

HTM 260
Introduction to Human Resource Management
Spring 2008
Tu/Th: 08:00-09:15
Thompson 104

Dr. Jeffrey A. Fernsten Flint 210 jfernsten@ht.umass.edu (413) 545-4046

OFFICE HOURS: Wednesday 13:00-16:00

Others by appointment only

Textbook: Mathis, R.L.. & Jackson, J.H. **Human Resource Management**, 2008 (12/e), Thomson/South-Western

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 (focused)**
- 3. To listen carefully to lectures and ask questions when issues are not clear, and**
- 4. To actively participate in class activities. You will always need a pen, paper, a #2 pencil and/or an eraser so that I ascertain verification for both attendance and participation**

Grading Scheme: All Quizzes & Exams will be T/F, MC, Fill-in, Short Answer and/or Matching¹.

THERE IS NO EXTRA CREDIT WORK

THERE IS NO FINAL EXAM

How your grade will be figured:

Exams:60% (Exam 1 = 15%, Exam 2 = 15%, Exam 3 = 15%, Exam 4 = 15%)

Quizzes: 25% (Unannounced: 5 in total)

Attendance & Participation: 15%

Make-up work for missed exams and quizzes 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 for the complete policy.

University policy on Class Absences for Religious Observances requires students to notify instructors in advance that they will miss class in order to observe a religious holiday. You are to provide a written list of such days within one full calendar week after enrollment in the course, or by February 8, 2008 **provided that the instructors list this requirement and deadline on the course outline or other handouts.**

Note: You are responsible for reading each chapter for the day that it will be discussed in class. For example from below:

Th 1/31 Chapter 1: The Nature of Human Resource Management means that you should buy the book and read the first chapter for this Thursday's class.

¹ All exam questions will be randomly selected from the test bank to give all students the same opportunity

Schedule of Classes

Tu	1/29	Orientation, RRPP, Attendance
Th	1/31	Chapter 1: The Nature of Human Resource Management
Tu	2/5	Chapter 1: The Nature of Human Resource Management
Th	2/7	Chapter 2: Strategic HR Management and Planning
Tu	2/12	Chapter 2: Strategic HR Management and Planning
Th	2/14	Chapter 3: Organization/Individual Relations and Retention
Tu	2/19	NO CLASS – Monday Schedule
Th	2/21	Chapter 3: Organization/Individual Relations and Retention
Tu	2/26	EXAM 1: Chapters 1-3 (45 questions)
Th	2/28	Chapter 4: Legal Framework of Equal Employment
Tu	3/5	Chapter 4: Legal Framework of Equal Employment
Th	3/7	Chapter 5: Managing Equal Employment and Diversity
Tu	3/11	Chapter 6: Jobs and Job Analysis
Th	3/13	Chapter 6: Jobs and Job Analysis

March 15-24 Spring Break

Tu	3/25	Chapter 7: Recruiting in Labor Markets
Th	3/27	Chapter 8: Selecting Human Resources
Tu	4/1	EXAM 2: Chapters 4-8 (45 questions)
Th	4/3	Chapter 9: Training Human Resources
Tu	4/8	Chapter 10: Talent Management and Development
Th	4/10	Chapter 10: Talent Management and Development
Tu	4/15	Chapter 11: Performance Management and Appraisal
Th	4/17	Chapter 11: Performance Management and Appraisal
Tu	4/22	EXAM 3: Chapters 9-11 (45 questions)
Th	4/24	Chapter 12: Total Rewards and Compensation
Tu	4/29	Chapter 13: Variable Pay and Executive Compensation
Th	5/1	EXAM 4: Chapters 12-13 (45 questions)
Tu	5/6	Chapter 14: Managing Employee Benefits
Th	5/8	Chapter 15: Risk Management and Worker Protection

**YOU CAN ACCESS THE STUDENT COMPANION SITE BY
USING THE ACCESS CODE ATTACHED TO THE INSIDE OF
THE TEXTBOOK**

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