

Introduction to human resource management. Topics covered will include the legal environment of human resource management, acquiring human resources, rewarding human resources, developing human resources, labor-management relations, and promoting safety and health.

Upon completion of this course, students should have a basic understanding of the process of human resource management.

Textbook: Human Resource Management: Gaining a Competitive Advantage, 8th Edition, by Noe, Holenbeck, Gerhart & Wright

Class Session	Date	Book Chapter	Topic & Review of Assigned Problems	Problems & Other Assignments
1	1/19/2015	<u>1</u>	Course Introduction; History of Human Resource Management, Starbucks Video Case (http://www.shrm.org/multimedia/video/vid_archive/pages/trusttravelsshort.aspx), "Human Resource Management - Gaining a Competitive Advantage"	Read Chapters 1-2, Read "Exercising Strategy: <u>Zappos Faces Competitive Challenges</u> " at the end of Chapter 1 and write answers to questions to hand in and discuss in next class.
2	1/26/2015	2 - 3	"Strategic Human Resource Management," "The Legal Environment: Equal Employment Opportunity and Safety"	Read Chapters 3-4, Read "Exercising Strategy: <u>Strategy & HRM at Delta Airlines</u> " at the end of Chapter 2 and <u>Home Depot's Bumpy Road to Equality</u> at the end of Chapter 3, write answers to questions to hand in and discuss in next class.
3	2/2/2015	4	"The Analysis and Design of Work"	Read Chapter 5, Read "Exercising Strategy: <u>The Trouble at Toyota: When Ambition Trumps Tradition</u> " at the end of Chapter 4 and write answers to questions to hand in and discuss in next class.
4	2/9/2015	5	"Human Resource Planning and Recruitment"	Read Chapter 6, prepare a job analysis of a current or past job, including a job description and job specification/qualifications, read "Managing People: <u>Experienced Workers: Past Practices Put a Premium on Seniority</u> " at the end of Chapter 5 and write answers to questions to hand in and discuss in next class.
5	2/16/2015	6	Discuss Job Analyses, "Selection and Placement"	Read Chapter 7, Read "Exercising Strategy: <u>Who is Screening the Screeners</u> " at the end of Chapter 6 and "Managing People: <u>Learning Isn't Perishable at Wegmans' Food Markets</u> " at the end of Chapter 7 and write answers to questions to hand in and discuss in next class.
6	2/23/2015	7	"Training"	Take home Test 1 : Chapters 1 - 6 (Grading point for 1st 7 weeks), due 3/2; read Chapter 8

				Select a company for your paper, read Chapters 9 & 10, read "Managing People: <u>Lions...Tigers...and Bears...and Performance Management</u> " at the end of Chapter 8 and "Exercising Strategy: <u>Trustmark's Leadership Development Program</u> " at the end of Chapter 9, write answers to questions to hand in and discuss in next class.
7	3/2/2015	8	Test 1 due , "Performance Management"	
	3/9/2015		SPRING BREAK: NO CLASS	
				Prepare Outline/Draft of Paper, Read Chapter 11, Read " <u>Exercising Strategy: Home Depot: A Fixer-Upper</u> " at the end of Chapter 10, write answers to questions to hand in and discuss in next class.
8	3/16/2015	9-10	Turn in Paper topics , "Employee Development," "Employee Separation and Retention"	
				Work on paper, Read Chapters 12 & 13, Read "Exercising Strategy: <u>Changing Compensation to Support Changes in Corporate Strategy</u> " at the end of Chapter 11, write answers to questions to hand in and discuss in next class.
9	3/23/2015	11	Turn in outline/draft of paper , "Pay Structure Decisions"	
10	3/30/2015	12	"Recognizing Employee Contributions With Pay"	Take home Test 2: Chapters 7-11, due 4/6
				Read Chapter 15, Read "Managing People" at the end of Chapter 12 and "Managing People: <u>Smokers Now Face Another Risk From Their Habit: It Could Cost Them a Shot at a Job</u> " at the end of Chapter 13, write answers to questions to hand in and discuss
11	4/6/2015	13	Test 2 due , "Employee Benefits"	
12	4/13/2015	15	"Managing Human Resources Globally"	Work on paper.
13	4/20/2015		Papers Due , Discuss Remaining Cases, Presentations on Papers	
14	4/27/2015		Paper presentations , Final Review	Final exams handed out, due 5/5/15; May be emailed, forwarded by campus mail, mailed, or slid under office door

Grading & Course Policies

1	<u>Final Course Grade</u>	
	Class participation	20%
2	Tests	20%
	Exercises, Paper Draft	15%
	Paper	20%
	Paper Presentation	5%
	Final Exam	20%
		<u>100%</u>

Class participation is graded from 0 to 3 as follows:

- 0: Absent from class
 - 1: In class
 - 2: In class and participated
 - 3: In class, significant participation
- Two lowest class participation grades are dropped from average for excused and unexcused absences.

Final grade scores (see above) will be converted to final letter grades using grading as explained on page 45 of the 2013-2014 College Catalog.

2 Tests

All tests, including the final, are open book and open notebook.

3 Office Hours

Office hours are by appointment. Please email me to set up a time to meet.

4 Late assignments

Late assignments will be marked down 1 whole letter grade for each day late. Late assignments will not be accepted more than 3 business days late and the grade on them will be a zero.

5 Excel & PowerPoint Use

Homework problems and the group project require use of Excel spreadsheet and PowerPoint presentation software. If you do not know how to use standard business software, contact Molly Brown @ molly.brown@wells.edu, X3354 as soon as possible to arrange to take the Library workshop in Excel.

6 Electronics in the classroom

Cell phones, music players and other devices are to be turned off during class. There is to be no usage, including texting, during the class session. The only exception is the use of laptop computers for note taking and problem solving.

7 Honor Code

Community Honor shall be the basis of student government at Wells College. The principle of Community Honor is based upon the pledge of each member of the student body to be honest and trustworthy in the conduct of her or his collegiate life as it is defined or encompassed by the Collegiate Rules. Wells College students are under community obligation and pledge not to lie, cheat, steal, deceive or conceal in the conduct of their collegiate life as defined or encompassed by the Collegiate Rules. Each student is obligated to report violations of community honor involving herself or himself to a member of the faculty or member of the appropriate judicial body within 24 hours. A member of the student body, member of the faculty, or member of the administration or staff who is a witness to a violation (or an admission of a violation) of community honor has responsibility to urge the offender to report herself or himself. If the offender fails to do so, the obligation falls to the witness.

8 Students with Disabilities

Wells College makes reasonable accommodations for qualified students with documented disabilities. If you have a learning disability, a chronic illness, physical or mental health disability that may have some impact on your work for this class and for which you may need accommodations, please notify the Office of Student Achievement, located in the Learning Commons, Long Library by calling x3432 or emailing studentachievement@wells.edu.

8 Career Services

Career services may be visiting this course at some time during the year to review internship and career options related to this course.

9 Paper and Presentation

Find a company that you admire or despise. Research all aspects of that company's Human Resource Management practices using Journal Articles, library database articles (<http://www.wells.edu/academics/library/library-database.aspx>), general internet search results (best companies to work for, etc.) and the company's website. Detail what you like or dislike about the company's human resource management practices. Be sure that you research each aspect of the firm's human resource policy, including hiring, training, performance evaluation, compensation, labor relations, the way that employees are treated in the firm's culture, and whether managers are treated different from line employees. Each paper will have a title page, an introduction/summary of findings, a body, a conclusion, and a list of sources. You must footnote your sources for all statements of fact. *I will be checking sources. Remember that your work is covered by the Honor Code. You will be presenting your paper during the last class period. The presentation will include a summary of findings with a discussion. You should be prepared to answer questions from other class members concerning your findings. It is suggested that you prepare a Powerpoint presentation to guide you.*