

HTM 260: Hospitality Personnel Management

**Class #30680**

Thompson 104: T/Th: 08:00-09:15

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OFFICE HOURS: Tuesday 11:00-15:00 **Others by appointment only**

Textbook: Dicenzo, D.A. & Robbins, R.P. **Fundamentals of Human Resource Management**, 2007 (9/e) ISBN: 978-0-470-00794-5, John Wiley & Sons, Inc. and InterWrite PRS RF Clicker

**Course Objectives (Each chapter has specific learning objectives at the beginning of all chapter).**

- 1. To read and comprehend textbook material (there are no shortcuts)**
- 2. To be self-motivated and task-oriented in developing the skill set needed to be successful in this class**
- 3. To listen carefully to lectures and ask questions when issues are not clear, and**
- 4. To understand performance-based grading versus effort-based grading**

**Grading Scheme: All Exams and Quizzes will be T/F, MC, Fill-in, and/or Matching.  
THERE IS NO EXTRA CREDIT WORK  
THERE IS NO FINAL EXAM**

**Exams: 75% (best 3 Exam scores): IN CLASS EXAMS**

Make-up work for missed exams will be at the discretion of the instructor and will follow University guidelines as follows:

See [http://www.umass.edu/registrar/gen\\_info/class\\_absence.htm](http://www.umass.edu/registrar/gen_info/class_absence.htm)

**Attendance: 10% as monitored by the Personal Response System (PRS)**

**Quizzes & In-Class Exercises: 15% as monitored by the PRS**

**Schedule of Classes**

<b>September</b>	<b>4</b>	Orientation: How to be successful in this class	
	<b>6</b>	Ch 1: Strategic Implications of a Dynamic HRM Environment	
	<b>11</b>	Ch 2: Fundamentals of HRM	
	<b>13</b>	Ch 2: Fundamentals of HRM	
	<b>18</b>	Ch 3: Equal Employment Opportunity READ Class Cancelled due to illness	
	<b>20</b>	Ch 3: Equal Employment Opportunity READ Class Cancelled due to illness	
	<b>25</b>	Exam 3 in class Review	
	<b>27</b>	<b>EXAM 1: 40 Questions _ Chapters 1-3</b>	
	<b>October</b>	<b>2</b>	Ch 4: Employee Rights & HR Communications
		<b>4</b>	Ch 5: Human Resource Planning & Job Analysis
<b>9</b>		<b>NO CLASS – Monday Schedule</b>	
<b>11</b>		Ch 5: Human Resource Planning & Job Analysis	
<b>16</b>		Ch 6: Recruiting	
<b>18</b>		Ch 6: Recruiting	
<b>23</b>		<b>EXAM 2: 40 Questions</b>	
<b>25</b>		Ch 7: Foundations of Selection	
<b>November</b>	<b>30</b>	Ch 8: Socializing, Orienting& Developing Employees	
	<b>1</b>	Ch 8: Socializing, Orienting& Developing Employees	
	<b>6</b>	Ch 9: Managing Careers	
	<b>8</b>	Ch 9: Managing Careers & Exam 3 Review	
	<b>13</b>	<b>Exam 3: 40 Questions</b>	

	15	Ch 10: Enhancing the Performance Management System (Guest Speaker TBA)
	20	Ch 11: Establishing Rewards & Pay Plans (Guest Speaker TBA)
	22	<b>NO CLASS – Thanksgiving Break</b>
	27	Ch 12: Employee Benefits
	29	Ch 12: Employee Benefits & Exam 4 Review
<b>December</b>	4	<b>EXAM 4: 40 Questions</b>
	6	Ch 13: Ensuring a Safe & Healthy Work Environment
	11	Ch 14: Understanding Labor Relations & Collective Bargaining
	13	Ch 14: Understanding Labor Relations & Collective Bargaining

**Grading Scale:**

92.5 and above	A
90:00 - 92.49	A-
87.50 - 89.99	B+
82.50 - 87.49	B
80:00 - 82.49	B-
77.50 - 79.99	C+
72.50 - 77.49	C
70:00 - 72.49	C-
67.50 - 69.99	D+
60:00 - 67.49	D
Less than 60	F

**Anyone caught cheating on Exams, Quizzes, or in-class exercises (including PSR entries) will fail the exercise in question.**