

Summer 2020
MGMT 336 Human Resources Management
Ben Ferati

Concordia University Mission

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and in the world.

Batterman School of Business Mission

The Batterman School of Business emboldens a global network of transformational and collaborative Christian leaders, dedicated faculty, entrepreneurial students, and active alumni who come together to create maximum social impact through ethical practice, innovation and service.

This course is part of the School of Business core curriculum and aligns with the School of Business mission.

Course Number and Name: MGMT 336, Human Resources Management

Course Description:

The Human Resources Management course gives students an introduction to the field of HRM, and the theories and technical aspects of the HRM function. Although not every student taking this course will become an HR professional the materials covered in this course are beneficial no matter what career path one chooses. For some students who plan to be in a management type of roles in the future, this course is an introduction to the concepts of managing and directing the work of employees.

Credit Hours: 3

Instructor(s): Multiple

Course Location: Multiple centers and online via LMS

Course Meeting Days and Times: Centers, TBD; Online, N/A

Instructor-student interaction and student preparation time:

Six-week, blended format: This course meets for four hours each week in the face-to-face classroom, with an additional two hours each week participating in online discussions, totaling 36 hours of instructor-student contact for the course. In addition to these contact hours, students are expected to spend 16-18 hours each week working independently on readings, homework assignments and learning activities. A total of approximately 135 hours of student effort is anticipated.

Six week, collaborative, online course: All enrolled students are expected to log into this course at least 3 to 4 times per week to stay on top of assigned content, assignments, and assessments. All student work should be submitted in the online course. Students should plan on spending approximately 22 to 23 hours per week on the required readings and learning activities for this course. A total of approximately 135 hours of student effort is anticipated.

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Eight week, collaborative, online course: All enrolled students are expected to log into this course at least 3 to 4 times per week to stay on top of assigned content, assignments, and assessments. All student work should be submitted in the online course. Students should plan on spending approximately 16 to 18 hours per week on the required readings and learning activities for this course. A total of approximately 135 hours of student effort is anticipated.

Fifteen-week, collaborative, online course: All enrolled students are expected to log into this course at least 3 to 4 times per week to stay on top of assigned content, assignments, and assessments. All student work should be submitted in the online course. Students should plan on spending approximately 9 hours per week on the required readings and learning activities for this course. A total of approximately 135 hours of student effort is anticipated.

For further information, here is a link to the university Credit Hour Policy:
<http://celt.cuw.edu/concordia-credit-hour-policy/>

Course Prerequisites: *none*

Required Resources:

Snell, S., Morris, S. & Bohlander, G.W. (2019). *Managing Human Resources*. (18th Ed.)

ISBN-13: 978-1337389624

ISBN-10: 133738962

Other Learning Resources:

Other readings, articles and other resources provided online via the learning management system (LMS).

- **Recommended:** *Publication Manual of the American Psychological Association* (7th ed). (2020). Washington, D.C.: American Psychological Association.
<https://apastyle.apa.org/products/publication-manual-7th-edition/?tab=4>

Teaching Strategies:

This class will adopt an active learning principles where the instructor will engage the students in the learning process through in class discussions, small group activities, course readings, etc. For this method of instruction to work effectively, **you must have read and reflected on all assigned material prior to the class.**

Course Evaluation and Grading:

Online		Face-to-Face	
		F2F class participation	10%
Discussion Questions	20%	Online Discussion Questions	20%
Employment documents and reading summaries	25%	Employment documents and reading summaries	15%
Case studies and article reflections	20%	Case studies and article reflections	20%
Final Project – 35%		Final Project – 35%	
ID of interviewees	0%	ID of interviewees	0%
Interview questions	5%	Interview questions	5%
Rough draft - paper	5%	Rough draft - paper	5%
Rough draft - presentation	5%	Rough draft - presentation	5%
Final paper	10%	Final paper	10%
Final presentation	10%	Final presentation	10%
Total	100%	Total	100%

Grading Scale:

A	93-100	B	83-86.9	C	73-76.9	D	63-66.9
A-	90-92.9	B-	80-82.9	C-	70-72.9	D-	60-62.9
B+	87-89.9	C+	77-79.9	D+	67-69.9	F	<60

Course and Instructor Policies: TBD based on delivery format and each individual instructor. A sample of instructor policies is included here:

APA: In order to enhance your business writing skills, proper grammar, punctuation and spelling are necessary. All written documents should follow APA guidelines. Citations should be found at the end of your paper, in alphabetical order and will not be counted as a page(s).

Attendance: CUW/AA attendance policy is in effect, and attendance is mandatory. No points are awarded for missing class. Absences are excused only at the discretion of the instructor of record for the course. The only excuses for absence accepted are illness of the student, an immediate family member, or in such cases was approved in advance by the instructor of record for the course. In cases of illness, a signed note must be obtained from the student's, or the family member's healthcare provider. In the event of illness, it is the student's responsibility to notify the instructor of record for the course in advance of the scheduled class. Any student seeking prior approval for an excused absence must submit, and have approved, a request via school email. More than 10% unexcused absences (class session/total schedule course sessions) or tardiness will result in the student being called before the Student Progress Committee.

Blackboard: Course handouts and course materials will be posted on Blackboard, the CUW/AA learning management system (LMS). It is the student's responsibility to keep up with this material and utilize technology either from your own computer or through computer labs. All assignments will be submitted electronically through Blackboard.

Class Participation (f2f class) - Class attendance is expected and participation is encouraged. Assigned readings and homework must be done prior to the class meeting. Students are expected to be present and prepared to participate in the class discussion. If you are absent it will impede your learning and will impact your class participation grade. In the event you are absent for class, it will be your responsibility to find out from your classmates and/or group members what materials and discussion (notes) you missed during the class session. It will be your individual responsibility to demonstrate your competence in this course.

This is a course that revolves around the participation of the students. You are encouraged to be informal, inquisitive, willing to challenge and be challenge, and open to new ideals. I will call on you to get your input on a topic. You will not be judged if you have the wrong answer. We need the conversation in order to make the topics relatable and interesting. The topics discussed in this class will have many sides; some may be especially controversial. It is expected that students will have varying perspectives. We may not agree with the specific opinion, but the disagreement should never be disrespectful or, or especially deteriorate into a personal attack. Come willing and ready to exchange ideas openly.

Cell phones (f2f class): Phones must be silenced during class and laboratory time. Please be courteous to your colleagues and to the course instructors. If there are circumstances under which you need to be able to receive a cell phone call (such as employment, family illness, or emergency) please put your cell phone on vibrate, so as to minimize disruption of the class. If you need to take a call, please leave the classroom to take care of your business, returning to class if you are able after you have dealt with the call. Otherwise, please turn your phones to silent during the class time. After a third verbal warning not to carry on conversations in class (whether cell phone or with another student in class) the student(s) involved will be asked to leave the class for the remainder of that class period. After a fourth verbal warning, the student(s) will meet with the instructor and the Dean of the School of Business.

Class Assignments Submittal: Students must submit their class assignments electronically to the appropriate location in Blackboard by 11:50 pm (CST) on the given due date. **Late assignments will be decrease a whole grade level for each day being late.**

Exams: It is expected that all students will take exams at or before the scheduled times. No make-up exams will be given without permission of the course instructor, which must be obtained IN ADVANCE of the exam, and must be for a serious and substantive reason. No exams may be repeated. No extra credit will be given in this course. In all cases, responsibility for make-up of any missed class activities lies with the student rather than with the instructor.

Extra Credit: No additional extra credit work is either accepted or offered. The best way to earn a good grade in the course is to: attend class regularly, read all assigned materials, allow sufficient time outside for the study and assignment preparation, hand in all assignments on time.

Plagiarism: Is the use of someone else's words or ideas without citing them as a source, thereby not giving proper credit. You are encouraged to read widely and use as many sources as are appropriate and feasible in preparing assignments and studying for the course. But you need to cite all sources you use, including paraphrasing someone else's words or ideas. Not citing sources is plagiarism, and violates University policy. Consequences up to and including dismissal from the course are possible upon verification of plagiarism. Please remember that having someone else write an assignment for you, or turning in work obtained on the internet as your own work, also constitutes plagiarism.

If you engage in academic dishonesty related to this class, you will receive a failing grade on the assignment, and a failing grade in the course. In addition, the case may be referred to the relevant school authority for appropriate misconduct sanctions. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

Professional behavior: in this course is defined as follows:

- Demonstrating appropriate respect to colleagues, instructor(s), guest speakers, Etc.
- Attending all class sessions.
- Arriving on time to class.
- Being prepared to learn, including bringing all necessary materials to class.
- Working effectively and cooperatively with classmates to learn course material.

*Program/Department Policies:

Batterman School of Business Honor Pledge Policy:

Students taking adult accelerated courses in accounting, business management, management of criminal justice, human resource management, and health care management courses are asked to inscribe the Honor Pledge found below at the end of each assignment submitted, using handwriting when possible.

This pledge reminds students of their commitment to academic integrity in all work at Concordia University.

Honor Pledge: "As I develop in mind, body, and spirit, I pledge on my honor that I have not given, received, witnessed, nor have knowledge of unauthorized aid on this or any [assignment, quiz, paper, test]."

*Concordia University Policies:

*Accessibility Services: In accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured accessibility services and accommodations that provide equal access to the activities and programs of the University. Students with a disability who require accessible accommodations in order to obtain equal access to this course should contact the Director of the Academic Resource Center (ARC) & Accessibility Services:

- Mequon campus & Centers (262) 243-4299 or www.cuw.edu/arc
- Ann Arbor campus (734) 995-7582 or www.cuaa.edu/arc

*Recording policy: Students may record class sessions when recording is part of an accommodation specified by the Academic Resource Center (ARC) & Accessibility Services. In all other circumstances, students must obtain the written permission of the course instructor prior to recording a class.

* Academic Integrity Policy: Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances. Academic dishonesty is defined as follows:

Cheating: includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

Plagiarism: includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

Fabrication: the forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

Academic Misconduct: intentionally or recklessly interfering with teaching, research, and/or other academic functions.

Sanctions: Faculty members who find evidence of academic dishonesty have sole discretion to determine the penalty, using their professional judgment. This can include a failing grade in the course, or removal of the student from the course. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once; these sanctions may include suspension or expulsion from the university.

*Title IX Policy: Concordia University is committed to fostering a safe, productive learning environment. University policy and federal law (Title IX) prohibit discrimination on the basis of sex which includes but is not limited to harassment, domestic and dating violence, sexual assault, and stalking. Sexual misconduct of any type is not permitted by the university. Please see the following link for more information about CU's policies and procedures concerning sexual misconduct: <https://www.cuw.edu/about/offices/compliance/title-ix-sexual-harassment-policies/index.html>

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Relationship to the Curriculum:

MGMT 336 relates to the curriculum for all business majors by providing a forum for the learning and understanding of the vast responsibilities of Human Resources in businesses and organizations.

Connection to Concordia University Global Learning Outcomes:

This course connects to the following Concordia University Global Learning Outcomes:

- Service and Global Citizenship – Students will read, respond to, and analyze case studies related to the service of Human Resource management and providing for employee's health and well-being.
- Critical Thinking/Creative Problem Solving – Students will create a presentation and paper based on interview data and experiences from a variety of HRM employees.

*Undergraduate Liberal Arts Outcomes (ULAOs): n/a

*Program/Department Student Learning Outcomes:

This course addresses program level student learning outcomes in the Business Management major:

- Students will demonstrate knowledge of human resource issues within the business organization.
- Students will demonstrate knowledge of human resources issues related to staffing, supervision, compensation, worker safety, and related strategy within the business plan.

Course Objectives:

This course has been structured to help you achieve several major objectives. At the end of the course you will be able to,

- Overview of HRM: Provide an overview of the field of Human Resources Management (HRM).
- Overview of HRM functions: Discuss the functions, responsibilities, and the competency model of HR professionals.
- Strategy: Understand how the HR strategy ties into overall organizational strategy
- Know the HR functions (each chapter represents an HR function) including:
 - Employment Law and legal implications
 - Employee Recruitment and Selection
 - Employee Training and Development
 - Employee Compensation and Benefits (Total Rewards)
 - Employee performance, safety, and health
 - Employee rights and dynamics of labor relations
- Describe the role played by HRM in organizational change efforts;
- Demonstrate a practical understanding of HRM through practice exercises, case analyses and hands on assignments that will benefit the student outside this class.
- Evaluate the value and appropriateness of HRM functions and programs within specific organizational settings.

Class Schedule – see below (instructor reserves the right to adjust – see LMS for further information):

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Topic	Assignments	15 Week Course	8 Week Course	6 Week Course
The Rewards and Challenges of HRM	Discussion Questions (DQs)	Week 1	Unit 1	Unit 1
Strategy and HR Planning	DQs, Case Study Response	Week 2	Unit 1	Unit 1
Equal Employment Opportunity and HRM	DQs, Chapter reading summary, Identify interviewees for Final Project	Week 3	Unit 2	Unit 1
Job Analysis and Design	DQs, Job description	Week 4	Unit 2	Unit 2
Expanding the Talent Pool: Recruitment and Careers	DQs, Resume, Final Project interview questions	Week 5	Unit 3	Unit 2
Employee Selection	DQs, Job posting	Week 6	Unit 3	Unit 3
Training, Development and Performance Management	DQs, article reflection, HRM experience assignment	Week 7	Unit 4	Unit 3
Rewards, Compensation and Benefits	DQs, Comparison of Benefits assignment	Week 8	Unit 5	Unit 4
Employee Benefits	DQs, Reading Response	Week 9	Unit 5	Unit 4
Safety and Health	DQs, case study	Week 10	Unit 6	Unit 4
Peer Editing of Papers and Presentations	Rough drafts of paper and presentations	Week 11	Unit 6	Unit 5
Employee Rights and Discipline	DQs, case study	Week 12	Unit 7	Unit 5
The Dynamics of Labor Relations	DQs, case study	Week 13	Unit 7	Unit 5
Final Papers Due	Final Paper	Week 14	Unit 8	Unit 6
Final Presentations Due	Final Presentation	Week 15	Unit 8	Unit 6