

MGT 314: Human Resource Management Fall 2007

Professor Melissa Woodard

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DESCRIPTION

This is the introductory course in human resource management (HRM). It describes the objectives, activities and practices involved in managing people in organizations. The course stresses an analytical and systematic approach to human resource management. We'll explore the role of HR managers and key elements of the environment within which they must function. We'll also examine the major HR activities such as staffing, compensation, training and development, etc., in domestic as well as international settings. The major objectives for the course are to:

1. Survey the major decisions and developments involved in HRM.
2. Provide an overall framework for managing human resources.
3. Face human resource issues and develop some of the skills for making HR decisions.

TEXT

Noe, Hollenbeck, Gerhart & Wright. Fundamentals of Human Resource Management, 2nd Edition. Available at Amherst Books (8 Main Street), Amherst

PROCEDURES

Classes consist of lectures and often of discussions or group activities. All readings are to be done prior to the class period for which they are assigned.

GRADING

Grades will be determined as follows:

| | |
|--------------------|-----|
| Group Project | 35% |
| Exams (2) | 40% |
| In-Class Exercises | 10% |
| Participation | 15% |

Group Project: The group project will be completed over the course of the semester, in two phases. It will require you to take on the role of HRM consultant and develop a set of procedures for a group of jobs in an organization of your choice. Your grade will be based on written reports and peer evaluations. More specific information will be provided when the project is assigned.

Exams: Two in-class exams will cover course material not addressed in the group project. Exams will consist of multiple choice and short essays.

In-Class Exercises: I will periodically ask you to complete a brief assignment in class. For example, I may ask you to discuss your opinions on an issue. You may also be required to read a short article, on which you will be quizzed. There will be *no make-ups* for these exercises.

Participation: It is important that you come to class prepared to discuss the readings. 15% of your grade will be based on your participation in class discussion.

POLICIES

- 1) Written assignments must be handed in on time, unless there is **prior** approval from me due to a medical illness or emergency **documented** in writing. Papers will automatically be lowered by one full grade for every day that they are late.
- 2) All written assignments must be **typed and double-spaced**. If you anticipate any difficulties adhering to this policy, speak to me about it as soon as possible.
- 3) Classroom attendance is important and expected. Material not covered in the text will be presented in class. **Please note that you will need much of this information in order to do well on both the group project and the exams. Also, you may be quizzed on articles that I hand out in class.** It will therefore be very important for you to determine what you missed when you are unable to attend class. Attendance will be taken at each class.
- 4) Every effort is made to insure that exams and assignments are graded consistently and impartially. However, to ensure consistency and fairness in grading, the following procedure will be followed in those instances where students believe a significant mistake was made in grading their work.
 - Within one week after the graded work has been returned, submit a **written** note to me describing the nature of the grading issue. This note should briefly and objectively describe how the exam or assignment response, as **written**, satisfied the requirements better than is indicated by the grade. Grades not appealed within one week of the work's return will be not be changed.
 - Within one week of receiving the written appeal, I will review and respond in writing.
 - If, after considering my response, the student wishes further discussion with me, a meeting will be scheduled. A final decision will be made following this meeting, and the student will be informed of the outcome.
 - When an appeal is submitted, I may re-grade the entire assignment to ensure that no other errors were made. This may result in either no change, an increase, or a decrease in the original grade assigned.
- 5) Anyone caught plagiarizing another person's work on a paper will automatically fail the course and be reported to the University. The UMass Amherst Academic Regulations (p. 7) and Code of Student Conduct (p. 28) define plagiarism as: "Knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes submitting without citation, in whole or in part, pre-written term papers of another or the research of another, including but not limited to commercial vendors who sell or distribute such materials."
- 6) I cannot emphasize this last item enough. If you are experiencing any problems with coursework, please come and talk to me - **before** the end of the semester. I will do all that I can to help you, but the longer you wait, the less I can do for you.

COURSE OUTLINE

| DATE(S) | TOPIC | ASSIGNMENTS |
|----------------|--|---------------------------------|
| 9/10 | Overview | Text, Ch. 1 |
| 9/12 | Strategy and HR Planning | Text, Ch. 2 & 5 (pp. 137-152) |
| 9/17 | Work on group projects (in class) | |
| 9/19-10/1 | The Legal Environment | Text, Ch. 3 (pp. 66-87) |
| 10/3 | Analysis and Design of Work | Text, Ch. 4 |
| 10/3 | TASKS 1 & 2 OF GROUP PROJECT DUE (Draft) Two Copies | |
| 10/9 | Recruitment | Text, Ch. 5 (pp. 152-166) |
| 10/10 | EXAM 1 | Text, Ch. 1-5 |
| 10/15 – 10/17 | Selection | Text, Ch. 6 |
| 10/22 | Work on group projects (in class) | |
| 10/24 | PHASE 1 OF GROUP PROJECT DUE | |
| 10/24 – 10/29 | Performance Appraisal | Text, Ch. 8 |
| 10/31 | Compensation | Text, Ch. 11 & 12 |
| 11/5 | Work on group projects | |
| 11/7 | In-class Interviews | |
| 11/14 – 11/19 | Compensation | |
| 11/21 | Employee Benefits | Text, Ch. 13 |
| 11/26-11/28 | Employee Rights and Relations | Text, Ch. 10, Ch. 3 (pp. 88-98) |
| 12/3 | Labor Relations | Text, Ch. 14 |
| 12/5 | EXAM 2 | Text, Ch. 10, 12, 13, 14 |
| 12/10 | Special Issues in Global HRM | Text, Ch. 15 |
| 12/12 | Work on group projects (in class) | |
| 12/17 | PHASE 2 OF GROUP PROJECT DUE | |