Human Resource Management  
MGMT 3860.002 and 026  
Spring 2018  
Blackboard Learn

INSTRUCTOR:  Dr. Nancy Boyd Lillie

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STUDENT CONFERENCE HOURS:  1:30-3:30 p.m., T/TR; or by appointment

The above email is the quickest way to reach me. I reply to emails as quickly as possible, but please be aware that I cannot be on my computer or phone 24/7. Emails received between 8:00 and 5:00, Monday through Friday, should receive a reply that day. Emails received outside this window of time will receive a reply within 24 hours.

REQUIRED TEXT:


THIS COURSE USES THE E-BOOK AND MCGRAW-HILL CONNECT ONLINE MATERIALS. YOU MUST PURCHASE THE CONNECT ACCESS PACKAGE. THIS MATERIAL IS REQUIRED AND REPRESENTS A SIGNIFICANT PORTION OF YOUR GRADE. YOU WILL NOT BE ABLE TO COMPLETE ALL COURSE REQUIREMENTS WITH A STANDARD TEXTBOOK!

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.
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.

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 (CH 5).
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).
6. Define training and describe the phases of the training process from needs assessment to evaluation (CH 8).
7. 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.

To get started on the Blackboard Learn site, link to the following URL: https://learn.unt.edu/. This will take you to the login page where you will type in your EUID and password. General information about Blackboard Learn is available through the “Student Resources” link on the Blackboard Learning system home page.

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. CLEAR RECOMMENDS USING CHROME. SAFARI AND EXPLORER DO NOT WORK WELL WITH BLACKBOARD. 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 AN UNRELIABLE WIRELESS CONNECTION OR A MOBILE DEVICE, SUCH AS A CELL PHONE. IT IS ALSO BEST NOT TO WAIT UNTIL THE LAST MINUTE TO COMPLETE AN EXAM OR AN ASSIGNMENT. FINALLY, BE AWARE OF THE STUDENT HELP DESK HOURS, AND COMPLETE ASSIGNMENTS AND EXAMS WHEN SUPPORT IS AVAILABLE.

Please note that your instructor is not equipped to deal with any technical problems students may experience with the Blackboard Learn system. If you experience technical problems, please FIRST 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 not comprehensive. Please note that chapter outlines 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 a 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, 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.

Learn Smart Assignments

A Learn Smart Assignment is due weekly for each of the 15 chapters. These assignments will open when the chapter module opens and will close the following Sunday at 11:30 p.m. All Learn Smart Assignments must be completed. They are essential to learning the chapter material and I will not drop one of these assignments. There is no provision for making up a missed assignment, and they will not be reopened for any reason after the deadline for completion expires.

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. Failure to do so may result in a loss of credit for the discussion posting. Information on discussion board etiquette may be found in the course Getting Started Module in Blackboard Learn.

Discussion topics are located in the Discussions tool on Blackboard, and postings are due during the week in which the module 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.

Topic Quizzes

Each chapter requires completion of a 5-point topic quiz. These quizzes will open when the chapter module opens and will close the following Sunday at 11:30 p.m. There are 15 topic quizzes. One topic quiz will be dropped for a total of 14 quizzes that must be completed. 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 the quiz is electronically graded, and may not be accessed again.

GRADING:

Your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (4)</td>
<td>400</td>
</tr>
<tr>
<td>Topic Quizzes (14 @ 5 points each)</td>
<td>70</td>
</tr>
<tr>
<td>Learn Smart Weekly Assignments (15 @ 10 points each)</td>
<td>150</td>
</tr>
<tr>
<td>Discussions (5 @ 8 points each)</td>
<td>40</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Student Information Survey (Completion)</td>
<td>5</td>
</tr>
<tr>
<td>COB Ethics Statement (Completion)</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>680</strong></td>
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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:
https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

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

SPOT:

The Student Perceptions of Teaching 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 SPOT, as constructive feedback is very important, and it provides information I need to continually improve the quality of the course.

IMPORTANT SEMESTER DEADLINES

Monday, January 29th  Last day to drop with an automatic W without instructor consent.
Friday, February 23rd  Last day to drop a course or withdraw with a grade of W.
Monday, April 2nd    Last day to drop with consent of instructor with either a W or a WF.
Friday, April 20th  Last day to withdraw from all courses for the semester.
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>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| Jan. 15       | Getting Started Module | • Syllabus Quiz  
• Student Information Survey  
• COB Ethics Statement due  
• “Getting to Know You” discussion (Topic #1)  
Module 1; Chapter 1  
• Read Chapter 1  
• Chapter 1 Learn Smart Assignment  
• Chapter 1 Topic Quiz  
• TED Talk: *The Next Manufacturing Revolution Is Here*  
• TED Talk: *The Jobs We’ll Lose to Machines-And the Ones We Won’t* | Sunday, 1/28 @ 11:30 p.m. |
|               | Human Resources in a Globally Competitive Business | | |
| Jan. 22       | The Financial Impact of HRM Activities | Module 1; Chapter 2  
• Read Chapter 2  
• Chapter 2 Learn Smart Assignment  
• Chapter 2 Topic Quiz | Sunday, 1/28 @ 11:30 p.m. |
| Jan. 29       | The Legal Context of Employment Decisions | Module 1; Chapter 3  
• Read Chapter 3  
• Chapter 3 Learn Smart Assignment  
• Chapter 3 Topic Quiz  
• Discussion Topic #2 | Sunday, 2/4 @ 11:30 p.m. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Module</th>
<th>Assignments</th>
<th>Date</th>
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</thead>
</table>
| Feb. 5   | Diversity at Work                          | Module 1;    | - Read Chapter 4  
- Chapter 4 Learn Smart Assignment  
- Chapter 4 Topic Quiz                                                                                                                                | Sunday, 2/11 @ 11:30 p.m. |
| Feb. 12  | Planning for People                         | Chapters 1, 2, 3, 4, TED Talks | - Read Chapter 5  
- Chapter 5 Learn Smart Assignment  
- Chapter 5 Topic Quiz  
- Discussion Topic #3                                                                                                                              | Sunday, 2/18 @ 11:30 p.m. |
| Feb. 19  | Recruiting                                 | Module 2;    | - Read Chapter 6  
- Chapter 6 Learn Smart Assignment  
- Chapter 6 Topic Quiz                                                                                                                                | Sunday, 2/25 @ 11:30 p.m. |
| Feb. 26  | Staffing                                   | Module 2;    | - Read Chapter 7  
- Chapter 7 Learn Smart Assignment  
- Chapter 7 Topic Quiz  
- TED Talk: *Why the Best Hire Might Not Have the Perfect Resume*                                                                                   | Sunday, 3/4 @ 11:30 p.m. |
| March 5  | Workplace Training                         | Module 2;    | - Read Chapter 8  
- Chapter 8 Learn Smart Assignment  
- Chapter 8 Topic Quiz                                                                                                                                | Sunday, 3/11 @ 11:30 p.m. |
<p>| March 12-16 | Spring Break                              |               |                                                                                                                                      |                        |</p>
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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Assignments</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| March 19   | EXAM #2 - AVAILABLE ON MONDAY 3/19, 6:00 A.M. TO 10:00 P.M. | Chapters 5, 6, 7, 8, TED Talk Module 3; Chapter 9  
• Read Chapter 9  
• Chapter 9 Learn Smart Assignment  
• Chapter 9 Topic Quiz  | Sunday, 3/25 @ 11:30 p.m. |
|            | Performance Management                                  |                                                                              |                                               |
| March 26   | Pay and Incentive Systems                               | Module 3; Chapter 11  
• Read Chapter 11  
• Chapter 11 Learn Smart Assignment  
• Chapter 11 Topic Quiz.  
• View TED Talk: Why You Should Know How Much Your Coworkers Get Paid  
• View TED Talk: Know Your Worth, Then Ask for It.  | Sunday, 4/1 @ 11:30 p.m. |
|            |                                                        |                                                                              |                                               |
| April 2    | Indirect Compensation: Employee Benefit Plans          | Module 3; Chapter 12  
• Read Chapter 12  
• Chapter 12 Learn Smart Assignment  
• Chapter 12 Topic Quiz  
• Discussion Topic #4  | Sunday, 4/8 @ 11:30 p.m. |
|            |                                                        |                                                                              |                                               |
| April 9    | Exam #3 – AVAILABLE ON MONDAY 4/9, 6:00 A.M. TO 10:00 P.M. | Chapters 9, 11, 12, TED Talks Module 4; Chapter 13  
• Read Chapter 13  
• Chapter 13 Learn Smart Assignment  
• Chapter 13 Topic Quiz  
• Discussion Topic #5  
• TED Talk: When Workers Own Companies, the Economy Is More Resilient  | Sunday, 4/15 @ 11:30 p.m. |
<p>|            | Union Representation and Collective Bargaining         |                                                                              |                                               |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Module/Assignments</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>April 16</td>
<td>Procedural Justice and Ethics in Employee Relations</td>
<td>Module 4; Chapter 14 • Read Chapter 14 • Chapter 14 Learn Smart Assignment • Chapter 14 Topic Quiz</td>
<td>Sunday, 4/22 @ 11:30 p.m.</td>
</tr>
<tr>
<td>April 23</td>
<td>Safety, Health, and Employee Assistance Programs</td>
<td>Module 4; Chapter 15 • Read Chapter 15 • Chapter 15 Learn Smart Assignment • Chapter 15 Topic Quiz</td>
<td>Sunday, 4/29 @ 11:30 p.m.</td>
</tr>
<tr>
<td>April 30</td>
<td>International Dimensions of HRM</td>
<td>Module 4; Chapter 16 • Read Chapter 16 • Chapter 16 Learn Smart Assignment • Chapter 16 Topic Quiz</td>
<td>Sunday, 5/6 @ 11:30 p.m.</td>
</tr>
<tr>
<td>May 7</td>
<td>FINAL EXAM (EXAM #4) AVAILABLE ON MONDAY 5/7, 6:00 A.M. TO 10:00 P.M.</td>
<td>Chapters 13, 14, 15, 16, Ted Talk</td>
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</tbody>
</table>