

TRINE

UNIVERSITY

Course Syllabus

Course Title: Human Resource Management

Term and Year:

Course and Section Number: MGT313

Time and Place: Online

Number of Credit Hours: 3

Instructor:

Office Location/Hours:

Office Phone:

Email:

Course Description: This course includes discussions of policies, objectives, principles and organizational structure as they pertain to human resource management. The major functions of human resource management such as staffing, performance management, human resource development, safety and health, and employee and labor relations are examined. There will be an additional focus on the impact of government laws and regulations on the human resource functions.

Learning Outcomes: Upon completion of this course, the student should be able to:

1. Explain the major functions in human resource management.
2. Identify the impact of globalization on the human resource management functions.
3. Relate current issues in human resource management to trends in organization policies and federal/state legislation.
4. Evaluate human resource scenarios by utilizing ethical models.

Prerequisites: Concurrent with MGT 363

Required Text: The textbook for this course is Human Resource Management ISBN: 978-1946135-11-7. It is an open-source textbook available to download for free at: [Human Resource Management](#)

Other Materials:

Course Requirements:

Attendance/Participation: All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates.

If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent. Instructors are required to submit attendance the Monday following each week of class.

This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

Indicate your class attendance policy. (Remember that for Trine University to receive federal financial aid for its students, faculty are expected to take roll and be able to verify when students are and are not attending class.)

Grading/Evaluation:

The undergraduate course grading scale is as follows:

90-100% A	75-79% C+	60-64% D
85-89% B+	70-74% C	59% and below F
80-84% B	65-69% D+	

Category	Points
13 Discussion Forums - 20 points each	260
4 Quizzes - 60 points each	240
6 Assignments - 50 points each	300
Interview Guide/Notes & Training Materials - 75 points each	150
Total	950

Other Policies: You may wish to indicate policies such as the consequences of academic misconduct, methods of communication, student expectations, instructor expectations and any other policy that needs to be clarified at the beginning of the course.

Academic Misconduct:

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

Plagiarism:

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own

(e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Electronic Devices:

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

Additional Information: You may wish to include other information here. Include information that you would repeat in lessons, practices, policies, etc.

References:

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Course Mapping

MGT 313 – Human Resources Management

Course Description: This course includes discussions of policies, objectives, principles and organizational structure as they pertain to human resource management. The major functions of human resource management such as staffing, performance management, human resource development, safety and health, and employee and labor relations are examined. There will be an additional focus on the impact of government laws and regulations on the human resource functions

Learning Outcomes:

1. Explain the major functions in human resource management.
2. Identify the impact of globalization on the human resource management functions.
3. Relate current issues in human resource management to trends in organization policies and federal/state legislation.
4. Evaluate human resource scenarios by utilizing ethical models.

Week One: Intro to HR (LO1-3)	
Learning Activities and Materials	Assessments

<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapter 1 and 2 in Human Resource Management on What is Human Resource Management and Strategic Planning (LO1) (LO2) (49 pages) 2. What is Human Resource Management (4 pages) (LO1) (LO3) 3. New year, new challenges – Top 10 trends for US Employers. (5 pages) (LO3) <p>Watch:</p> <ol style="list-style-type: none"> 1. Why HR Matters Now More Than Ever (2:07) (LO1) (LO2) (LO3) 2. Ted Talk: Putting the Human Back into Human Resources with Mary Schaefer (9:36) (LO1) (LO3) 3. What will be the Role of HR in 2025 interview with John Boudreau with Tom Haak (5:51) (LO1) (LO3) <p>What is Employee Relations (LO1) (1:03)</p>	<p>Discussion Forums:</p> <ol style="list-style-type: none"> 1. Introduce yourself and share what comes to mind when you hear the term Human Resources as well as an experience you have had with Human Resources. (LO1) 2. What functions of Human Resources are you most interested in and why. Find a current news article that discusses your interests and summarize. Additionally, which of the HR functions seems most challenging to you and why. (LO1) (LO3) <p>Quiz:</p> <ol style="list-style-type: none"> 1. Twenty, multiple choice, true and false questions on the functions and role of human resources. (LO1) (LO3) <p>Assignment:</p> <ol style="list-style-type: none"> 1. Using the HR function, you identified in your discussion forum #2 research and report on trends and future changes to the selected function. Use at least two current news articles as references. Two pages in length. (LO1) (LO2) (LO3)
<p>Week Two: Diversity and Employment Law (LO1-4)</p>	
<p>Learning Activities and Materials</p>	<p>Assessments</p>
<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapter 3, Chapter 9 and Chapter 14 in Human Resource Management on Diversity (20 pages), Communications (20 pages) and International HRM (35 pages) (LO1) (LO2) (LO3) (LO4) 2. Employment Discrimination – what you need to know (5 pages) (LO3) (LO4) 3. Five Ways to Close the Employee Communications Gap (4 pages) (LO1) (LO2) <p>Watch:</p> <ol style="list-style-type: none"> 1. Diversity in the Workplace (2:55 minutes) (LO1) (LO3) 2. Title VII of the Civil Rights Act (3:31 minutes) (LO1) (LO3) 	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Research and discuss current legal trends as related to diversity in employment. Use at least two sources in your discussion post. (LO1) (LO2) (LO3) (LO4) 2. Research and discuss how globalization have affected employment and how employers are responding (Provide details required). (LO2) (LO3) 3. Take the “What type of communication do you use” quiz. Discuss your results. Were you surprised at the findings? Provide a situation in which you could have used an alternative communication

<ol style="list-style-type: none"> 3. Understanding Sexual Harassment in the Workplace (11:06) (LO1) (LO3) 4. Employment Discrimination (4:48) (LO1) (LO3) 5. Nonverbal Communication Speaks Volumes in the Workplace (6:38) (LO2) (LO4) 	<p>method and been more successful and why. (LO4)</p> <p>Quiz:</p> <ol style="list-style-type: none"> 1. 20 question quiz with various scenarios and questions to demonstrate an understanding of the laws and regulations in employment. (LO1) (LO2) (LO3) (LO4)
Week Three: Recruitment (LO1-4)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapter 4, 5, 6, and 7 in Human Resource Management Recruiting (20 pages), Selection (21 pages), Compensation and Benefits (34 pages) and Retention (30 pages) (LO1) (LO3) (LO4) 2. Five Tips to Apply Maslow's Hierarchy of Needs in the Workplace (3 pages) (LO1) (LO4) 3. Twelve Employee Retention Strategies you Need to Know (24 pages) (LO1) (LO4) <p>Watch:</p> <ol style="list-style-type: none"> 1. Four Types of Employee Benefits Every HR professional should know (5:42 minutes) (LO3) (LO4) 2. Employee Turnover (3:32 minutes) (LO1) (LO4) <p>Listen:</p> <ol style="list-style-type: none"> 1. HR Rescue: 5 Interview Questions Not to Ask and 4 You Should be Asking. (6 minutes) (LO1) (LO3) (LO4) 2. Rebel HR Episode 35 listen from 5:17-17:53 (13 Minutes) (LO3) (LO4) 	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Which pay theory do you think is the most important when developing a pay system? Why? Find at least two sources that support your decision. (LO1) (LO3) (LO4) <p>Assignment:</p> <ol style="list-style-type: none"> 1. Create a an appropriate and legal, interview guide (provide position description – small business manager) Use at least 8 questions. Interview someone you know (using your guide). Preferably someone with work experience. Submit your interview guide, interview notes (including behavior observations) and answers to the following questions: Would you add any additional screening criteria before making a hiring decision? What surprised you during this process? From a human resources perspective would you hire the candidate you interviewed and why or why not. What was the most challenging/overwhelming aspect of this assignment and why? (LO1) (LO3) (LO4) 2. Evaluate turnover trends in the service industry (select a specific field). Report on recent trends (provide data), outline causes, assess the ramifications of the recent turnover, and make recommendations as to how organizations can reduce turnover. (LO1) (LO2) (LO3) (LO4) <p>Create a compensation and benefits plan for the position/organization described in week 3 assignment 1. (Provide outline</p>

	for students that includes market affects/external/internal factors) (LO1) (LO3) (LO4)
Week Four: Performance, Health, and Safety (LO1,3,4)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapters 10, 11 and 13 in Human Resource Management on Performance Management, Employee Assessment, and Employee Health and Safety (27 pages) (LO1) (LO3) (LO4) (54 pages) 2. Employers Take Notice (5 pages) (LO1) (LO3) <p>Listen:</p> <ol style="list-style-type: none"> 1. Bringing the Human back to Human Resources – Goal Setting and Annual Reviews (LO1) (LO3) (LO4) 2. HR Rescue: Termination a Poor Performer (3:27 minutes) (LO1) (LO3) (LO4) 3. HR Rescue: Does the Idea of a Workplace Injury, Accident or Facility Scare you? (3:47 minutes) (LO1)(LO3)(LO4) 4. <p>Watch:</p> <ol style="list-style-type: none"> 1. Employee Discipline (LO1)(LO3)(LO4) 2. What is Employee Health & Safety (1 minute) (LO1)(LO3)(LO4) 3. HR Basics: Employee Safety & Security (8:24 minutes) (LO1)(LO3)(LO4) 	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Create two SMART goals that reflect opportunities in your career, school, or personal life. Share the goals and discuss your opinion regarding the effectiveness of SMART goals. (LO1) (LO4) 2. Research small businesses in your area (describe the business type and size) and identify what type of health and safety issues might their employees face; what would the business owner be responsible for in the business to protect their employees (physical and non-physical) while at work. (LO1)(LO3)(LO4) <p>Assignment:</p> <ol style="list-style-type: none"> 1. Identify a position that you are familiar with. Develop an annual review form for this position. Include an summary that identifies the position you chose and why you selected the type of review. (LO3)(LO4) 2. Essay Quiz: Provide mock investigation/discipline scenarios so students can indicate how they would handle each situation and why/what type of policy/law was violated. (LO1)(LO3)(LO4) 3. Paper – Employee Health and Safety Violations in the News (LO3) (LO4)
Week Five: Employee and Labor Relations	
Learning Activities and Materials	Assessments

<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapter 12 in Human Resource Management on Working with Unions (21 pages) (LO1) (LO3) (LO4) 2. USA Facts: Unionization Numbers (3 pages) (LO1)(LO2)(LO3) 3. The 7 Top Benefits of Great Labor Relations (LO1) (LO2) (LO3) (4 pages) <p>Watch:</p> <ol style="list-style-type: none"> 1. What is the NLRB? (2:07 minutes) (LO1)(LO3) 2. Why do employees Unionize? (3:37 minutes) (LO1)(LO4) 3. Why do employers resist unions? (1:41 minutes) (LO1)(LO4) <p>View:</p> <ol style="list-style-type: none"> 1. Unionization Process (1 page) (LO1)(LO3) 2. Major Laws Regarding Labor Relations (1 page) (LO1)(LO4) <p>Listen:</p> <p>Bringing the Human back to Human Resources: To Unionize or Not to Unionize? (LO1)(LO3)(LO4)</p> <p>The Rebel HR: The Wellbeing Protocol 8:17-20:43 (13 Minutes) (LO1)(LO3)(LO4)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Share your personal experience with a union. If you don't have a personal experience interview someone you know about their experiences. (Provide students a list of information to include in discussion). (LO1) (LO4) 2. Research a unionization attempt (successful or unsuccessful); summarize the attempt and pick a side "pro-union" or "management." Discuss your side and provide reasonings as to why you chose the side you did. (LO1) (LO4) 3. Case Study: employee in organization being bullied how would you handle it (see comment)? (LO4) <p>Quiz:</p> <p>20 Question quiz (multiple choice and true or false) on laws and situations related to Labor Unions and Unionization. (LO1)(LO2)(LO3)(LO4)</p>
Week Six: Human Resources Development (LO1-4)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Textbook Chapter 8 Human Resource Management on Training and Development (37 pages) (LO1) (LO3) (LO4) <p>Watch:</p> <ol style="list-style-type: none"> 1. Planning an Effective Employee Training Program (5:33 minutes) (LO1)(LO3) 2. How to Determine the Best Method of Delivery for your Training Project (14 minutes) (LO1)(LO2)(LO4) <p>Listen:</p> <ol style="list-style-type: none"> 1. HR Works: 5-Minute Friday: Training Lessons Learned (7:08 minutes) (LO2)(LO3)(LO4) 	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Research and evaluate how training and development has evolved with globalization. Report on future trends and organizational approaches to training. (LO2)(LO3) 2. After learning about the different functions of Human Resources, which is now your favorite and why. Does that surprise you? Is it different that the function you identified in week 1? (LO1)(LO4) <p>Assignment:</p> <ol style="list-style-type: none"> 1. Create a training plan for a small business (provide students details & attend optional zoom meeting).(LO1)(LO4) 3. Develop training materials for one of the positions identified in assignment 1. (LO1)(LO4)

