

Course Syllabus

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MGMT 3343

Human Resources Management

Course Description

This course will provide an overview of human resource management (HRM). HRM is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization, as it influences who is hired, how they are trained, evaluated, and compensated, and what steps are taken to retain them. In turn, HRM plays a critical role in predicting employees' behavior, attitudes, and performance. Put simply, if an organization wants good people, then it must practice good HRM. Throughout the course, we will focus on the role of managers and how they can develop and implement effective and efficient human resource practices that support the strategic objectives of their firms. We will focus on the everyday human resource decisions made by all managers (e.g., selection, evaluation, compensation, termination). Increasingly, the task of managing and developing people is shared between human resources and general managers.

Course Prerequisites

None.

Required Materials

[E-Book Registration Details](#)

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2019). Fundamentals of human resource management. (8th ed.) New York, NY: McGraw-Hill/Irwin.

Additional Resource Materials:

Publisher's Web site: <http://www.mhhe.com> [_\(http://www.mhhe.com\)](http://www.mhhe.com)

Another useful Web site: <http://www.shrm.org/> [\(http://www.shrm.org/\)](http://www.shrm.org/)

Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

Program Learning Outcomes:

Students completing the Bachelor of Science (BS) in Business Administration are expected to:

- **Business Communication:** Become effective in both oral and written communication.
- **Teamwork and Collaboration:** Demonstrate leadership in effective collaboration, interacting and contributing as a team member to meet stated goals.
- **Social and Corporate Responsibility:** Exercise the ability to articulate the impact of corporate social responsibility for business and society.
- **Ethics and Christian Servant Leadership:** Model a clear perception of business ethics based on Christian principles and utilize leadership skills that reflect Christian servant leadership principles.
- **Problem-Solving and Decision Making:** Apply critical thinking skills to identify and solve problems using various analytical tools and technology.

Course Learning Outcomes

CLO#1	<p>Upon successful completion of this course, students will be able to understand key human resource practices in today's organizations by:</p> <ol style="list-style-type: none"> 1. Build critical thinking skills by analyzing how human resource practices can support a firm's strategic objectives and enhance long-term firm performance as strategic partners 2. Describe the major human resource management (HRM) functions such as recruitment, selection, career development, performance evaluation, training and development, compensation and benefits, safety and health, and labor relations.
CLO#2	<p>Upon successful completion of this course, students will be able to understand and describe the various laws and regulations that affect HRM (e.g., Employee Retirement Income Security Act [ERISA], Social Security, Americans with Disabilities Act [ADA], Occupational Safety</p>

	and Health Act [OSHA], Equal Employment Opportunity/Affirmative Action [EEO/AA], Age Discrimination in Employment Act [ADEA], and Family and Medical Leave Act).
CLO#3	Upon successful completion of this course, students will be able to identify reasons for labor-management disagreements and agreements, and explain the fundamental philosophies of each side.
CLO#4	Upon successful completion of this course, students will be able to identify and synthesize all knowledge into a personal philosophy of HRM by analyzing and measuring HR functions.

Course Learning Assignments and Assessments

Grading

Session Discussions	15%
Midterm Exam	10%
Final Exam	15%
Individual Homework/ Short Papers	20%
Individual Term Paper	25%
Individual Specialty Presentation	15%
Total	100%

Session Discussions – 15%

Each student is expected to complete the assigned readings prior to each session. Additionally, each student should be attentive to current information such as newspaper and magazine articles relevant to the subjects covered in the course. Also, each student should draw heavily on his or her own experiences related to human resources. Active participation in each discussion forum is essential. The following guidelines should be used for discussions:

- Complete the required readings and post each initial post by 11:55pm EST on Thursdays.
- Respond to at least two of your classmates and faculty by 11:55pm EST on Sundays.
- Each posting should be “substantive.” At least three to five sentences in length.
- Postings that move the discussions forward and provoke thought.

DISCUSSION BOARD GUIDELINES

The following guidelines should be used for discussion board posts:

- There are two discussion forums for each session.
 - Initial post should be at least 300 words
 - Peer responses should be at least 100 words
1. Discussion Board One initial post is due on Wednesday by 11:55 PM EST.
 1. Peer Response to at least two classmates/instructor, due by Saturday 11:55 PM EST
 1. Discussion Board Two initial post is due by Wednesday 11:55 PM EST.
 1. Peer Response to at least two classmates/instructor, due by Saturday 11:55 PM EST

Students should post an initial response by 11:55 pm on Wednesday and a reply to at least two classmates and faculty by 11:55 pm on Saturday.

Midterm Exam – 10%

The midterm exam will cover Chapters One through Nine. The exam will contain 33 questions. You will have 90 minutes to complete the exam. You will be given two attempts to complete the exam with the highest score being kept.

Final Exam – 15%

The final exam will cover Chapters 10 through 16 of the text. The exam will contain 30 questions. You will have 60 minutes to complete the exam. You will be given two attempts with the highest score being kept.

Individual Homework/ Short Papers – 20%

Session One

Prepare and submit the assigned 1.5 to 2 page paper with answers to the end –of–chapter case problems: Managing Talent / Walmart’s Struggle to Manage Diversity on a Grand Scale (pages 97-98). Your paper should be in APA format and your answers must demonstrate critical thinking and analysis. Discussion of the elements and application of the relevant HR principles must be evident. Do cite other relevant journal articles to support your arguments. APA format is expected for your document, complete

with cover and reference pages as appropriate. Please integrate appropriate biblical principles into your analysis.

Session Two

Prepare and submit a one and half to two-page paper on recruiting, selecting employees and placing them in jobs. Explain the process of recruiting and selecting employees (i.e., how this should be completed). Your answers must demonstrate critical thinking and analysis. Discussion of the elements and application of the relevant HR principles must be evident. Do cite other relevant journal articles to support your arguments. APA format is expected for your document, complete with cover and reference pages as appropriate.

Session Three, Five, & Six

Assigned reading and participation in discussion boards. Prepare for exams, presentations, and the Individual paper.

Session Four

Prepare and submit a one and half to two-page paper answering the questions on case study - Taking Responsibility: REI's Purpose Drives its Performance Management (pp. 327 – 328). Your answers must demonstrate critical thinking and analysis. Discussion of the elements and application of the relevant HR principles must be evident. Do cite other relevant journal articles to support your arguments. APA format is expected for your document, complete with cover and reference pages as appropriate.

Individual Term Paper – 25%

WHAT MAKES A GREAT PLACE TO WORK: Select three (3) corporations listed in Fortune magazine in the past five years as “one of the best companies to work for”, and submit an eight to 10 page paper explaining why they were selected, and identifying their specific and unique company benefits. Integrate all the key concepts learned in this course. The library can be helpful in assisting your research.

Include as part of your analysis your personal philosophy of Human Resource management and relevant biblical principles. The paper, which is due in Session Seven, is to be an individual effort. An outline of the paper is due in Session Two. The paper will be evaluated based on the appropriateness of the problem selected, the analysis and solution, and the overall clarity and effectiveness of the work. The paper should be eight to 10 pages in length, exclusive of appendices, table of contents, cover sheets, etc.

Please ensure that there are a minimum of six quality references and proper APA format followed.

Individual Specialty Presentation (Voice over Power Point) – 15%

1. Choose from one of six HRM specialties (Benefits, Safety/Health, Labor/Organizations, Rights/Negotiation, Recruitment and Selection, International HR) and become subject matter experts in the area. To do this, you will refer to the text and research the specialty in a publicly traded company.
2. Choose a company or organization publicly traded and located near you (eg. McDonald's).
3. Analyze the organization using one of the models in the text. Gather information on the HRM specialty chosen and present the findings in a voice over power point presentation.
4. Present the HRM findings to the class by posting a Microsoft PowerPoint presentation on the DISCUSSION BOARD presenting key learning points from the text and organizational analysis **and** uploading the presentation into the appropriate assignment space.
5. Choose two questions to post at the end of your presentation in the discussion forum so that your classmates can respond. (Part of participation grade points).

GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as “A” through “F” with appropriate plus and minus additions reflecting the following scheme:

Percentage Value	Letter Grade	Numeric Value for GPA
93-100	A	4.0
90-92	A-	3.7
86-89	B+	3.4
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.4
73-75	C	2.0
70-72	C-	1.7

65-69	D+	1.4
60-64	D	1.0
<60	F	0.0

Course Policies

Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Hybrid courses are a combination of online and classroom activities. Students are expected to attend all campus class meetings as well as to adhere to posted online deadlines for assignments. Face-to-face sessions are held once a week for three hours, and attendance is mandatory. Classroom attendance will be taken in class by the instructor.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

Late Assignment Policy

Assignments

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified. Students can expect a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment.

In the case of extenuating circumstances (such as hospitalization, child birth, major accident, injury or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. The instructor may waive the late penalty if the circumstances are justified.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

Discussions

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](https://www.swu.edu/online/computer-requirements/) provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to helpdesk@swu.edu or call 864.644.5050.

Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (under *Academic Honesty*).

Accommodations for Students with Disabilities

Southern Wesleyan University provides a variety of services for students with documented learning disabilities on a case-by-case basis. To qualify for services, students must contact SWU's Executive Director of Student Learning to begin the process of requesting accommodations. Contact Dr. Tonya Strickland at tstrickland@swu.edu or 864-644-5082 for more information.

Students can be assured of reasonable academic accommodations based on appropriate documentation as well as confidentiality in all matters of documentation and educational record.

Southern Wesleyan University is committed to creating a learning environment that meets the needs of its diverse student body without barriers to learning.

Tutoring, Writing Coaches, and Success Coaches

Peer tutoring is available for many SWU courses by advance appointment in the Student Success Center (2nd floor of Rickman Library in 225) or online. Drop-in appointments are also welcome as available.

Peer writing coaches are available in the Writing Center (inside the Student Success Center) or online by advance appointment. Students can submit their writing for review ahead of time. Drop-in appointments are also welcome as available.

Success coaches, who help with academic skills and connection to the SWU community, are also available in the Student Success Center by advance appointment. Drop-in appointments are also welcome as available.

Sign up here: swu.mywconline.com [\(https://swu.mywconline.com/\)](https://swu.mywconline.com/)

Course Summary:

Date	Details	Due
	 Final Exam (https://swu.instructure.com/courses/2528005/assignments/21746978)	
	 Individual Research Paper (https://swu.instructure.com/courses/2528005/assignments/21746995)	
	 Individual Specialty Presentation (https://swu.instructure.com/courses/2528005/assignments/21746982)	
	 Mid Term Exam (https://swu.instructure.com/courses/2528005/assignments/21746979)	
	 Session Five Discussion 5.1 (https://swu.instructure.com/courses/2528005/assignments/21746987)	
	 Session Five Individual Homework/Short Paper (https://swu.instructure.com/courses/2528005/assignments/21746996)	
	 Session Four Discussion 4.1 (https://swu.instructure.com/courses/2528005/assignments/21746988)	

Date	Details	Due
	 Session Four Individual Assignment (https://swu.instructure.com/courses/2528005/assignments/21746997)	
	 Session One Discussion 1.1 (https://swu.instructure.com/courses/2528005/assignments/21746990)	
	 Session One Individual Homework/Short Paper (https://swu.instructure.com/courses/2528005/assignments/21746998)	
	 Session Seven Discussion 7.1 (https://swu.instructure.com/courses/2528005/assignments/21746991)	
	 Session Six Discussion 6.1 (https://swu.instructure.com/courses/2528005/assignments/21746986)	
	 Session Three Discussion 3.1 (https://swu.instructure.com/courses/2528005/assignments/21746981)	
	 Session Three Discussion 3.2 (https://swu.instructure.com/courses/2528005/assignments/21746980)	
	 Session Three Individual Assignment (https://swu.instructure.com/courses/2528005/assignments/21746999)	
	 Session Two Discussion 2.1 (https://swu.instructure.com/courses/2528005/assignments/21746989)	
	 Session Two Individual Homework/Short Paper (https://swu.instructure.com/courses/2528005/assignments/21747000)	