

**CATAWBA COLLEGE**  
**MGT. 2562: HUMAN RESOURCES MANAGEMENT**  
**Fall 2019**  
**ADM 329 MWF 12:00 - 12:50 pm**

**INSTRUCTOR:** Dr. Stephen R. Hiatt **OFFICE:** ADM 214

**OFFICE PHONE:** 704-637-4103 **HOME PHONE:** 704-279-9706 **CELL PHONE:** 704-798-6013

**eMail:** [shiatt@catawba.edu](mailto:shiatt@catawba.edu)

**TEXT:** The textbook is an eBook you purchase. Managing Human Resources by Snell, Morris, & Bohlander (18th edition) ISBN: 978-1-337-38723-1

## **I: General Information**

**Day, Time, & Location:** Monday, Wednesday, and Friday at 12 – 12:50 p.m. in ADM 329  
**Instructor:** Dr. Stephen R. Hiatt, Professor of Business Administration  
**Contact Information:** shiatt@catawba.edu, Office phone: 704-637-4103  
**Office Hours:** MWF 11 am to 11:50 am, 1pm to 2:50 pm and by appointment

## **II: Course Description & Rationale:**

An examination of major concepts, theories and practices in personnel management, with emphasis on job evaluation, selection and placement, employee development, employee relationships and industrial relations. Prerequisite: MGT 2501.

This course satisfies requirements of the the Management Concentration. It is an appropriate elective for students majoring in the Sports Management, Communications, Music Industry, and many other majors.

## **III. Required Textbook and Other Materials:**

**TEXT:** Managing Human Resources (18th edition) by Bohlander and Snell which comes with the Mindtap registration as explained below.

# How to access your MindTap course

---

Human Resource Management Fall 2019 12 p.m.

**Instructor** : Stephen Hiatt

**Start Date** : 08/19/2019

## What is MindTap?

MindTap empowers you to produce your best work – consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

## Registration

1. Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPNPQPNGTK2/initial-course-confirmation>
2. Follow the prompts to register your MindTap course.

## Payment

After registering for your course, you will need to pay for access using one of the options below:

**Online:** You can pay online using a credit or debit card, or PayPal.

**Bookstore:** You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

**Free Trial:** If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on **09/02/2019** during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class:

<https://www.cengage.com/dashboard/#/course-confirmation/MTPNPQPNGTK2/initial-course-confirmation>

## System Check

To check whether your computer meets the requirements for using MindTap, go to <http://ng.cengage.com/static/browsercheck/index.html>

Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.

**Course Key:** MTPN-PQPN-GTK2

## IV: Learning Outcomes:

Students will be able to...

1. Identify how firms gain a sustainable competitive advantage through people.
2. Explain the reasons behind passage of EEO legislation and its impact on HRM.
3. Discuss the various job characteristics that motivate employees.
4. Differentiate and explain the different adjustments in work schedules.
5. Explain the advantages and disadvantages of external and internal recruitment.
6. Describe the conditions that help make a career management program successful.
7. Describe the various decision strategies for selection.
8. Identify the types of training methods used for managers and nonmanagers.
9. Identify the characteristics of an effective appraisal program and the various methods used for performance evaluation.
10. Discuss the basic requirements for successful implementation of incentive programs.
11. Describe what management can do to create a safe work environment.

## V: Course Delivery and Assignments:

- a. This course will use lectures, a software learning tool, games for review, online discussion.*
- b. Course assignments*
  - a. Mindtap exercises (one per chapter to be completed online)*
  - b. Weekly Blackboard quizzes (one per chapter)*
  - c. Midterm Exam (50 Multiple Choice questions covering chapters 1 – 7)*
  - d. Final Exam (50 Multiple Choice questions covering chapters 8 – 12)*

## VI: Grades, Weights & Scale:

### Weights:

<i>Weekly quizzes</i>	=	<i>30%</i>
<i>Mindtap exercises</i>	=	<i>30%</i>
<i>Midterm Examination</i>	=	<i>20%</i>
<i>Final Examination</i>	=	<i>20%</i>

### Scale:

<i>A</i>	=	<i>100-92 %</i>	<i>A-</i>	=	<i>91-90%</i>			
<i>B+</i>	=	<i>89-88%</i>	<i>B</i>	=	<i>87-82%</i>	<i>B-</i>	=	<i>81-80%</i>
<i>C+</i>	=	<i>79-78 %</i>	<i>C</i>	=	<i>77-72%</i>	<i>C-</i>	=	<i>71-70%</i>
<i>D+</i>	=	<i>69-68 %</i>	<i>D</i>	=	<i>67-62%</i>	<i>D-</i>	=	<i>61-60%</i>

F < 60%

## **VII: Academic Integrity and the Catawba College Student:**

### **Honor Code**

*"As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably."*

### **Academic Dishonesty**

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, and lying about academic work. A student who submits the work of others, whether in whole or in part, without proper acknowledgement or permission, or who has falsified information within his own work, is in violation of the Honor Code, and is therefore subject to appropriate sanctions resulting from such a violation."

## **VIII: Attendance Policy:**

Regular preparation and class attendance are expected. More than TWO absences will result in a lowering of your final grade by 1 percentage points per absence.

## **IX: Missed Work Policy:**

Assignments are to be handed in on the dates specified. Late assignments will be penalized 5 percentage points per day late. Quizzes are to be taken on the dates scheduled. Late quizzes will be penalized by 5 percentage points per day late.

## **X: Electronic Device Policy**

Students may use laptop computers or pads for note taking. No cell phones or music players may be used during class. All electronic devices are prohibited when taking exams.

## **XI: Course Content**

<b>Topic</b>	<b>Hours</b>
The Challenge of the Human Resource Management	3
Strategy and Human Resource Planning	3
Equal Employment Opportunity and Human Resources Management	3
Job Analysis, Employee Involvement, and Flexible Work Schedules	3
Expanding the Talent Pool: Recruitment and Careers	3

Employee Selection	3
Training and Development	3
Appraising and Improving Performance	3
Managing Compensation	3
Pay-for-Performance: Incentive Rewards	3
Employee Benefits	3
Safety and Health	3

## **XII: Course Calendar & Due Dates**

<b>DATE</b>	<b>DAY</b>	<b>TOPIC/ASSIGNMENT</b>
August 21	Wednesday	Introduction and Orientation
August 23	Friday	Course <b>Pre-test</b> completed online Chapter 1: The Challenge of the Human Resource Management
August 26	Monday	Chapter 1: The Challenge of the Human Resource Management
August 28	Wednesday	<ul style="list-style-type: none"> <li>• Chapter 1 Game: Hiatt Game Show</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 1 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 1</li> </ul> <p><i>Last day to add a course and to file for December graduation</i></p>
August 30	Friday	Chapter 2: Strategy and Human Resource Planning
September 2	Monday	<b>LABOR DAY—NO CLASS</b>
September 4	Wednesday	Chapter 2: Strategy and Human Resource Planning
September 6	Friday	<ul style="list-style-type: none"> <li>• Chapter 2 Game: Horse Race</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 2 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 2</li> </ul>
September 9	Monday	Chapter 3: Equal Employment Opportunity and Human Resources Management
September 11	Wednesday	Chapter 3: Equal Employment Opportunity and Human Resources Management
September 13	Friday	<ul style="list-style-type: none"> <li>• Chapter 3 Game</li> <li>• Go into MindTap and click on the Mindtap for Chapter 3 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 3</li> </ul>
September 16	Monday	Chapter 4: Job Analysis, Employee Involvement, and Flexible Work Schedules
September 18	Wednesday	Chapter 4: Job Analysis, Employee Involvement, and Flexible Work Schedules
September 20	Friday	<ul style="list-style-type: none"> <li>• Chapter 4 Game: Cross Country Race</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 4 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 4</li> </ul>
September 23	Monday	Chapter 5: Expanding the Talent Pool: Recruitment and Careers
September 25	Wednesday	Chapter 5: Expanding the Talent Pool: Recruitment and Careers

September 27	Friday	<ul style="list-style-type: none"> <li>• Chapter 5 Game: Corporate Ladder</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 5 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 5</li> </ul>
September 30	Monday	Chapter 6: Employee Selection
October 2	Wednesday	Chapter 6: Employee Selection
<b>October 3</b>	<b>Thursday</b>	<b>Progress Reports Due</b>
October 4	Friday	<ul style="list-style-type: none"> <li>• Chapter 6 Game: Catawba Squares</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 6 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 6</li> </ul>
October 7	Monday	Chapter 7: Training and Development
		Chapter 7: Training and Development
October 9	Wednesday	<ul style="list-style-type: none"> <li>• Chapter 7 Game: Horse</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 7 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 7</li> </ul>
October 11	Friday	<b>REVIEW FOR MIDTERM</b>
<b>October 12 - 15</b>		<b>Fall Break</b>
October 16	Wednesday	<b>MIDTERM EXAM (Chapters 1-7)</b> (in Blackboard)
October 18	Friday	Chapter 8: Appraising and Improving Performance
October 21	Monday	Chapter 8: Appraising and Improving Performance
October 23	Wednesday	<ul style="list-style-type: none"> <li>• Chapter 8 Game: Who Wants to Get 100% on the next Quiz?</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 8 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 8</li> </ul>
October 25	Friday	Chapter 9: Managing Compensation
October 28	Monday	Chapter 9: Managing Compensation
<b>October 28 - 31</b>		<b>Registration for Spring &amp; Winter Term</b>
October 30	Wednesday	<ul style="list-style-type: none"> <li>• Chapter 9 Game: Deal or No Deal</li> <li>• Kahoot!</li> <li>• Go into MindTap and click on the Mindtap for Chapter 9 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>• MindTap Quiz on Chapter 9</li> </ul>
November 1	Friday	Chapter 10: Pay-for-Performance: Incentive Rewards
November 4	Monday	Chapter 10: Pay-for-Performance: Incentive Rewards

November 6	Wednesday	<ul style="list-style-type: none"> <li>Chapter 10: Game: Family Feud</li> <li>Kahoot!</li> <li>Go into MindTap and click on the Mindtap for Chapter 10 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>MindTap Quiz on Chapter 10</li> </ul>
November 8	Friday	Chapter 11: Employee Benefits
November 11	Monday	Chapter 11: Employee Benefits
November 13	Wednesday	<ul style="list-style-type: none"> <li>Chapter 11 Game</li> <li>Kahoot!</li> <li>Go into MindTap and click on the Mindtap for Chapter 11 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>MindTap Quiz on Chapter 11</li> </ul>
November 15	Friday	Chapter 12: Promoting Safety and Health
November 18	Monday	Chapter 12: Promoting Safety and Health
November 20	Wednesday	<ul style="list-style-type: none"> <li>Chapter 12 Game: Concentration</li> <li>Kahoot!</li> </ul>
November 22	Friday	<ul style="list-style-type: none"> <li>Go into MindTap and click on the Mindtap for Chapter 12 and complete this exercise. You may attempt it up to 3 times and your highest score will be your grade.</li> <li>MindTap Quiz on Chapter 12</li> </ul>
November 27 – December 1		<b>THANKSGIVING BREAK</b>
December 2	Monday	<b>Final Exam Review Game: Bowling</b>
December 4	Wednesday	<b>Post-test due online Study for Final Exam</b>
December 5	Thursday	<b>Study Day</b>
December 11	Wednesday	<b>FINAL EXAM (CHAPTERS 8 –12) (in Blackboard) 11:30 am – 2:30 pm</b>

### **XIII: Guest Lectures, Special Events, and Field Trips**

To be arranged.

### **XIV: Common Professional Component:**

<b>Common Professional Component (CPC) Concepts:</b>	Contact Hours
Summary of (CPC) Concepts:	-----
<b>Functional Areas:</b>	-----
Marketing	
Business Finance	
Accounting	
Management	<b>45</b>



<b>The Business Environment:</b>	-----
Legal Environment of Business	<b>6</b>
Economics	
Business Ethics	
Global Dimensions of Business	<b>3</b>
<b>Technical Skills:</b>	-----
Information Systems	<b>3</b>
Quantitative Techniques/Statistics	-----
<b>Integrative Areas:</b>	
Business Policies	<b>3</b>
Comprehensive Integration	
<b>Total Contact Hours</b>	<b>60</b>

## **XV: Notes on the Pre and Post Test**

**This course deploys both a pre-test and a post-test for assessment purposes. Students should *sincerely* attempt both since the results impact our accreditation status and thus the value of the business degree earned at Catawba College. To take the post-test you must have taken the pre-test. You may substitute your grade on the post-test for any Mindtap exercise or weekly quiz missed or for the lowest score on either.**

## **XVI: Miscellaneous but Important Items**