

# MGMT4318 – Human Resource Management

Summer II 2019 SESSION  
Online

Thomas L. Matula, Ph.D.  
e-mail: [Thomas.matula@sulross.edu](mailto:Thomas.matula@sulross.edu)  
Office Phone: 830 279-3035  
Mobile Phone: 830 407-9178

## **ONLINE AVAILABILITY HOURS:**

Via CHAT, EMAIL or MOBILE PHONE,  
Tuesday, Thursday; 10:00 AM to 1:00 PM

**GRADING:** Grades will be determined as follows:

Discussions (5)	200 Points
Assignments (2)	200 Points
Final	100 Points
Total Points	500 Points

## **COPYRIGHT NOTICE:**

My lectures and course materials, including power point presentations, tests, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. You may take notes and make copies of course materials for your own use. You may not and may not allow others to reproduce or distribute lecture notes and course materials publicly whether or not a fee is charged without my express written consent. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will ask for your written permission. ©2017

**1. ONLINE COURSE PROCEDURES:** It will be your responsibility to check the **Blackboard website frequently**. You are also required to check your Sul Ross email account since all individual communication will be sent to that address.

YOU ARE REQUIRED TO DOWNLOAD AND USE THE MOZILLA INTERNET BROWSER from Firefox OR Chrome by Google. The Microsoft Internet Explorer in the later versions has recently caused a variety of problems when taking these online exams. Mozilla is available as a free download. Click on the Help and Resources tab when you first log onto the course and then click on Downloads, Utilities, etc. If you need help with this download, contact our OIT department immediately.

Each week, you should read the assigned chapters and check for any new material, new assignments or weekly discussion threads

## 2. REQUIRED TEXTS:

1. *"The Big Book of HR, Revised and Updated Edition"* by Barbara Mitchell and Cornelia Gamlem, 2nd Edition, Career Press, ISBN-13: 978-1632650894
2. *"The Essential HR Handbook: A Quick and Handy Resource for Any Manager or HR Professional"* by Sharon Armstrong, Barbara Mitchell, 1st Edition, Career Press, ISBN-13: 978-1564149909

**3. OFFICIAL COMMUNICATION:** All official communication by the University or me will be sent to your Sul Ross email account. As a result, you are required to activate your email account and check it from time to time for personal communication. I encourage you to email me if you have questions or comments, BUT PLEASE include your full name and the course for which you have questions. Even if you submit your email through the Blackboard site, I cannot tell which course you are in nor what your real name is (i.e., egar123) unless you put it in the body of your email.

**4. TECHNOLOGY HELP:** Obtain your SRSU email account name and password directly from the **Central Help Desk at 1-888-837-2882**. For most technology problems, first go to the Lobo Technology Assistance Center (LTAC). The quicklink to this site is available from our home page under the "My SRSU" tab. For specific help with any aspect of Blackboard, including problems with online exams, contact our Blackboard administrators in Alpine.

**BLACKBOARD HELP: 432-837-8489**

In addition you may visit with one of our on-campus technology resource personnel as follows:

Uvalde:	Mr. George Hernandez	phone: 830-279-3045 Email: ghernandez@sulross.edu
Del Rio:	Creighton Nope III	phone 830 703-4818
Eagle Pass:	Mr. Juan Garza	phone: 830-758-5010 Email: jgarza8@sulross.edu

I encourage you to email me if you have questions about any aspect of the course. Good luck and I look forward to "hearing" from you.

## **STUDENT LEARNING OUTCOMES:**

1. Develop a general understanding of human resource management  
*Assessment: Written assignments, exams and class discussion.*
2. Understand the legal aspects of human resource management  
*Assessment: Written assignments, exams and class discussion.*
3. Demonstrate the ability to evaluate a strategy for hiring and training.  
*Assessment: Written assignments, exams and class discussion.*
4. Generate a workforce development and management strategy  
*Assessment: Written assignments, exams and class discussion.*

## **ADA STATEMENT:**

*Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Kathy Biddick in Student Services, Room C-102, Uvalde campus. The mailing address is 2623 Garner Field Road, Rio Grande College-Sul Ross State University, Uvalde, Texas 78801. Telephone: 830-279-3003. E-mail: [kbiddick@sulross.edu](mailto:kbiddick@sulross.edu)*

## **DISTANCE EDUCATION STATEMENT**

Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. **[If the course requires students to take proctored exams or to purchase additional software or equipment, please describe those requirements here.]** The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

### Schedule for MGMT4318 – Summer II

Week	Topic	Readings
July 9	Human Resource Basics	Book Big Book of HR Chps 1 Book Essential HR Handbook Chps 1-2
July 15	Legal Aspects of HR <i>Assignment 1 due end of week</i>	Book Big Book of HR Chps 2,14, 17, 20 Book Essential HR Handbook Chps 9
July 22	Hiring and training Strategy	Book Big Book of HR Chps 4-12 Book Essential HR Handbook Chps 3-4
July 29	Workforce Management <i>Assignment 2 due end of week</i>	Book Big Book of HR Chps 13-16, 18 Book Essential HR Handbook Chps 6-11
August 5	Workforce Development	Book Big Book of HR Chps 22-24 Book Essential HR Handbook Chps 12
August 12	<b>Final Exam</b>	<b>Due on Tuesday, August 14, 2019</b>