

Human Resource Management, MGT 232-01
3 credit hours
Fall 2010

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[ALL EMAILS WILL BE RETURNED WITHIN 36 HOURS OF RECEIPT DURING THE WEEK AND WITHIN 3 DAYS IF EMAILED ON FRIDAY, SATURDAY, OR SUNDAY.](#)

Phone: 313.845.9645 (Business and Economics Division phone number)

Meetings: ONLINE

Dates: August 26, 2010-December 15, 2010

Office Hours: Via online or on-campus by appointment

Pre-Requisites: None

Text: **Fundamentals of Human Resource Management**, Tenth Edition, DeCenzo, Robbins, Verhulst, Wiley and Sons, Inc.

Final Exam Date: Final Exam: Wednesday, Dec. 15, 2010 exam will open at 5am and close at 5pm.

Course Description/Objective: Students are introduced to the basic principles of human resource management such as staffing, human resource development, compensation and benefits, safety and health, and employee labor relations. Students will develop writing, oral presentation, and group interaction skills.

Catalog Description: This course examines business organization and management as they apply to the personnel functions of recruitment selection, placement, induction, and training. Attention is given to job analysis; evaluation; maintenance; and measurement of morale, union-management relations, and the economic and physical security of employees.

A. Major Core Course Objectives

1. Identify the major laws affecting equal employment opportunity and affirmative action.
2. Demonstrate job analysis skills by developing a job analysis for a job the student currently has, formerly had, or would like to have.
3. Identify and discuss external recruitment methods.
4. Explain the use of the Internet in recruiting. Use the Internet to obtain current recruitment ads.
5. Discuss the selection process.
6. Discuss benefits and compensation issues.
7. Prepare a resume.
8. Explain appropriate interview methodology. Participate in a simulated interview.
9. Explain the personal performance appraisal process.
10. Complete a rating-scale method of performance appraisal form.
11. Discuss issues involved in labor-management relations.
12. Discuss the challenges present in global human resources management.

Core Course Topics:

- A. What is human resources management?
- B. Planning and human resources
- C. The job analysis
- D. The law and human resources management
- E. Recruiting and job search
- F. The selection process
- G. Accessing job candidates
- H. Human resource development
- I. Performance assessment
- J. Compensation
- K. Safety and health on the job
- L. Labor relations and collective bargaining

Grading Scale:

A = 94 - 100 B = 84 - 86 C = 74 - 76 D = 64 - 66
 A- = 90 - 93 B- = 80 - 83 C- = 70 - 73 D- = 60 - 63
 B+ = 87 - 89 C+ = 77 - 79 D+ = 67 - 69 E = <60

Make-Ups and Rewrites: All units are available for 1 week only. The instructor cannot extend the period for any one student. No rewrites or re-doing of assignments are allowed. Your best work must be submitted.

Attendance: Since you won't have a classroom to attend, your virtual classroom allows you DAILY access to your class, assignments and all information. Your regular online attendance is crucial for learning and academic success! Your ability to learn and participate affects your grade. Please demonstrate regular participation and attendance, just as you would a professional job and an on-campus course. The following is a list of our class schedule:

Online Assignment Requirements: Please title EACH assignment, to assist me in the grading process. Please have your name on EACH typed assignment. You may also number each question/response within an assignment to help you ensure that you answer each question, unless otherwise stated. Please ask yourself, *"Is this response a college level response?"* In other words, you will need to spend a little extra time thinking, writing (typing) and ensuring that your thought is communicated clearly so you get the best grade possible.

Sunday at 10pm: Each weekly packet will be posted for you AND each week's work is due. Each packet contains the information needed to complete that week's class work. Each packet contains various files (to include critical thinking assignments and discussion questions) that require a response from you for points. **Remember, the computer time stamps every submission. Even if the packet is not closed for some reason, anything after 10pm cannot be accepted. The due date is firm unless previously arranged with the instructor. The beauty of online is the ability to work at your own pace, but due dates need to exist in order to have structure.**

Thursday evenings, time TBD: We will try to have 'chats' on a topic that is instantaneous. This may be challenging but I hope to have a few of these during the semester. I want to make this fun, informative, and easy. In the event we cannot conduct this type of a chat, you will not be penalized in any way. (Note: Last semester I offered two chats for extra credit, stay tuned.)

Recommendation: I would type all your responses in Word, conduct a spell and grammar check, edit your work as needed, save as an .doc file on your computer, and upload to your folder. If you type your work directly onto the website and an error or computer failure occurs, you may lose your work and end up frustrated. Prevent this from occurring by using word processing and then uploading or cutting and pasting into the website.

Tips for online success:

1. Login regularly and check the announcement page for important information. This is where I 'speak' to you as needed.
2. If you decide to drop this course, please do so. But if you are not participative and ask for a drop the week of finals, I will not grant a drop. Drops should occur within the first two weeks, or for a medical or personal emergency, as agreed upon by the instructor. Failing a course is not a reason for a drop.
3. Participate in discussion board! The points add up quickly.
4. READ YOUR TEXT. This is one of the best HR books I've seen! You will need to spend at least 3 hours a week reading and completing assignments, outside of being online. But the good news is, the reading is relevant to today, interesting and correlates with my lectures.
5. Schedule online AND classwork time just like you would a regular class. Once it's built into your schedule, it will help you succeed. Stay focused.
6. Don't disappear for a few weeks. With Wi-Fi access, you can take this course anywhere!
7. Ask questions! I'm here to help!

Disabilities: In compliance with the American with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify your instructor during the first week of class of any accommodations needed for this course.

ONLINE CONDUCT

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:

Personal correspondence should be conducted elsewhere.

Treat and respect others as you would like to be treated.

“Flaming”, an angry series of words or comments used to personally attack others who may disagree with you, is not permitted. Any occurrence will result in the loss of points and possible removal from this class.

Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.

HFCC’s computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm>.

Please note; it is expected that online students will be completing their assignments independently. Any evidence of collaboration with other students will be considered a violation of HFCC’s Academic Dishonesty Policy and may result in failure of this course (with academic dishonesty as the reason identified on the student’s transcript). Academic dishonesty could also result in a “0” on specific assignments, and/or the reduction of a student’s final grade by one whole letter grade.

Cheating: Any form of cheating will NOT be tolerated. Please refer to the attached POLICY ON ACADEMIC DISHONESTY.

Course Grading and Major Assignments

	POINTS
Exams: Mid-term and Final (2 @ 50 points)	100
Critical Thinking Exercises (14 @ 30 points)	420
Assignments	
JOB ANALYSIS PROJECT –	50
A CAREER IN HR-IS IT FOR ME? ESSAY	50
MY PERSONALITY TYPE in the WORKPLACE Essay	30
Resume Rough Draft-	10
Resume Final Copy-	50
Discussion Board Postings:	
Introduction of yourself	5
Weekly Class Discussion Postings –	
14 weeks initial posting (14 @ 5 points)	70
+ 14 THOUGHTFUL responses (at least 1 per week to fellow student postings: 14 @ 5 points)	<u>70</u>
Total	<u>855</u>

MGT 232 DESCRIPTION OF ASSIGNMENTS

Exams – There will be 2 tests throughout the term, a mid-term and a final – each covering ½ of the class material per the schedule. Testing consists of multiple choice questions. The test is timed and is only available for the week indicated in the class schedule. **Once you have begun the exam you only have 1 hour to complete it and you cannot re-enter the exam. Should you make this mistake, I cannot reset it for you, so please follow directions.**

Critical Thinking Exercises – Every week you are expected to read the assigned chapter(s) and answer the questions identified for the Critical Thinking Exercise. There is an online form on which to submit your thoughtful and well-written response. Grading will be determined based on the quality and depth of the student's answer. **Please keep in mind that quality answers require at least 500 words to answer the questions. You can perform a word count in Word to be sure you met the requirement.**

Extra Credit-There is ONE scheduled extra credit assignment worth 20 points under Media Watch in week eight. This is totally optional; however, I recommend participating in this assignment!

Discussion Board Postings:

A. **Introduction** – Per the example started by your instructor, students are expected to submit a posting introducing themselves. Just as in the face to face class, I ask students to share with us something about yourself, i.e. your major, other educational experiences you may have had, ideal dream job, hobbies or sports you like. Pick a few or pick all, and give your classmates a bit of personality to attach to your name! Just remember to keep it appropriate for an online class! (5 points)

B. **Weekly Discussion Board Chapter Postings** – There is a weekly discussion board posting required. The question relates to something in the chapter, or an HR concept. Up to 5 points can be earned for your initial, thoughtful and well-written posting to something I have posted and require your response. However, up to 10 points can be earned for BOTH (2 postings at 5 points each) of your thoughtful and well-written responses to **someone else's posting**. All contributions must say something different and contribute value to the discussion.

PACKETS: Packets are readings, activities, and assignments for a particular week. You will be able to access a course packet every Monday morning by 9:00AM. The packet will provide details regarding the readings required for that particular week as well as specifics for the activities and/or assignments that are due for that week. **All of the activities and assignments from that packet will be due the following Sunday by 10pm. You may always post early, but you can never post your work after the week is over. This keeps us on track and never playing 'catch up'.**

PARTICIPATION AND DROP POLICY

Students are expected to complete all weekly assignments and activities contained within this course. Penalties may be imposed, at the discretion of the individual instructor, whenever the quality of the student's work has been affected by non-participation and non-completion of course assignments and activities.

Drop Policy

Please follow HFCC's deadlines for drop policy information and dates.

Tuition Refunds

Refunds on tuition and fees (except registration fees) may be obtained on all classes of eight-week duration officially dropped according to HFCC's posted schedule. Details may be obtained in the Office of the Registrar. Students receiving federal financial aid may have additional refund options available to them. They should review the brochure Financial Aid Information Guide and Consumer Information Supplement, available in the Financial Aid Office.

STUDENT SUPPORT SERVICES ARE HERE TO HELP YOU!

If you are near campus, I encourage you to use the services that are provided to you should the need arise. The list below outlines some of the departments that may be of interest to you:

Instructional Technology

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 3, 4, or 5 or via e-mail at signorelli@hfcc.edu, kolin@hfcc.edu, or drinaldi@hfcc.edu. . Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

Media Center

Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

Assisted Learning Services

The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

Learning Lab

Located on the second floor of the Learning Resource Center, the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math.

Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.