Human Resource Management  
MGMT 3860.002 and 026  
Fall, 2015 Blackboard Learn

INSTRUCTOR: Dr. Donna E. Ledgerwood, Ph.D., SPHR-SCP

OFFICE: BLB 379E

PHONE: 940-565-3157 (UNT office)

E-MAIL: Through BlackBoard Email

T.A. & BB Specialist: Alyssa Moore

STUDENT ELECTRONIC CONFERENCE HOURS: Emails will be answered within 24 hours

Please check your UNT email and the course Announcements in Blackboard frequently throughout each week of the semester. These are the primary means of receiving important information regarding your class. I will provide replies to your emails within 24 hours. While I cannot guarantee an immediate reply, I will do my best to respond in a timely manner. Your questions and concerns are important to me.

REQUIRED TEXT:


CATALOG DESCRIPTION:

Introduction to personnel management. Topics include employment, placement and personnel planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations.

There are no prerequisites for this course for majors or nonmajors.

COURSE OVERVIEW:
MGMT 3860 is a junior-level survey course that provides an overview of the field of human resource management (HRM). Human resource management is defined as organizational systems designed to ensure that human talent is used effectively and efficiently to accomplish organizational goals.

Utilizing the functions of the Society for Human Resource Management’s Body of Competencies and Knowledge (BoCK, topics include: Leadership and Navigation; Business Acumen; Ethical Practice, Relationship Management; Consultation; critical Evaluation; Global and Cultural Effectiveness and Communication. HR Expertise (HR Knowledge Domains) include People, Organization, Workplace and Strategy.

COURSE OBJECTIVES:

1. To develop an understanding of the function of human resource management and the role it plays in the management process.

2. To understand the role of the general manager in managing human resources. All managers are human resource managers.

3. To introduce students to the specific functional areas of human resource management, including, planning, recruitment and selection, training and development, compensation and benefits, performance management and appraisal, employee and labor relations, and health and safety.

4. To provide students with an understanding of the social, political, and legal environment affecting the human resource management function.

5. To encourage students to critically examine important contemporary issues influencing the management of human resources.

6. To provide a background for further study in advanced courses in business, human resource management and industrial relations.

Specific Course Objectives/Competencies:

1. Understand the strategic implications of human capital in the global marketplace, as well as the financial impact of HRM activities on the bottom line (CH 1 & 2).

2. Investigate the legal framework for equal employment opportunity programs and understand the relationship between managing diversity and EEO programs (CH 3 and 4).

3. Understand how the corporate business strategy can be integrated with strategic workforce planning, as well as the process of designing and analyzing individual jobs
4. Identify the relevant labor markets for recruiting qualified candidates and understand the process of generating a pool of qualified applicants from which new employees may be selected (CH 6).

5. Understand the methods used to select employees, including the role of validity and reliability, and the legal issues that surround the process of employee selection (CH 7).

7. Define training and describe the phases of the training process from needs assessment to evaluation (CH 8).

8. Distinguish between performance appraisal and performance management, and identify the important components of a performance appraisal system (CH 9).

9. Investigate the complex areas of compensation and benefits, and understand the process involved in the design and implementation of a total compensation package (CH 11 & 12).

10. Understand the nature and importance of union-management relations in the workplace (CH 13).

11. Understand the nature of employee rights, the role of procedural justice in conflict resolution between employee and managers, and the process involved in implementing organizational discipline (CH 14).

12. Understand the components of risk management, and the legal issues that influence worker safety and health (CH 15).

13. Understand the complexities of recruiting, selecting and managing employees for international assignments (CH 16).

**COURSE ORGANIZATION:**

This course is offered 100% online through Blackboard Learn. It is the student’s responsibility to access online materials and complete course requirements as assigned in the course schedule provided at the end of the syllabus. All online assignments and exams are due on Central Standard or Daylight time, depending on the time of the year. If you are in a different time zone, you must be aware of the time differences and plan accordingly.

Internet access is required for this class. General information about Blackboard Learn is available through the “Student Resources” link on the Blackboard Learning system home page. Be sure to
check your Browser settings in accordance with the Blackboard requirements or you may encounter technical problems with this course. Furthermore, it is best to use Mozilla Firefox, Chrome, or Safari. DO NOT USE INTERNET EXPLORER. IN ADDITION, BE SURE YOU ENABLE POP-UPS AND CLEAR YOUR CACHE WHEN TAKING EXAMS. If you do not have Internet access at home, labs are available on campus.

BE SURE THAT YOU ARE USING A RELIABLE COMPUTER AND INTERNET CONNECTION! FURTHERMORE, DO NOT TAKE QUIZZES USING A WIRELESS CONNECTION. IT IS ALSO BEST NOT TO WAIT UNTIL THE LAST MINUTE TO COMPLETE AN EXAM OR AN ASSIGNMENT.

Please note that your instructor is not equipped to deal with any technical problems students may have with the Blackboard Learn system. If you experience technical problems, please contact the Help Desk at 940-565-2324 or helpdesk@unt.edu. To visit in person, the Help Desk is located in Sage Hall, Room 130. Individual problems that are not system-wide will not be considered in granting make-up work.

COURSE REQUIREMENTS:

Examinations

There will be four timed, open book/open note (see the Course Schedule at the end of the syllabus) exams scheduled during the semester. These exams should be completed individually and independently without help. The final exam (Exam #4) is comprehensive. Please note that chapter outlines and power points provided on Blackboard are not substitutes for reading the book. They do, however, provide a valuable study guide when preparing for exams.

Each exam will consist of 50 multiple choice questions. Grade adjustments on exams are based on the professor’s statistical analysis of each question. Each exam question will be reviewed for evidence that a question or answer is unclear or there is a statistical pattern of the same missed questions with the same wrong answers. The students' scores will be adjusted automatically if the instructor decides there is evidence to support doing so.

ALL FOUR EXAMS ARE MANDATORY. STUDENTS MAY NOT DROP AN EXAM. MAKE-UP EXAMS WILL BE GIVEN ONLY TO THOSE STUDENTS WHO PROVIDE AN AUTHORIZED ABSENCE SLIP FROM THE DEAN OF STUDENTS OR WHO OTHERWISE PROVIDE ACCEPTABLE PROOF THAT THE ABSENCE IS EXCUSED. IT IS THE STUDENT’S RESPONSIBILITY TO NOTIFY ME BEFORE AN EXAM IN ORDER TO RECEIVE AN EXCUSED ABSENCE. I MAY BE CONTACTED BY PHONE, E-MAIL, TEXT OR IN PERSON. STUDENTS WHO FAIL TO PROVIDE ACCEPTABLE DOCUMENTATION REGARDING THE REASON FOR THE ABSENCE WITHIN 3 DAYS AFTER AN EXAM WILL NOT BE GIVEN A MAKE-UP EXAM. MAKE-UP EXAMS WILL BE SCHEDULED FOR A SPECIFIC DATE AND TIME.

Blackboard Discussions
There are five discussion topics scheduled during the semester. Grades are assigned to these postings based on the effort students put into this assignment. I WILL NOT GIVE FULL CREDIT UNLESS THE POSTINGS REFLECT BOTH EFFORT AND THOUGHT, and postings should reflect the assigned material for the topic. If the topic requires that you post an opinion on a topic, you must support your position. Replies to the posts of other students will not be required, but if you do post replies, they should be respectful of the position of other students. I do not expect that you will all agree with one another all of the time, but I do expect you to disagree respectfully (to controvert), to keep your focus on the topic, and to use documentation to back up your position. Failure to be professional in your postings may result in a loss of credit for that discussion posting. Information on discussion board etiquette may be found in the course Getting Started Part in Blackboard Learn.

Discussion topics are located in the Discussions tool on Blackboard, and postings are due during the week in which the Part is assigned. Counting the “Getting to Know You” posting, there are 5 discussion topics. There is no provision for making up a missed discussion topic and topics will not be reopened for any reason. You must complete your post by the deadlines to receive credit for each discussion topic. Incomplete discussion postings will not be graded. Once discussion topics close, they will not be reopened.

Chapter and Topic Quizzes

Each chapter requires completion of a 5-point chapter quiz and a 5-point topic quiz. These quizzes will open when the chapter Part opens and will close the following Sunday at 11:30 p.m. There are 15 total chapter quizzes and 15 topic quizzes. One chapter quiz and one topic quiz will be dropped for a total of 14 quizzes that must be completed. All quizzes are open book and open note and should be completed independently without outside help. Each quiz contains 5 multiple-choice questions and has a time limit of 10 minutes to take the quiz. You can take the quiz only once and if you do not complete the quiz by the deadline, you will receive a zero. There is no provision for taking a missed quiz, and no quiz will be given at a time other than what is specified in the course schedule. Once a quiz closes, it will not be reopened. You have a week to complete this requirement. Quiz results are provided when all quizzes are electronically graded, and may not be accessed again.

GRADING:

Your final grade will be calculated as follows:
Exams 400 points  
Topic Quizzes (14 @ 5 points each) 70 points  
Chapter Content Quizzes (14 @ 5 points each) 70 points  
Discussions (5 @ 8 points each) 40 points  
Syllabus Quiz 10 points  
Student Information Survey (Completion) 5 points  
COB Ethics Statement (Completion) 5 points  
Total 600 points

POLICY FOR STUDENTS WITH DISABILITIES:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

Special Note about Blackboard Learn. Blackboard Learn is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Blackboard Learn complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and those using assistive technologies, such as screen readers, to fully use the software.

NOTICE TO F1 VISA HOLDERS:

For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

UNIVERSITY OF NORTH TEXAS COMPLIANCE:

To comply with immigration regulations, an F-1 visa holder within the United States may need to
engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose, and it is the student’s responsibility to provide this form to the instructor as directed. F-1 Visa holders may be required to attend weekly scheduled office visits throughout the term.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**SCHOLASTIC CODE OF CONDUCT:**

Below is the link to the UNT Policy on Academic Integrity that governs student standards on academic integrity and issues related to academic dishonesty:

*Violation for any noncompliance with university policy will be strictly enforced.*

**SETE:**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. It is very important that you take a few minutes to participate in the SETE as constructive feedback is very important, and it provides information I need to continually improve the quality of the course.

A departmental teaching evaluation may also be administered. All students should fill out this survey as well.

**IMPORTANT SEMESTER DEADLINES**

- **Friday, October 2\(^{nd}\)** Last day to drop with an automatic W.
- **Monday, November 2\(^{nd}\)** Last day to drop with consent of instructor with either a W or a
The following is a tentative class schedule. The instructor reserves the right to alter this schedule as circumstances may dictate. Changes will be communicated through Announcements on Blackboard.

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Topics</th>
<th>Assignment</th>
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| Aug. 24        | Getting Started Part                        | • Syllabus Quiz, Student Information Survey, and COB Ethics Statement due by Sunday, 9/6 @ 11:30 p.m.  
                  | Human Resources in a Globally Competitive Business | • “Getting to Know You” discussion due by Sunday, 9/6 @ 11:30 p.m.  
                  |                                              | Part 1; Chapter 1  
                  |                                              |   ● Read Chapter 1  
                  |                                              |   ● Chapter 1 Quiz and Chapter 1 Topic Quiz due by Sunday, 9/6 @ 11:30 p.m.  |
| Aug. 31        | The Financial Impact of HRM Activities      | Part 1; Chapter 2  
                  |                                              |   ● Read Chapter 2  
                  |                                              |   ● Chapter 2 Quiz and Chapter 2 Topic Quiz due by Sunday, 9/6 @ 11:30 p.m.  |
| Sept. 7        | The Legal Context of Employment Decisions   | Part 1; Chapter 3  
                  |                                              |   ● Read Chapter 3  
                  |                                              |   ● Chapter 3 Quiz and Chapter 3 Topic Quiz due by Sunday, 9/13 @ 11:30 p.m.  
<pre><code>              |                                              |   ● Discussion Topic #1 due by Sunday, 9/13 @ 11:30 p.m.  |
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<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Part 1; Chapter 4</th>
<th>Part 2; Chapter 5</th>
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<tbody>
<tr>
<td>Sept. 14</td>
<td>Diversity at Work</td>
<td>Read Chapter 4</td>
<td>Read Chapter 5</td>
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<td>Chapter 4 Quiz and Chapter Topic Quiz due by Sunday, 9/20 @ 11:30 p.m.</td>
<td>Chapter 5 Quiz and Chapter 5 Topic Quiz due by Sunday, 9/27 @ 11:30 p.m.</td>
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<td>Sept. 21</td>
<td>EXAM #1 - AVAILABLE ON</td>
<td>Chapters 1, 2, 3, 4</td>
<td>Chapter 5 Quiz and Chapter 5 Topic Quiz due by Sunday, 9/27 @ 11:30 p.m.</td>
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<td>MONDAY 9/21, 7:00 A.M. TO</td>
<td>Planning for People</td>
<td>Discussion Topic #2 due by Sunday, 9/27 @ 11:30 p.m.</td>
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<td>9:00 P.M.</td>
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<td>Sept. 28</td>
<td>Recruiting</td>
<td>Part 2; Chapter 6</td>
<td>Part 2; Chapter 6</td>
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<td>Oct. 5</td>
<td>Staffing</td>
<td>Read Chapter 6</td>
<td>Read Chapter 7</td>
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<td>Oct. 12</td>
<td>Workplace Training</td>
<td>Chapter 6 Quiz and Chapter 6 Topic Quiz due by Sunday, 10/4 @ 11:30 p.m.</td>
<td>Chapter 7 Quiz and Chapter 7 Topic Quiz due by Sunday, 10/11 @ 11:30 p.m.</td>
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<td>Date</td>
<td>Topic</td>
<td>Chapters</td>
<td>Requirements</td>
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| Oct. 19  | EXAM #2 - AVAILABLE ON MONDAY 10/19, 7:00 A.M. TO 9:00 P.M. | Chapters 5, 6, 7, 8      | Part 3; Chapter 9  
  ● Read Chapter 9  
  ● Chapter 9 Quiz and  
  Chapter 9 Topic Quiz due by Sunday, 10/25 @ 11:30 p.m. |
|          | Performance Management         |                           |                                                                             |
| Oct. 26  | Pay and Incentive Systems      | Part 3; Chapter 11        | Part 3; Chapter 11  
  ● Read Chapter 11  
  ● Chapter 11 Quiz and  
  Chapter 11 Topic Quiz due by Sunday, 11/1 @ 11:30 p.m. |
| Nov. 2   | Indirect Compensation: Employee Benefit Plans | Part 3; Chapter 12        | Part 3; Chapter 12  
  ● Read Chapter 12  
  ● Chapter 12 Quiz and  
  Chapter 12 Topic Quiz due by Sunday, 11/8 @ 11:30 p.m.  
  ● Discussion Topic #3 due by Sunday, 11/8 @ 11:30 p.m. |
| Nov. 9   | Exam #3 – AVAILABLE ON MONDAY 11/9, 7:00 A.M. TO 9:00 P.M. | Chapters 9, 11, 12       | Part 4; Chapter 13  
  ● Read Chapter 13  
  ● Chapter 13 Quiz and  
  Chapter 13 Topic Quiz due by Sunday, 11/15 @ 11:30 p.m.  
  ● Discussion Topic #4 due by Sunday, 11/15 @ 11:30 p.m. |
<p>|          | Union Representation and Collective Bargaining |                           |                                                                             |</p>
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapters/Assignments</th>
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<tr>
<td>Nov. 16</td>
<td>Procedural Justice and Ethics in Employee Relations</td>
<td>Part 4; Chapter 14</td>
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<td>• Read Chapter 14</td>
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<td>• Chapter 14 Quiz and Chapter 14 Topic Quiz due by Sunday, 11/22 @ 11:30 p.m.</td>
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<td>Nov. 23</td>
<td>Safety, Health, and Employee Assistance Programs</td>
<td>Part 4; Chapter 15</td>
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<td>• Read Chapter 15</td>
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<td>• Chapter 15 Quiz and Chapter 15 Topic Quiz due by Sunday, 11/29 @ 11:30 p.m.</td>
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<td>Nov. 30</td>
<td>International Dimensions of HRM</td>
<td>Part 4; Chapter 16</td>
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<td>• Read Chapter 16</td>
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<td>• Chapter 16 Quiz and Chapter 16 Topic Quiz due by Sunday, 12/6 @ 11:30 p.m.</td>
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<td>Dec. 7</td>
<td>FINAL EXAM (EXAM #4)</td>
<td>Chapters 13, 14, 15, 16</td>
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<td>MONDAY - AVAILABLE ON MONDAY 12/7, 7:00 A.M. TO 9:00 P.M.</td>
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