

OFFICE HOURS: TUESDAYS 8:00 AM – 10:00 PM OR BY APPOINTMENT

I will be available to offer help on any subject related to the course. As we progress in the course, I may make changes to this syllabus to accommodate any particular subject area. In that sense, this syllabus is a guideline, not a contract.

Course Description:

This course is oriented toward students of general management who will have the responsibility of managing people along with other resources, assets and profits. Students will understand that managers are accountable to their organizations for the impact of their HRM practices and that they add value by managing their people effectively. Topics include best people-centered practices of high performing organizations; the personal and cultural implications of mergers and acquisitions and how to develop sustainable workforce practices for their future.

Required Text:

Managing Human Resources: Productivity, Quality of Life, Profits 11e.
Wayne F. Casio, McGraw-Hill Irwin ISBN 978-1-259-91192-7

1) **Learning Objectives.** By the end of the course the student will:

1. Understand the legal framework where management of people takes place. This involves employment decisions in areas such as staffing, appraising, rewarding, disciplining, downsizing, and other areas of employee relations.
2. Integrate business strategy with workforce planning including job design and job analysis, and managing leadership succession.
3. Develop a compensation strategy that will tie with the general business strategy in a way that is understandable, workable, and acceptable to employees at all levels.
4. Be able to apply theory and research findings to promote a more enlightened, progressive management of people in each of the areas covered in the course.

Assessment: Written exam, written chapter and demonstration exercises.

2. **Assessments:**

1. Module assessments are due on the date in the syllabus course schedule. Exams are not cumulative (except to the extent that one part builds upon another). Pay attention to the exam instructions for content. **Exams are time limited, you can stop and resume but the clock keeps running.**
2. **It is a policy for this course that after the due date there will be no make-up or reposition for the work required; this policy includes all assessments, meaning; homework, exercises, assignments, and exams. Late or partially completed work will not be accepted for grading purposes.**

3. **Attendance:**

Participation in the course is mandatory. Submissions are the equivalent to attending a lecture under the face-to-face mode. After missing four (4) submissions, students will fail the course.

4. **Course Grading:**

The Blackboard does not take into consideration-missing grades (when the student does not take an assessment) when calculating the course grade. The student needs to be aware and manually calculate the grade if this is the case. Also, for attendance purposes.

The projected cutoff point for As, Bs, Cs, and Ds are based on a 90%, 80%, 70%, and 60%, respectively.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require 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.

Americans with Disabilities Act: 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. Email: kbiddick@sulross.edu.

CLASS SCHEDULE FOR MGMT 4318 HUMAN RESOURCES

<u>Due Date</u>	<u>Chapter</u>	<u>Module</u>	<u>Assessment</u> (Content area of the Blackboard)
Jun 4	1- Human Resources in a Globally Competitive Business Environment	1	Complete assessment for Chapter 1 60 pts. Assessment available on 6/1/2023
Jun 6	2- HR Technology	2	Complete assessment for Chapter 2 60 pts. Assessment available on 6/4/2023
Jun 8	3- Talent Analytics: The Financial Impact of HRM Activities	3	Complete assessment for Chapter 3 60 pts. Assessment available on 6/6/2023
Jun 10	4- The Legal Context of Employment Decisions	4	Complete assessment for Chapter 4 60 pts. Assessment available on 6/8/2023
Jun 12	5- Diversity at Work	5	Complete assessment for Chapter 5 60 pts. Assessment available on 6/10/2023
Jun 15	6- Planning for People	6	Complete assessment for Chapter 6 60 pts. Assessment available on 6/12/2023
Jun 17	7- Recruiting	7	Complete assessment for Chapter 7 60 pts. Assessment available on 6/15/2023
Jun 19	8- Staffing	8	Complete assessment for Chapter 8 60 pts. Assessment available on 6/17/2023
Jun 22	9- Training and On-Boarding	9	Complete assessment for Chapter 9 60 pts. Assessment available on 6/19/2023
Jun 24	10- Performance Management	10	Complete assessment for Chapter 10 60 pts. Assessment available on 6/22/2023
Jun 26	11- Pay and Incentive Systems	11	Complete assessment for Chapter 11 60 pts. Assessment available on 6/24/2023
Jun 29	12- Indirect Compensation: Employee Benefit Plans	12	Complete assessment for Chapter 12 60 pts. Assessment available on 6/26/23
Jul 2	13- Union Representation and Collective Bargaining	13	Complete assessment for Chapter 13 60 pts. Assessment available on 6/29/2023
Jul 7	14- Procedural Justice and Ethics in Employee Relations	14	Complete assessment for Chapter 14 60 pts. Assessment available on 7/7/2023