

Elmira College
Graduate Studies
Course Syllabus

MGT 5005.500 Human Resource Management and Development

Summer 2019

INSTRUCTOR: Matthew Burr, Assistant Professor of Business Administration

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CLASS HOURS:	Online
CLASS CODE:	MGT 5005

A. COURSE DESCRIPTION

This course is intended for those students who are planning a career in business management. The course will look at Human Resource Management (HRM) and the role it plays in the successful development and growth of an organization. Analysis will be focused on the various aspects of HRM that grow both the organization as well as the individual members of that organization. The course will use appropriate readings, case discussions, experiential exercises, and final activities.

Prerequisites: None

B. METHOD OF INSTRUCTION

Multiple methods of instruction will be used, including interactive lecture and activities, case review, readings, use of visuals, learner presentations, and experiential activities. Class participation is expected from all members of the course. Power Point slides, and discussions are designed to supplement and clarify the materials found in the course text.

C. LEARNING OUTCOMES

1. Identify the role of HRM as it relates to the management process and the successful development and growth of an organization.
2. Discuss how to align HRM strategy and actions with organizational strategy.
3. Demonstrate an understanding of how major factors in our environment, including globalization, are changing the role of HRM.
4. Evaluate the ethical and professional issues that affect HRM in terms of laws and legal issues.
5. Demonstrate an understanding of recruitment and placement principles and techniques.
6. Evaluate the importance of employee training and development to employee performance and organizational success.
7. Illustrate an understanding of the performance appraisal process and be able to discuss the purpose and major uses of performance appraisal.
8. Demonstrate an understanding of the various roles in career development and issues to consider for promotion decisions.
9. Describe two general types of compensation systems and their components.
10. Reconstruct the typical collective bargaining process
11. Specify health, safety and security issues and detail their importance in terms of the legal obligations and recruiting purposes.
12. Demonstrate a basic understanding of the unique challenges faced when implementing a global human resource program.
13. Define the HR challenges encountered in entrepreneurial firms.

D. COURSE TOPICS/UNITS AND DATES

Week #1

Chapter 1 HRM: Gaining a Competitive Advantage

Chapter 15: HRM Globally

Chapter 16: Strategically Managing the HRM Function

Reaction Paper #1

Discussion #1

Week #2

Chapter 2: Strategic HRM

Chapter 3: The Legal Environment EEO & Safety

Reaction Paper #2

Discussion #2

Week #3

Chapter 4: The Analysis and Design of Work

Chapter 5: HR Planning and Recruitment

Reaction Paper #3

Discussion #3

Week #4

Chapter 6: Selection and Placement

Chapter 7: Training

Reaction Paper #4

Discussion #4

Week #5

Chapter 8: Performance Management

Chapter 10: Employee Separation and Retention

Chapter 11: Pay Structures Decisions

Reaction Paper #5

Discussion #5

Week #6

Chapter 12: Recognizing Employee Contributions with Pay

Chapter 13: Employee Benefits

Reaction Paper #6

Discussion #6

E. TEXTBOOK(S) AND REQUIRED TOOLS OR SUPPLIES

Textbook (required): Human Resource Management Gaining a Competitive Advantage Noe, Hollenbeck, Gerhart, Wright, McGraw Hill; 11th edition

Optional Text:

Ulrich, Dave, Younger., Jon, Brockbank., Wayne., Ulrich, Mike. (2012).
HR From the Outside In: Six Competencies for the Future of Human Resources. (1st Ed.), McGraw-Hill Education.

ISBN-10: 0071802665

ISBN-13: 978-0071802666

<http://hrfromtheoutsidein.com/>

<https://www.amazon.com/HR-Outside-Competencies-Future-Resources/dp/0071802665>

F. GRADING PLAN

Method of Evaluation:

1. Final Project: Oral Presentation (20%) of the final grade.
2. Final Project Paper (20%) of the final grade.
3. Writing Assignments/Reaction Papers as (20%) of the final grade (6). Late writing assignments will not be accepted.
4. Discussion/Response to Discussion Questions (20%)
5. HR Professional Interview/Survey (10%) of the final grade.
 - a. The purpose of this assignment is to deepen your understanding of the techniques of Human Resource Management by observing their practical application in an actual real-world setting. It is critical that you understand that the contact is busy and is volunteering their time to deepen your understanding of Human Resource Management. Therefore, you should prepare and organize your questions prior to the meeting. It is suggested that you prepare and send a questionnaire before meeting in order to make the best use of everyone's time. You will be required to briefly discuss the interview during class; a brief introduction to the organization, who the HR person is, major challenges and a learning summary. The goal of the assignment is to help you understand the HR profession and backgrounds of HR professionals. (1 person can select Elmira College HR and I cannot be interviewed.) I am available to help you find an HR person to interview.

6. External HR Event Attendance; HRATT Meeting, Career Services Event, HR Webinar (10%) of the final grade.
 - a. The goal is to provide opportunity for you to continue to grow your HR knowledge outside of the classroom. You will be required to briefly share and write a summary of the training attended. The topic/event is entirely up to you, minimum of 1-hour training.
 - i. <https://www.sterlingtalentsolutions.com/>
 - ii. <https://hratt.shrm.org/>
 - iii. Career Services

GRADING SCALE:

A	= (94.5) 95-100
A-	= (89.5) 90-94.4
B+	= (85.5) 86-89.4
B	= (82.5) 83- 85.4
B-	= (79.5) 80-82.4
C+	= (75.5) 76-79.4
C	= (72.5) 73-75.4
C-	= (69.5) 70-72.4
D+	= (64.5) 65-69.4
D-	= (59.5) 60-64.4
F	=below 60

Rounding of grades will be .5 and above or below. Example, a student with a 94.4 will receive an A-, a 94.5 will be rounded to a 95.

Academic Policies – Please refer to your copy of the *Elmira College Bulletin* and *Student Handbook*

Academic and Classroom Policies

1. Honesty, Integrity, and Respect for Others are fundamental student expectations in this course.
2. Students are expected to complete the assigned reading.
3. Students are expected to actively and constructively participate in class discussions and case reviews.
4. Individual writing assignments must be typed and will be due as specified. Late assignments will not be accepted. Reaction papers should be 1-2 pages in length double spaced. Remember citations and academic integrity.
5. Students with documented academic, medical, emotional, and/or physical disabilities, who require accommodation, must provide current documentation attesting to the specific nature of their disability to Carolyn Draht, Academic Accommodations Coordinator and Associate Registrar, at accommodations@elmira.edu or in McGraw Hall room 113. Students are responsible for submitting the appropriate documents and forms in a timely manner. A meeting to review documentation and discuss accommodations is strongly recommended. If you have questions concerning this, please contact the course faculty or Carolyn Draht directly.

Group Project Assignment (Groups of 4)

Small Business HR (A-Z) Design Introduction:

Your task during this summer class is to generate an HR business plan for your small business.

This should include all aspects of HR from talent acquisition through the retirement phase in the work relationship.

The area's covered below are thoughts on what should encompass this project.

This will be the foundation of your future organization and worth a significant number of points for your final grade.

Area's to consider; Recruiting, Compensation and Benefits, Policies, Employee Relations, Training, Performance Reviews, Legal, Marketing Positions, Career Progression, Organizational Expansion, Budgets, Safety/Worker's Comp

What information do you need and where do you begin?

Be thorough and creative, if this is your business, what do you need to know and understand?

This project is value add for all of you to truly understand the impact HR can have on an organization.