



## **Bridgewater State University**

### **MGMT 140 - Human Resource Management**

#### **Course Information**

Semester: Summer 2022 (July 11 – August 5, 2022)

Credit: 3

Professor Name: TBA

E-mail: TBA

#### **Course Description**

This course allows students to understand ways in which managers acquire; train appraises and compensates employees while at the same time attending to aspects related to labor relations, health, and safety as well as fairness concerns. It is designed to facilitate learning about personnel function within profit and nonprofit organizations. The course covers the procurement, development, compensation, integration, and maintenance of personnel.

#### **Learning Objectives:**

Upon completion of this course, students will be able to:

- learn the basic concepts of the field of Human Resource Management.
- develop an understanding of how laws, organization strategy, recruitment, placement, talent management, training and development, compensation, and topics that enrich HRM affect Human resource management in organizations.
- provide knowledge of contemporary issues, principles, and practical techniques associated with effective Human Resource Management.
- develop an understanding of macro issues that enrich the field of human resource management such as ethics, labor relations, employee safety, and health and global human resources.
- analyze the work of human resource managers in influencing work performance among individuals and teams, through discussion presentations and case exercises.
- develop an understanding of the laws and theories used in Human Resource Management.

## Required Text

Dessler, G. (15Ed). 2016. Human Resource Management, 15th edition. Upper Saddle River, NJ: Pearson. ISBN13: 9780134235455

**Assigned Readings:** Some class sections will have assigned readings posted on Blackboard, in addition to the text.

## Course Assignment, Requirements, and Grading

|    |     |    |     |    |     |    |     |
|----|-----|----|-----|----|-----|----|-----|
| A  | 95% | B+ | 86% | C+ | 77% | D+ | 67% |
| A- | 90% | B  | 84% | C  | 73% | D  | 63% |
|    |     | B- | 80% | C- | 70% | D- | 60% |

| Assignment                              | Points     | Percent of Grades |
|---|------------|-------------------|
| Preparation, Attendance & Participation | 50         | 10%               |
| Course Project – Paper                  | 100        | 20%               |
| Course Project – Presentation           | 50         | 10%               |
| Weekly Quiz (4*100)                     | 200        | 40%               |
| Final Exam                              | 100        | 20%               |
| Total                                   | <b>500</b> | <b>100%</b>       |

### **Hiring for a Position Project & Presentation (200 points; 20% of final grade):**

Students will identify a potential position in an organization of choice. Students are expected to do thorough background research on the position through research journal articles, books, internet resources, magazines, newspapers, etc. Using the concepts and materials learned in class chapters each group will prepare a paper/report (8-10 pages, double-spaced, 1" margins, and size 12 fonts). The report should include available examples that enhance the answer to the questions and pointers below. Your report should provide comprehensive answers to the following pointers:

- Which laws should be followed when hiring for your chosen position?
- Create a job analysis for the position. Include the job description and job specification for the position.
- Develop a recruitment and selection plan. Include the target area (internal or external), design an application form for the position and indicate the selection tools used.
- Explain what screening tools (tests) you would use for the position to achieve the best candidate that fits the organization.
- Design unstructured and structured interview questions for the position
- Give and explain the type of training required for the candidate in the position.

- Choose the technique you would use to appraise the position. Design an example of the areas you would evaluate.
- What retentive measures would you undertake to reduce turnover on the position?
- Develop a strategic pay plan for the position. Include ways in which you evaluated the position to formulate a competitive offer for the position. What benefits and services would you offer to be competitive?

## Project Evaluation Guide

|  |     |
|--|-----|
| <b>Organization:</b> Table of contents, sequence, subheadings, length of the paper, etc.   | 10% |
| <b>Grammatical:</b> Spelling, punctuation, grammar, etc.   | 10% |
| <b>Context:</b> Thorough completion of all questions   | 10% |
| <b>Information:</b> Extent you link your answers to class material Thorough connection to the class material and concepts learned. See instructions above  | 25% |
| <b>Effort:</b> Thoughtfulness and depth of introspection presented (Thoughtful answers are expected which show that you took the time to research about the chosen organization. Citation based on the APA format is a must.)                                      | 25% |
| <b>Presentation:</b> 15-minute presentation that relates to the research conducted. Grading will be based on the presentation evaluation from the students and instructor. 50% of the grade is based on students score, and 50% is based on the professor's score. | 20% |

APA, Sixth Edition format, should be followed in preparing the report. All referenced materials should be cited (See note on plagiarism below). The project requires a minimum of 30 hours to complete.

**Preparation, Attendance, & Participation (50 points, 10% of final grade):** All students are expected to come prepared for this class and to participate in class discussions and activities. Ten percent (10%) of the final grade will be based on attendance, preparation, and thoughtful, respectful participation in class. Excused absences due to illness, family emergencies, or religious beliefs and practices will not count toward this grade reduction. Students who need to miss any class for religious purposes should notify the instructor in advance. The absence will be excused, and the students will have an opportunity to make up any course work. Students who miss class for an extended period of time (3 or more days) should contact Student Affairs to document the reason for the absence. This will not necessarily excuse the absence, but will help the instructor determine how to address the absence. **Student with three unexcused absences will get "F" automatically.**

**Exams (300 points; 60% of grade):** There will be four quizzes and a final exam with 300 points (60% of the final grade). The Exams will be held in class on scheduled day, and will cover material from lectures and readings. The final will be a mixture of matching, short answer, fill in the blank, multiple choice, and short essays, and will also include application sections. Cell phones, iPad, computers or any digital devices will not be permitted for calculations or for any other reason.

Make-up exams are at the discretion of the course instructor. You **MUST** contact the instructor **PRIOR** to the exam if you will miss the exam. No make-up exam will be scheduled if you did not contact the instructor prior to the scheduled exam. (A timed/dated email is sufficient notice).

## **Policies**

**Classroom Behavior & Civility:** Being a Bridgewater State University student requires appropriate adult behavior and respect for others. Please be respectful of other students and of the instructor in all interactions, including lectures, group work, and in-class discussions. Students may use devices such as laptops and tablets to take notes during class. Class topics will sometimes benefit from in-class internet searches. At these times, students will be encouraged to use their computers and other devices to actively look up and share information. At all other times, students must turn off cell phones and refrain from texting, checking email, and surfing the internet during class. Students should arrive on time for class. No food in the classroom and drinks only in a spill-proof container. Class conduct will be reflected in the participation/preparation grade. Students will receive a flyer about class expectations on the first day.

**Recording Class:** No student may record any classroom activity without express written consent from the professor. If you have (or think you may have) a disability such that you need to record or tape classroom activities, you should contact the Office of Equal Opportunity Services, Disability Resources to request an appropriate accommodation.

**Academic Honesty:** All work should reflect each student's own abilities and efforts. Evidence of cheating or plagiarism will be referred to the Bridgewater State University administration for disciplinary action, and may result in zero credit for the assignment/exam. For written and oral work, any reference to the work or results of another person must give full credit, including a list of references with information about the source. Whenever a source's exact words are included, quotation marks must indicate that it is a quote from the source, followed by a reference to the source. Failure to give credit to the original author(s) is plagiarism, and is in violation of the Bridgewater State University academic honesty policy.

**Communication:** The official communication mechanism at Bridgewater State University is the assigned campus email. The instructor will communicate

information about the course with students via the Blackboard email system. Please check email regularly. In-depth questions for the instructor should be addressed in-person. Minor questions may be sent via email. The instructor will respond within 24 hours Monday-Friday, and within 48 hours over weekends or holidays. Any significant concern from the class should be addressed with the instructor through an appointment or during office hours; email is not an appropriate method to resolve significant concerns.

**Documented Disabilities:** Bridgewater State University is committed to providing an equal educational opportunity for all students. Please be aware that any request for special accommodations for testing must be made at least 24 hours prior to scheduled exams or the final exam.

**U.S. Copyright Law:** This course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor who knows which materials are copyrighted and which are not.

**Add/Drop:** Per Bridgewater State University policy, students have up to one week after the first day of classes to add or drop this course. Any missed coursework must be made up for those adding after the first assignment is due.

**BSU Notice of Non-Discrimination and Diversity**

Bridgewater State University is committed to a policy of non-discrimination, equal opportunity, diversity, and affirmative action. The University is dedicated to providing educational, working, and living environments that value the diverse backgrounds of all people. Furthermore, the Massachusetts Civil Rights Act ("MCRA," M.G.L. c. 12, §§ 11H, 11I, 11J) protects the rights of all residents of and visitors to Massachusetts to be free from bias-motivated threats, intimidation, and coercion that interfere with their civil rights. The MCRA protects the right to attend school, live peacefully, and enjoy other basic rights.

**Course Outline**

| Week     | Topic   | Assignment          |
|----------|---|---------------------|
| Week One | Introduction<br>Ch1: Introduction to Human Resource Management<br>Ch2: Equal Opportunity and the Law<br>Ch3: Human Resource Management Strategy and Analysis<br>Ch4: Job Analysis and Talent Management<br>Ch5: Personnel Planning and Recruiting | Quiz 1 (07/15/2022) |

|                   |   |   |
|-------------------|---|---|
| <b>Week Two</b>   | Ch6: Employee Testing and Selection<br>Ch7: Interviewing Candidates<br>Ch8: Training and Developing Employees<br>Ch9: Performance Management and Appraisal<br>Ch10: Managing Careers                                      | Quiz 2 (07/22/2022)   |
| <b>Week Three</b> | Ch11: Establishing Strategic Pay Plans<br>Ch12: Pay for Performance and Financial Incentives<br>Ch13: Benefits and Services<br>Ch14: Build Positive Employee Relations<br>Ch15: Labor Relations and Collective Bargaining | Quiz 3 (07/29/2022)   |
| <b>Week Four</b>  | Ch16: Employee Safety and Health<br>Ch17: Managing Global Human Resources<br>Ch18: Managing Human Resources in Small and Entrepreneurial Firms<br>Class Presentations   | Quiz 4 (08/03/2022) Class Project (08/03/2022)<br>Final Exam (08/03/2022) |