

MGT314 - Human Resource Management
Fall 2007

Professor M. Cecilia McMillen, Ph.D.

Syllabus

Introduction to the Course

This course is an introduction to human resource management, and will provide the necessary background for students to understand and work with human resource concerns such as recruitment, selection, training, performance appraisal and compensation. In this introductory course, we will be paying attention to the context of Human Resource Management: its fundamental premises and key practices to ensure fair treatment to all employees, and create a climate where employee motivation can flourish. Then, we will cover the fundamental HRM activities of recruiting and selecting employees, training them, rewarding them and evaluating their performance. We will also discuss employee rights and privileges, as well as labor relations.

Throughout the course, we will be learning HRM concepts through readings and lectures, and applying them to situations in organizations by using cases, exercises and homework assignments.

Required Text

The required text for this course is Human Resource Management: A Managerial Tool for Competitive Advantage, Fourth Edition, by Lawrence Kleiman. It is a paperback book, ISBN number 1-59260-268-1, published by atomicdog publishing. This text is available from the Jeffrey Amherst bookstore in town. You can also purchase it new or used through online vendors. Make sure you buy this book in time, because we will start working with it immediately.

If you purchase a new text, you will automatically get access to the atomicdog.com website, which has a number of student study aids when you register for the site. For example, it has chapter quizzes containing the end-of chapter multiple choice questions as well as other types of questions and their answers. If you buy the book used, and want access to the online version, you'll have to pay an additional fee. You are NOT required to have the online access. It is entirely voluntary.

Office hours and contact information

It is best to make an appointment ahead of time to see me during my office hours on Tuesday, Wednesday and Thursday. My office is on the third floor of the Isenberg building: SOM 332. You can also see me before and after class in our classroom. This semester's office hours are as follows:

Tuesdays 11:00 a.m. – 12:00 noon and 3:00 – 4:00 p.m.

Wednesdays: 2:00 p.m. – 4:00 p.m.

Thursdays: 11:00 a.m. – 12:00 noon

The best way to reach me is to use e-mail: mcmillen@mgmt.umass.edu. Please do not hesitate to send me an e-mail if you have questions about an assignment, or if an emergency has arisen that will prevent you from coming to class.

Course Requirements

Attendance in all classes is required. Being present in class means that you attend each class, and come prepared having read the chapters and the exercises or cases that are assigned for that class.

NOTE: SPARK site for the course. This course will have a SPARK site. The site is not yet up; it will be available during the second week of class. If you are not familiar with SPARK, make sure you become familiar with it. All quizzes for the course will be available on SPARK only; we will not have any in-class quizzes. The midterm and the final will also be completed on SPARK.

The website will also have copies of the slide presentations I use in class, and of any additional articles I hand out during class, or assign as additional readings.

The attached course schedule will be your guide to what you should prepare for each class. The course schedule may be changed if circumstances warrant it. If the course schedule changes, I will post a new schedule on SPARK. If you misplace the syllabus and/or course schedule, you should go to the SPARK site for the course to download the syllabus and the current course schedule.

The website will also have copies of the slide presentations I use in class, and of any additional articles I hand out during class, or assign as additional readings.

The course schedule covers all of the topics that will be discussed in class. It is, however, subject to change at my discretion, so if you are not in class for a particular assignment that is not in the schedule, you should look in SPARK for any changes. If you lose the syllabus you can download a copy from SPARK. If you are unprepared for class, and cannot answer a question or complete a quiz, “I didn’t know we were covering this material” will not be an excuse.

1. Mid-term and Final

There will be a midterm and a final exam. The mid-term is scheduled in the course syllabus, and will be 20% of your grade. The final will be held per the official schedule, and is worth 20% of your grade. Both examinations will be available on SPARK.

Because these exams will be available online, and you will have three days during which you may complete them, there will be no make-up exams.

2. Chapter Quizzes.

You are required to complete all Chapter Quizzes on the SPARK site. These will be bi-weekly quizzes based on the end-of-chapter multiple choice questions as well as questions drawn from our class discussions. Due dates for the quizzes will be announced in class and on your SPARK course home page, beginning with the second week. You can, of course, complete the quizzes before the due date each week. Your grades on these quizzes will make up 25% of your course grade. Please note that you will not get credit for these quizzes if you do not complete them by the deadline indicated.

3. Group Research project.

You will be asked to do a group research project. This project will be worth 20% of your grade, and will be assigned during the third week of class.

4. Class participation.

Your participation in class will account for 15% of your grade, and will be based on attendance, and assigned or in-class exercises. Please make sure you let me know in advance by e-mail if you will need to be absent from class.

A note on academic honesty

As you carry out your group project, or any assignment that requires you to discuss a question, write an essay, or complete a take-home exam on an individual basis, please keep in mind the University's policy on academic dishonesty. Specifically in this course, individual assignments must be completed individually; this applies obviously to midterm and final exams which you will be taking on your own on SPARK. In any written assignment, the rules for using copyrighted material are quite clear: any time you use someone else's published words, whether from the Internet, the textbook, or from articles or cases provided in class, you must set them out in quotation marks and refer to the author and the publication from which you took the quotation. Not doing so will result in discipline consistent with the University Policy.

The following scale will be used for grading:

From	To	Grade		From	To	Grade
96	100	A		66	70	C
90	95	A-		60	65	C-
85	89	B+		56	59	D+
80	84	B		51	55	D
75	79	B-		0	50	F
71	74	C+				

