

**SUL ROSS STATE UNIVERSITY
COURSE SYLLABUS
MGT 3363
HUMAN RESOURCES MGMT
SPRING 2022
TTH 9:30 – 10:45 BAB 317**

INSTRUCTOR: Clark Nussbaum
OFFICE PHONE: 432-837-8066 or 432-837-8073
CELL: 432-386-0722 or 432-538-2678
FAX: 432-837-8003
OFFICE: MAB 307
OFFICE HOURS:
Times by Appointment TTH 2:00-5PM
clark.nussbaum@sulross.edu

PROGRAM LEARNING OUTCOMES:

- **Marketable Skill 1:** Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.
- **Marketable Skill 2:** Students will have the ability to use research and analysis to make informed decisions.
- **Marketable Skill 3:** Students will have the ability to write business letters, emails, resumes and reports
- **Marketable Skill 4:** Students will have the ability to make effective oral presentations to both professional and general audiences.
- **STUDENT LEARNING OUTCOMES:**
 - SLO1 - Analyze and solve Business problems across major business functions, using fundamental business principles and strategies
 - SLO 2 Communicate business information through written, oral and other delivery processes
 - SLO 3 Identify and understand the impact of ethical and social responsibility issues in business

TEXT: Fundamentals of Human Resources Management 8th edition
McGraw-Hill Publishers Connect ISBN: 9781260565768
Connect is not necessary

GRADE:	The grade for this course will be:	ATTENDANCE	140
		CASE STUDIES	450
		4 EXAMS	400
		FINAL EXAM	<u>50</u>
			1040

No make-up exams or extra credit will be given.

ATTENDANCE: The attendance policy as outlined in the Sul Ross catalog will be followed. Excessive absences could cause a student to be dropped with an “F”.

ACADEMIC HONESTY: You are expected to do your own work on any assignment and test. If a student is caught cheating, a grade of zero will be assigned to that work.

INSTRUCTOR EXPECTATIONS: You are expected to approach this class in a professional manner. This means coming to class regularly, on time and prepared to participate. Your primary goal as a student is to obtain an education and acquire certain skills to enable you to be productive and competitive in your chosen field. Do not waste your time, your classmates time, or my time by not giving 100% of your efforts.

SRSU Disability Services:

“Any student who because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary arrangements. If an accommodation is needed, students must present their accommodation letter, obtained from Accessibility Services, as soon as possible. Please note that instructors are not permitted to provide classroom accommodations to a student until the appropriate verification has been received. Accessibility Services is in Ferguson Hall room 112. You can make an appointment by calling Mary Schwartze Grisham at 432 837-8203.”

SRSU Library Services

The Sul Ross Library offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library’s website, library.sulross.edu. Off-campus access requires your LoboID and password. Check out materials using your photo ID. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

ACADEMIC GRIEVANCE PROCEDURE: Should you have a problem or concern, it is important that you follow the chain-of-command in addressing your problem. The chain-of-command, in order of who you would see first, is as follows: (1) Instructor (2) Chair (3) Dean of Professional Studies (4) Provost and Vice-President of Academic Affairs and (5) President.

COURSE COVERAGE

Please see attached spreadsheet with class schedule and assignments. Writing assignment will be the “Taking responsibility” and “HR in Small Business” at the end of each chapter.

MGT 3363				
HUMAN RESOURCES MANAGEMENT				
CHAPTER ASSIGNMENTS				
DATES	Chapter	Topic	CASE STUDIES	
1/11/2022		Introduction		
1/13/2022	1	MANAGING HUMAN RESOURCES	Managing Talent	
1/18/2022	1	MANAGING HUMAN RESOURCES	Due 1/26/2022	
1/20/2022	2	TRENDS IN HUMAN RESOURCE MANAGEMENT	HR in Small Business	
			Due 1/28/2022	
1/25/2022	3	PROVIDING EQUAL EMPLOYMENT OPPORTUNITY AND A SAFE WORKPLACE	Taking Responsibility	
			Due 2/1/2022	
1/27/2022	4	ANALYZING WORK AND DESIGNING JOBS	Managing Talent	
			Due 2/4/2022	
2/1/2022		TEST 1 CH 1-4		
2/3/2022	5	PLANNING FOR AND RECRUITING HUMAN RESOURCES	HR in Small Business	
2/8/2022	5, 6	PLANNING FOR AND RECRUITING HUMAN RESOURCES	Due 2/11/2022	
2/10/2022	6	SELECTING EMPLOYEES AND PLACING THEM INTO JOBS	HR in Small Business	
			Due 2/16/2022	
2/15/2022	7	TRAINING EMPLOYEES	HR in Small Business	
			Due 2/19/2022	
2/17/2022	8	DEVELOPING EMPLOYEES FOR FUTURE SUCCESS	HR in Small Business	
			Due 2/25/2022	
2/22/2022		TEST 2 CH 5-8		
2/24/2022	9	CREATING AND MAINTAINING HIGH PERFORMANCE ORGANIZATIONS	Taking Responsibility	
			Due 3/4/2022	

3/1/2022	10	MANAGING EMPLOYEES PERFORMANCE	HR in Small Business	
3/3/2022	10		Due 3/16/2022	
3/7-3/11		SPRING BREAK		
3/15/2022	11	SEPARATING AND RETAINING EMPLOYEES	HR in Small Business	
3/17/2022	11		Due 3/25/2022	
3/22/2022		TEST 3 CH 9-11		
3/24/2022	12	ESTABLISHING A PAY STRUCTURE	Taking Responsibility	
3/29/2022	12		Due 4/6/2022	
3/28/2022		LAST DAY TO DROP WITH A "W"		
3/31/2022	13	RECOGNIZING EMPLOYEE CONTRIBUTIONS WITH PAY	HR in Small Business	
4/5/2022	13		Due 4/9/2022	
4/7/2022	14	PROVIDING EMPLOYEE BENEFITS	Managing Talent	
			Due 4/15/2022	
4/12/2022	15	COLLECTIVE BARGAINING AND LABOR RELATIONS	HR in Small Business	
4/14/2022	15		Due 4/22/2022	
4/19/2022	16	MANAGING HUMAN RESOURCES GLOBALLY		
4/21/2022	16			
4/26/2022		TEST 4 CH 12-16		
5/2/2022		FINAL EXAM 8:00-10:00 AM		
5/6/2022		Fall Commencement		

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