**Syllabus**

**BUS 422 CV**

**Human Resource Management**

**Instructor**

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**Catalog Description:**   
This course is an exploration of the Human Resource function and its strategic role in organizational success. Human Resource Management deals with the efficient use of human talent to accomplish organizational goals. Study topics include human resource planning, staffing, training and development, compensation, safety and health, legal environments, labor relations, and HR strategy. Prerequisite: BUS 301 or BUS 307.

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**Course Objectives**  
After completing the course, the student will be able to:

1. Describe the roles and functions of a company’s human resource management function
2. Define competitive advantage and the role HR plays in helping gain and sustain it
3. Explain the difference between strategy formulation and strategy implementation
4. Grasp the role of HR in the process of strategy formulation and implementation
5. Outline the three branches of government and their role in influencing the legal environment of HR
6. Analyze the major enacted laws that affect HRM and their implication to the workforce management
7. Understand the importance of job analysis and design in strategic HRM
8. Discuss how to align a company’s strategic direction with its human resource planning
9. Explain various recruitment policies that organizations adopt to make job vacancies more attractive
10. Establish basic scientific properties of personnel selection methods including validity and reliability
11. Explain the need for training and the role of manager identification
12. Identify the major parts of an effective performance management system
13. Explain the importance of employee development and the role of planning and strategies of implementation
14. List the major elements that contribute to perceptions and outcomes of organizational justice as pertaining to employee separation and retention
15. List the main decision areas and concepts in employee compensation management
16. Describe new developments in the design of pay structures
17. Describe how organizations combine incentive plans in a balanced scorecard
18. Describe the effects of benefits management on cost and workforce quality
19. Discuss the four factors that most strongly influence HRM in international markets
20. Describe the changing roles of HRM in a changing environment to ensure effectiveness and efficiency

**Required Supplies:**

**(No physical text) Book used online: eBook is included with Connect**

Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2021). *Human resource management: Gaining a competitive advantage* (12th ed.). New York, NY: McGraw-Hill.

**Access to the eBook and Connect is gained through the *Course Resources* link in Canvas.**

**Class Participation and Performance:**

**Reading Policy: Reading and understanding of subject matter is a major component for this course. Make sure to read all chapters, including LearnSmart. Neglecting to read chapters will enhance your difficulties in understanding the concepts and completing assignments.**

**Missing an assignment:**

You must take the quizzes at the assigned times.  Missing a test is permitted only under dire circumstances.  The examination schedule will be followed.  Please arrange your schedule and time so to complete your quizzes and other assignments according to the course schedule. **If you miss a graded assignment or test**, you will be required to present a doctor’s excuse the **day you return back to class** in order to make up the missed work. A note from the campus nurse is also acceptable. You will be required to make up the work on the date the instructor specifies, which will be outside of the regularly scheduled class time. If a homework assignment is due and you miss class, please make sure to submit the assignment prior to missing class.

**Late Work:**

Late work and missing exams are not accepted. Please note your calendar with the due dates for graded exercises.

If you have a medical excuse for your absence, please provide it to me the day you return to class (physician’s office or school nurse). I will provide you with a new due date for the assignment. I am a reasonable person, so if you are ill please take care of yourself. However, I do want to be fair to the rest of the class and I can’t allow students to turn in the work after everyone else has worked to meet the prescribed deadlines if they aren’t sick or have an emergency situation. Travel for sports and work does not negate the submission timelines for assignments.

**Class Schedule:**

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| **Week** | **Topic** | **Assignments** |
| **1** | Introduction to the course / Expectations  **HRM: Gaining a Competitive Advantage**  **Strategic HRM** | Read Chapters 1 & 2  Complete Discussion #1  Completed Assignment #1 |
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| **2** | **The Legal Environment**  **The Analysis & Design of Work** | Read Chapters 3 & 4  Complete Discussion #2  Complete Assignment #2  Complete Quiz #1 (Chapters 1-4) |
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| **3** | **HR Planning & Recruitment**  **Selection & Placement** | Read Chapters 5 & 6  Complete Discussion #3  Complete Final Project Phase #1 |
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| **4** | **Training**  **Employee Development** | Read Chapters 7 & 9  Complete Discussion #4  Complete Assignment #3  Complete Quiz #2 |
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| **5** | **Performance Management**  **Employee Separation & Retention** | Reach Chapters 8 & 10  Complete Discussion #5  Complete Quiz #3  Complete Final Project Phase 2 |
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| **6** | **Pay Structure Decisions**  **Recognizing Employee Contributions with Pay** | Read Chapters 11 & 12  Complete Discussion #6  Complete Assignment #4  Complete Quiz #4 |
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| **7** | **Employee Benefits**  **Managing HR Globally**  **Strategically Managing the HRM Function** | Read Chapters 12, 15, & 16  Complete Discussion #5  Complete Quiz #5  Complete and Submit Final Project Phase 3 (Final) |
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**Additional Support for the Course:**

**ASO Students**: Please notify me on the first day of class (after class—this is something we don’t’ need to discuss w/the entire class) that you are an ASO student and if you need a note taker or need additional time testing, so we can prepare for the assistance in advance. If you fail to notify me in advance, I cannot help you with alternate testing schedule, etc. (meaning, when I pass out the test—don’t ask for help then!) Students with disabilities needing accommodations must contact Academic Support Office prior to contacting me during office hours.

**Office 365**: Through your technology fee at Reinhardt, you receive Office 365, which gives you access to Office 2013 for up to 5 devices. You can also download Office 2013 on a computer for just the time you are working on that machine (Office on Demand). Therefore, there are never any excuses for you to not do your assigned homework outside of class. Office 365 will be available to you as long as you are a Reinhardt student this academic year. There is a bookmark in EagleWeb to the Office 365 login <https://login.microsoftonline.com/login.srf?bk=1408367739> . Through Office 365, you can view your Reinhardt email, save documents to OneDrive (cloud-based server), so you can access your files anywhere, & manage your calendar. Connect is a web-based program and can be completed anywhere WIFI is accessible. However, as a management student, the number one rule is to manage yourself. Therefore, create contingencies and have a plan for travel and/or outages. Expect the best but prepare for the worst.

**Instructional Methods:**

* 1. Class discussions in Canvas
  2. Required textbook reading
  3. Use of Canvas for collecting assignments and distributing class materials.

**Grading and Evaluation Criteria:**

1. This class assumes the student is working in a business environment.
2. Considerable attention (and grading premium) will be given to following directions (both written and in class).
3. All assignments will be graded based upon the appropriateness of its presentation as well as on its content.
4. Corrections or appeals should be made within **two-weeks** of receiving your final grade.
5. **Grades:** If you would like to discuss your grades, you may schedule a meeting outside of class. I don’t discuss your grades in class because there isn’t time and there are privacy policies that protect your rights (so others aren’t aware of your grades).
6. **Grading:** If you feel that you have received an “unfair” grade for an assignment you can opt to have the College Dean or any other faculty member he/she might assign to the project to grade the assignment and you will receive the grade that they feel is earned for the assignment. However, if this grade is lower than the previously assigned grade by the instructor you will receive the final grade offered by the College Dean, so make sure you feel you have grounds for appeal. Please speak directly with the instructor in an “out of class” meeting concerning your grades.
7. **Academic Honesty:**  Please see the section of the general catalog which describes the college policy on academic honesty. The policy provides descriptions of what violates the policy and of what penalties may be imposed for violations.  Failing grades will be assigned for any work which does not meet the standards of academic honesty.  **Any violation of academic honesty can result in a failing grade in a course.** It is very easy to copy/share your files.  However, if you don't complete the work you won't learn from it & your exam grade will reflect this failure on your part.  If I detect or observe sharing of work you will receive an F.
8. **Attendance:** Each student will be responsible for a variety of assignments that will include oral presentations. If you fail to attend those class periods, you will receive an F for those projects.

**Grade Scale**

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| **Assignment Types** | |
| **Discussion** | Weekly Discussions are worth 50 points each. Pay close attention to the due dates for the initial post and follow-ups. |
| **Quizzes**  **Weekly Interactive Assignments** | Each of the assignments will be graded based on the point schedule in Canvas. The grades will be listed as percentages. |
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| **Final Project**  **Final Project Phase Assignments** | Final Project will be worth 100 points.  Each phase will be worth 100 points each. |
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| **Assignments** | Various assignments about topics are worth 100 points each |

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| **Grading Scale** | |
| **Percentage of Points Earned** | **Corresponding Letter Grade** |
| 90 to 100% | A |
| 80 to 89% | B |
| 70 to 79% | C |
| 60 to 69% | D |
| 0 to 58% | F |

**Quizzes:**

You will complete the assigned quizzes in Canvas. Each quiz will open on Thursday at 12:00 am of the assigned week.

**Final Project:**

The Final Project is a culmination of the Final Project Phases. You will participate on the phases and the final project in an assigned group. Each team will research and discuss the impact of a specific trend in the field of HR in the 21st-century. The final project will be a PowerPoint (or comparable media) with either a voice over or a video. However, ***ALL*** members must participate in the presentation, including the voice or video.

This assignment is worth 100 points.

**Final Project Phase Assignments:**

The Final Project will be divided into three Phase Assignments (including the Final Project). Each Phase Assignment is a group project as assigned. Each will include a PowerPoint (or comparable media) with either a voice over or a video. However, ***ALL*** members must participate in the presentation, including the voice or video.

**Phase I:**

In Phase I you will introduce the chosen trend that your team is using for the Final Project.  Some of the areas you will want to discuss are:

What is the background of the trend that you're discussing?

Why is it important to the field of HR?

What is the current state of the trend in the field of HR?

Do your research and provide references at the end of your PPT.

The presentation for this assignment should be between 8-12 slides.  Use the Notes section as needed to expound on an area that may need to be explained in detail.

**Phase II:**

In Phase II you are to complete an analysis of the future impact that your trend will have on the field of HR.

Provide a comparison of the current state and how the trend will affect HR.

**Phase III:**

Phase III is the final submission.  In this assignment, you will discuss the impact that your chosen trend will have on the future of strategic HRM.

Discuss the changes organizational leaders will have to make to accommodate the trend in the organizational setting.

**YOU WILL COMBINE THE PREVIOUS PHASES OF THE PROJECT INTO *ONE* PRESENTATION AND SUBMIT IT INTO CANVAS.**

**Team Presentation:**

Each Phase Assignment is a group project as assigned. Each will include a PowerPoint (or comparable media) with either a voice over or a video. However, ***ALL*** members must participate in the presentation, including the voice or video.