

**MANAGEMENT 5210: Human Resource Management Seminar**  
The University of North Texas  
College of Business Administration  
Fall 2019

THIS IS AN 8 WEEK COURSE THAT MEETS THE 2ND HALF OF THE SEMESTER  
OCTOBER 21 - DECEMBER 13, 2019

Instructor: Dr. Danielle Cooper

Office: BLB 385E

E-mail: [Danielle.Cooper@unt.edu](mailto:Danielle.Cooper@unt.edu) (*instructor will respond within 24 hours*)

Phone: 940-565-4487

Office Hours: Frisco, Tuesday, 1:30pm-3:30pm; Denton, Thursday, 8:30-12:30pm

*Check course Announcements regularly for communication from the instructor throughout the semester.*

**COURSE ACCESS:**

Access the course at: <https://unt.instructure.com/>

- Login using your EUID and password under “Course Login”
- Click “MGMT 5210” from the list of courses
- You will need Acrobat Reader and RealPlayer for this course

**COURSE OBJECTIVES:**

1. To develop an understanding of the function of human resource management and the role it plays in organizations.
2. To provide students with an understanding of the legal environment affecting the human resource management function, including such topics as employment discrimination, labor relations, employee safety and health, as well as laws related to employee compensation and benefits.
3. To examine the influence of work force diversity on the management of human resources.
4. To introduce students to the specific functions of human resource management, including recruitment, selection and placement, training and development, compensation and benefits, and performance appraisal.
5. To identify and explore specific contemporary issues related to each functional area of human resource management and their influence on the organization.
6. To explore the problems faced by human resource managers in the global international context.
7. To provide a background for further study in advanced courses in business administration, human resource management and industrial relations.

## **COURSE MATERIALS:**

Raymond Noe John Hollenbeck, Barry Gerhart, Patrick Wright. *Human Resource Management*, 11th edition.

Selected readings as assigned within the Canvas modules

## **OVERVIEW OF COURSE REQUIREMENTS**

In this course, students will be required to complete two exams. They will also be required to complete weekly learning modules that present the course content for that week. Students are responsible for reading the textbook to supplement the material presented in the course module. Modules include discussion questions. Students are required to answer discussion questions within the discussion forum following the directions provided in the module and complete module quizzes each week. They are also required to choose and review an article on an HR topic.

## **EVALUATION OF COURSE PERFORMANCE:**

### **GRADE WEIGHTS:**

Exam 1	100 points
Exam 2	100 points
Modules	
Module Discussion Postings	70 points
Module Quizzes	35 points
Article Review	15 points
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Total Possible Points	320 points

<b><u>Grade</u></b>	<b><u>Sum of Course Points</u></b>
A	288-320
B	256-287.9
C	224-255.9
D	192-223.9
F	Below 192

## **EXAMS:**

The course includes two exams. Exams will be administered online. You will have a 27 hour window to access exams starting at 7pm on the day they are assigned and ending at 10pm the next day. Once you have accessed the exam, you will only have a limited time to complete the exam. Exams consist of multiple choice and true false questions. Questions will be both content and application oriented.

Makeup exams will only be offered for absences in accordance with university policy AND when I am notified prior to the scheduled exam. Failure to take an exam without prior notice of an excused absence will result in a grade of zero for the exam. It is the student's responsibility to coordinate a date and time with me for any make-up exam.

You are responsible for taking exams in a location with a reliable computer and internet connection. If you do not have one at home, you are encouraged to find one in a local library or on the UNT campus.

## **CANVAS ASSIGNMENTS AND DISCUSSION POSTINGS:**

**Modules:** You will complete 7 Canvas modules during the semester. Modules can be found on the course home page under "Course Modules." The schedule of Module Assignments can be found on the last page of your syllabus. Modules consist of an online lecture, a quiz, and a variety of weekly discussion postings that support the content of the modules. The online lecture is designed to complement the weekly textbook reading assignments. It is strongly recommended that you read your text assignment before completing the corresponding module. Course exams will be drawn from both the textbook reading and the modules. It is essential that you read both in preparing for your exams.

The module grade will be based on quizzes and discussion postings. Students must complete these assignments for each Canvas module DURING THE WEEK IN WHICH IT WAS ASSIGNED. All quizzes and discussion forum participation that are required in the modules are due by Sunday at 12 midnight at the end of the week in which they were assigned. For example, Module #1 is assigned on Monday, October 21 and the associated quiz and discussion postings are due by Sunday, October 27 by 12 midnight. Please carefully read the instructions in each module.

**Module Quizzes:** Each module will include a five question quiz with questions about the chapters covered in the module. Students will have thirty minutes to answer the five questions. Each question is worth one point, for a total of five possible points on the quiz.

**Discussion Postings:** Within the Course Modules, the instructor has posted supplementary articles, videos, or audio files with associated discussion questions. These questions are designed to stimulate class discussion. These questions are part of the assignment for that week's module. Students must post comments and responses that address the questions and promote in-depth discussion of module content.

Each module contains a set of discussion questions. Each set of discussion questions is worth 10 possible points.

The Discussion Forum is a key feature of the course. Students enrolled in this course typically come from a variety of professional backgrounds, thus, adding to the diversity and scope of opinions. Class participants will have different perspectives that will add course depth. **Your participation and involvement are critical to the success of the course.**

### **ARTICLE REVIEW:**

Students will be responsible for reporting on an article on an HR topic. You will select an article from a newspaper or magazine (e.g. Wall Street Journal, Forbes, Harvard Business Review, Economist, Time, Financial Times) for review that is chosen to correspond with any of the HR topic areas covered in class (listed in the syllabus). The objective is to present you with the opportunity to read and evaluate current articles/studies on a human resource issue of interest to you.

You will turn in both the article and a 2-page writeup about the article on Canvas. The writeup should be in Microsoft Word, using 12-point font, double-spaced.

The writeup should address the following issues:

- a. purpose of the article/very brief summary of its conclusions
- b. how the information in the article applies to your current job or organization (or if not currently employed, a potential future job or organization)
- c. how the article relates to material discussed in this course
- d. your personal opinion on the issue/information addressed in the article

You will be graded on the thoughtfulness of your discussion, the clarity and organization of your writing, and the completeness of addressing the above issues. The article review is due November 25.

### **COURSE ASSISTANCE:**

Canvas functionality issues: If you have difficulty accessing the course, please contact the Student Helpdesk at [helpdesk@unt.edu](mailto:helpdesk@unt.edu), phone: (940) 565-2324, in person: 330 Sage Hall. Help Desk Hours: M-Th, 8am-midnight; F, 8am-8pm; Sat, 9am-5pm; Sun, 8am-midnight.

If you have access to the course, but are still having problems with the functionality, please view the “Frequently asked questions” link to review frequently asked questions about using Canvas. You may also contact the support staff with other questions regarding functionality. If you cannot locate the answer or if you need additional information, contact your instructor using email. You may also contact your instructor when you have questions concerning assignments (accessing, using, submitting, grading, etc.)

When students contact the UNT Student Helpdesk to report a problem using Canvas, the technicians will create an official report of the incident. Students will receive a “ticket number”

for the technical difficulty reported. The technicians may be able to solve the problem as it surfaces if the problem is theirs to resolve (i.e., the technicians cannot re-plug a student's unplugged modem). No technological excuses will be accepted without an official tech report (and therefore an official ticket number) from the Helpdesk.

After contacting the Student Helpdesk and after receiving an assessment of the problem and a ticket number, students may contact the instructor (at [Danielle.cooper@unt.edu](mailto:Danielle.cooper@unt.edu)). The instructor will then determine a response based on the helpdesk report, University policies, applicable laws, and past experiences.

### **STUDENTS WITH DISABILITIES:**

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with a disability. If you have an established disability as defined by the Americans with Disabilities Act and would like to request an accommodation, please see me as soon as possible. My office hours and office number are noted above. University policy requires that within the first week of class students notify their instructor that accommodations will be needed.

**Special Note about Canvas.** Canvas is committed to making certain that online courses are open and accessible to people with disabilities. As a result, Canvas 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.

### **RESEARCH PARTICIPATION**

You may have opportunities during the semester to serve as a research subject and earn extra credit toward the course grade. You may choose not to participate and an alternative means of earning extra credit will be made available to you.

### **POLICY ON CHEATING:**

Students are responsible for the textbook chapters outlined in this syllabus and for the course content reviewed on Canvas.

Students are expected to uphold University rules and standards of scholastic honesty and integrity. Cheating or other academic misconduct will not be tolerated. Violations will be subject to disciplinary action. Cheating includes collaboration on any assignments that will be graded on an individual basis. It also includes plagiarism, unauthorized preparation of notes for use on exams, looking at another student's examination answers, or requesting or passing information during an examination. Students who become aware of suspicious activities are asked to promptly notify the professor so that immediate corrective action can be taken. Please refer to the University's policy on academic integrity: <http://vpaa.unt.edu/academic-integrity.htm>

You will be asked to agree to an ethics statement that outlines the ethical principles you are expected to adhere to in this course. The ethics statement will be made available to you on our course homepage.

### **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. F-1 Visa holders will 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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

## **SPOT**

The Student Perceptions of Teaching (SPOT) evaluation 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. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

## CLASS SCHEDULE

Note: This is a flexible course schedule. The instructor reserves the right to change this schedule.

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
10/21	Module #1: Strategic Human Resource Management (15 pts)	Chapter 1, 2 & 16
10/28	Module #2: Legal Environment and Unions (15 pts)	Chapter 3, 14
11/4	Module #3: Analysis of Work and Planning (15 pts)	Chapter 4, 5
11/11	<b>Exam One, Chapters 1-5, 14 &amp; 16</b> Module #4: Selection and Training (15 pts)	Chapter 6, 7
11/18	Module #5: Performance Management, Separation and Retention (15 pts)	Chapter 8, 10
11/25	Module #6: Compensation: Pay Structures and Incentives (15 pts) <b>Article Review Due 11/25</b>	Chapter 11, 12
12/2	Module #7: Benefits (10 pts)	Chapter 13
12/9	<b>Exam Two, Chapters 6-8, 10-13</b>	