work on this and turn in the assignment that is identified below for next class.
Day 4	(continued)	-
Day 5	Ch. 3 Implementing EEO	Due Today: You received a file discussing various employment law situations identified by your classmates. Imagine you are a government representative from the Equal Opportunity Employment Commission.

		1. Using the legal information contained in Chapter 2 EEO The Legal Environment and in the Chapter 2 slides, write a one-paragraph opinion for each case based on the company's and person's statements. In other words, how do you think the law applies in each case? (one paragraph for each situation) 2. Based on Chapter 3 Implementing EEO, discuss what if anything needs to be done to resolve each situation. Does the company need to do something to comply with the law and make things right? Are there any patterns of discrimination? (one paragraph for each situation)
Day 6	(continued)	In-class Boeing EEO exercise 3 groups—employee, company, EEOC
Day 7	Ch. 4 Job Analysis and Design	-
Day 8	(continued) + review Chapters 1-4	-
Day 9	First Exam-Chapters 1-4	-
Day 10	Video: Endurance	By today: read all three chapters 5, 6, 7
Day 11	Ch. 5 HR Planning	DUE TODAY: Paper on the video from the last class: HR has changed since the time of yesterday's video. For this paper you should focus on Chapter 1 Intro, Chapter 5 HR Planning, and today's Chapter 6 Recruiting. 1. Which principles and practices does the leader follow? (half-page) 2. Which ones does he not follow? (half-page) 3. What do you think is the single most interesting lesson in yesterday's video about human resource management, and why? (1 page)
Day 12	Ch. 6 Recruiting	-
Day 13	Ch. 6 continued Ch. 7 Selecting	-
Day 14	Ch. 8 Orientation and Employee Training	DUE TODAY: 1. Drawing on Chapters 5-8, discuss the specific strengths and weaknesses of a places you have worked. (half-page) 2. Explain _why_ the place was strong or weak in those areas. How do you think it came to be that way? (half-page)
Day 15	Second Exam Chapters 5-8	-
Day 16	Ch. 9 Management and Organizational Development	-
Day 17	Ch. 10 Career Development	-
Day 18	Ch. 11 Performance Management	Application: 60 Minutes, Evidence of Innocence—Michael Morton Re career development and performance management
Day 19	Ch. 12 Organizational Reward	-

	Systems	
Day 20	Continue and review Ch 9-12	-
Day 21	Third exam Chapters 9-12	-
Day 22	Brief Video: The Devil's Miner Union History Ch. 17 Employee Relations	-
Day 23	Ch. 18 The Legal Environment and Structure of Labor Unions	-
Day 24	Ch. 19 Union Organizing Campaigns and Collective Bargaining	-
Day 25	(continued)	-
Day 26	Video-up air	-
Day 27	-	Discuss video
Day 28	TBA	LAST DAY OF CLASS
	FINAL	Due Today: Course feedback assignment.

Catalog description: Topics include: employment, training, employee services, compensation, industrial relations, and legal constraints.

Goals and objectives: This course will cover the human resources (HR) function in depth, including the role and history of HR, planning for personnel, recruiting and selecting employees, training and developing employees, pay and other rewards, employee benefits and well-being, and the history and nature of labor unions.

Textbook: Human Resource Management, by Byars and Rue, with additional readings at times.

Grading: It's simple—to pass the course, demonstrate that you understand and can apply course concepts and skills.

Papers: **All papers to be double-spaced, 1" text margins, Times Roman 12-point, no cover page**. Papers are part of preparation. They are due in class—no late papers. They are graded with a 1 (bad), 2 (good), or a 3 (very good).
    How to get a 2 or a 3:
        a. Proofread/spellcheck your paper.
        b. Correct spelling and grammar.
        c. Answer the question.
        d. Ask friends/family to read what you wrote, and show them the question.
    How to get a 1: Don't do the above things.

Preparation/participation: I will arrive on-time, prepared, awake, and ready to participate. Please respect your classmates and do the same.   Ask thoughtful questions, raise interesting points, do the readings and written assignments, and take part in in-class activities.

You start the semester with no participation points and build points by demonstrating a consistent pattern of behavior. Being unprepared for or missing a single class will not affect

your participation grade, but missing several classes or showing a pattern of poor preparation will. The following is a general guide, not a strict rule, on how points will be assigned based on expected behaviors.

0/20   Poor attendance/timeliness/preparation and/or being distracted by electronics.

8/20   Inconsistent attendance/preparation or participation in discussion & exercises. Writing shows mediocre preparation, content, and editing.

13/20   Consistent attendance/preparation, regular participation in discussion and exercises. Writing shows solid preparation, content, and editing.

20/20   Consistent insight - great questions, applies and integrates concepts, helps classmates by asking them questions and providing constructive feedback when appropriate, demonstrates leadership. Writing shows outstanding preparation, content, and editing.

Grade Breakdown
Preparation/participation/papers 20 points, first exam 20, second exam 20, third exam 20, final exam 20.

The points total for the course is 100. An A is 90 and above, B 80-89, C 70-79, D 60-69, F below 60. There are no plusses or minuses.