

SADDLEBACK COMMUNITY COLLEGE
BUS 221 - Human Resources Management
Course Syllabus – Spring 2009

Instructor: Allison Pratt
Office/Phone: (949) 588-8385
Time: 6:00 p.m. to 8:50 p.m.
Ticket #: 22210

Email: allisonjpratt@gmail.com
Room: BGS 200
Day: Tuesday
Dates: January 13 –May 19, 2009

COURSE DESCRIPTION:

Introduction to the functional areas of human resources management and its role in and relationship to organizations. Provides a basic understanding of human resources management and personnel administration functions and the strategies involved in the decision-making, problem solving, and challenges that affect organizations. Includes historical and contemporary human resources management concepts, theories, and issues; organizational, social and cultural, legal, labor, and workplace environments; global issues; personnel administration; the role and responsibilities of management; employee rights; labor relations; recruitment; interview; selection; and workforce diversity, training, and development.

COURSE OBJECTIVES:

1. Define and illustrate the functional areas of and methods involved in human resources management and personnel administration within the legal environments including: recruitment, interview, selection, and placement.
2. Compare and contrast the importance of equal employment opportunity, affirmative action, training and development, employee performance evaluation, compensation, benefits, motivation, and discipline.
3. Describe and relate the human resources functions, roles and responsibilities of human resources management to organizations from a social, cultural, global, legal, and organizational perspective.
4. Recognize, analyze and define human resources concepts, theories, issues, and problems. Evaluate decision-making and problem-solving strategies used to address contemporary and emerging human resources management challenges.
5. Collect information and identify laws and resources needed for effective human resource management within organizations.

REQUIRED TEXT:

Bohlander, G., and Snell, S. Managing Human Resources (14th ed.). South-Western College Publishing

METHOD OF EVALUATION:

Assignment	Points
<i>Individual Assignments</i>	
Individual HR Topic Paper and Discussion	60
Peer Performance Evaluation	10
Class Attendance and Participation	30
Subtotal	100
<i>Exams</i>	
Exam 1 (Chapters 1-5)	50
Exam 2 (Chapters 6 -11)	50
Exam 3 (Chapters 12-16)	50
Subtotal	150
<i>Team Project</i>	
PowerPoint Presentation	100
Subtotal	100
TOTAL	350

Grading Scale

I do not use a curve or any grading system that requires that a certain percentage of students must receive any given grade. Your grade is calculated on a straight points/percentage basis as follows:

90% and above = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below 59% = F

Late assignments will not be accepted. Hard copies of your papers should be given to the instructor on the evening they are due; emailed copies will not be accepted.

COURSE REQUIREMENTS

Peer Performance Evaluations

Attached to this syllabus is a short form team members will use to CONFIDENTIALLY evaluate each other's participation and performance in all team activities. At the end of the semester, performance evaluations will be collected from all class members. Completing this as instructed will contribute to your participation grade.

No late (turned in after class is dismissed) Performance Evaluations will be accepted!

Class Participation

These are points that are assigned to reward students *who attend, are prepared and participate* in class. In-class activities may be randomly collected; you will only receive these points if you are present during class time. Participation points *cannot* be made up under *any* circumstances; this includes days that you know in advance you will miss. You **cannot** turn in a participation assignment for credit if you are not going to be in class. Some class activities may count for extra credit points.

Exams

There are three exams in this class. Each exam is a closed book, multiple-choice and true/false exam. Bring a Scantron and #2 pencils with you. Exams cover the text, lecture, videos, class discussions and all other class activities. It is important to note that **ALL** material in the assigned chapters (whether discussed in class or not) can be included on the exams.

Exam 1 – Chapters 1-5

Exam 2 – Chapters 6 -11

Exam 3 – Chapters 12-16

PowerPoint Team Presentation:

This is an opportunity to practice your presentation skills. This is a professional presentation – dress the part! Limit your presentation to no more than 12 slides per group. You will need to distribute a handout of your presentation – the six-slides-per-page handout format is ideal. It is not necessary, nor will it positively affect your grade to have color handouts. Plain black and white slides are fine. Double check your grammar and spelling on your slides and make sure the presentation is the same as the handout. Up to three points will be deducted for each typo. Be sure that the information on your slides would serve as a good reference for your classmates. The following 4 slides **MUST** be included in your presentation.

1. Title Slide: Include title of presentation, name of team members in alphabetical order by last name, date of presentation
2. Summary Slide: Key facts of topic
3. Identify Main HR issues: Include what chapter(s) in the text most directly relate to the presentation
4. Websites: List three relevant websites for further information

Since the presentations will vary greatly in terms of content, it is up to your team to decide how to most effectively use up to eight additional slides; however be sure to provide good, well-organized information on the *issues* in your presentation.

Your presentation must not be longer than 30 minutes. Please note that 30 minutes *includes* time for questions. Make sure your presentation fits within the time allotted! It is in your best interests to practice your presentation just to be sure.

Individual HR Topic Paper and Discussion

Learning to research information is critical to effective human resources management. Employment laws change frequently and the scope of the human resources role is extremely broad. Finding relevant information through internet (or other) research sources is key to understanding the numerous HR issues you'll face throughout your career as a manager or HR practitioner. You will now have an opportunity to identify, research and discuss any HR topic you would like to learn more about. A 2 -3 page paper will be collected and shared with the class. (60 points)

Extra Credit

For those of you who are interested in earning additional extra credit points you will have the opportunity to share a total of five current event articles throughout the semester regarding *any* Human Resources related topic. You will need to bring the article in and briefly present it to the class on the day you turn it in. A maximum of fifteen extra credit points can be achieved, three points per article for a maximum of five articles. Students can present one extra credit article for each class meeting, up to a total of five.

A final note....

The amount of material covered in this course is extensive and detailed. Moreover, much of it is structured by federal and state legislation and evolving case law. You must know these facts. The law significantly restricts decisions made about people at work. There is virtually no aspect of employment that is not affected by the law today, particularly in California.

The pace of the course is fast and demanding. You will find the reading very substantive and varied. You will be required to learn many new facts in order to think about the subject because most HRM problems are analyzed and solved within the parameters of the law, management policies, the state of contemporary personnel practices, and applications of behavioral science knowledge.

COURSE SCHEDULE

(Activities are subject to change, with the exception of test dates, which will not be rescheduled)

Bring text to class every day!

Date	Reading Assignment	In Class Activity
1/13	Buy text	Introduction/Administration– Begin Ch. 1 Review Chapter 1 and Case study discussion
1/20	Ch. 1 – Challenge of HR and Ch. 2 – Strategy and HR Planning	Review Chapter 1 and 2 and Case study discussions
1/27	Ch. 3 – EEO & HRM	Review Chapter 3 and Class discussion
2/3	Ch. 4 – Job Analysis, Employee Involvement & Flexibility	Review Chapter 4 and Group Activity
2/10	Ch. 5 – Recruitment and Careers	Review Chapter 5 Test Tips for Exam #1
2/17	EXAM #1	EXAM #1 (Chapters 1-5)
2/24	Ch. 6 – Employee Selection Begin Ch.7 Training & Development	Chapter 6 review and in class activity and discussion <i>Handout Assignment</i>
3/3	Finish Ch. 7 and Ch. 8 – Appraising and Improving Performance	Review Chapters 7 and 8 Case Study discussions Begin Individual Topic Discussions
3/10	Ch. 9 – Managing Compensation	In-Class Discussion & Review Chapter 9 highlights Individual Topic Discussions
3/17	No Assignment Except To Enjoy Spring Break!	SPRING BREAK
3/24	Ch. 10 – Incentive Rewards	Review Chapter 10 Individual Topic Discussions
3/31	Ch. 11 – Employee Benefits	Chapter 11 review Test tips for Exam #2 Individual Topic Discussions
4/7	EXAM #2	EXAM #2 (Chapters 6 -11) Individual Topic Discussions
4/14	Ch. 12 – Safety and Health	Group Time Review Chapter 12 Final Individual Topic Discussions
4/21	Ch. 13 Employee Rights & Discipline and Ch. 14 – The Dynamics of Labor Relations	Chapter 13 and 14 Review
4/28	Ch. 15 – International Human Resources	Chapter 15 Review Group Time
5/5	Ch. 16 – Creating High-Performance Work Systems	Chapter 16 Review Rehearsals
5/12	Group Presentations	Presentations and turn in copy of PowerPoint and Peer Evaluation Test tips for Exam #3
5/19	Final	Finals Week EXAM #3 (Chapters 12-16)

NAME _____

PERFORMANCE EVALUATION – BUS 221

INSTRUCTIONS:

List each team member *except yourself* in alphabetical order by last name.

Rate each team member *except yourself* using a scale from 0-4 (see the guidelines below).

Total each score.

Turn in on the last day of class, during class time. **NO** late papers will be accepted.

Alphabetical listing of Team Members by Last Name (EXCLUDE YOURSELF)										
CRITERIA										
Attendance (meetings in or out of class)										
Positive & active participation during in-class activities										
Demonstrated leadership										
Overall impression of contribution to group ideas and direction										
Overall impression of contribution to Presentation										
Total Points										