

**SUL ROSS STATE UNIVERSITY
COURSE SYLLABUS
MGTA 3363
HUMAN RESOURCES MGMT
FALL 2024
TTH 9:30 – 10:45 BAB 317**

INSTRUCTOR: Clark Nussbaum
OFFICE PHONE: 432-837-8066 or 432-837-8073
CELL: 432-386-0722
OFFICE: MAB 309C
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 9th edition
 McGraw-Hill Publishers Connect ISBN: **978-1264185139**

GRADE:	The grade for this course will be:	ATTENDANCE	100
		CASE STUDIES	450
		4 EXAMS	400
		FINAL EXAM	<u>50</u>
			1000

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

ATTENDANCE: The attendance policy as outlined in the Sul Ross catalog will be followed.

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.

ADA Statement

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartz Grisham, LPC, SRSU's Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. RGC students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

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 LobID 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 DESCRIPTION: Study of the human resources tasks and duties managers perform including: determining the organizations human resource needs; compensation; evaluation; benefits, discipline; promotion; assignments; employee related legal matters, records, training, privacy; policy application; and orientation.

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	
8/27		Introduction		
8/29	1	MANAGING HUMAN RESOURCES	Managing Talent	
9/3	1	MANAGING HUMAN RESOURCES	Due 9/7	
9/5	2	TRENDS IN HUMAN RESOURCE MANAGEMENT	HR in Small Business	
			Due 9/12	
9/10	3	PROVIDING EQUAL EMPLOYMENT OPPORTUNITY AND A SAFE WORKPLACE	Taking Responsibility	
			Due 9/15	
9/12	4	ANALYZING WORK AND DESIGNING JOBS	Managing Talent	
			Due 9/20	
9/17		TEST 1 CH 1-4		
9/19	5	PLANNING FOR AND RECRUITING HUMAN RESOURCES	HR in Small Business	
9/24	5, 6	PLANNING FOR AND RECRUITING HUMAN RESOURCES	Due 9/30	
9/26	6	SELECTING EMPLOYEES AND PLACING THEM INTO JOBS	HR in Small Business	
			Due 10/4	
10/1	7	TRAINING EMPLOYEES	HR in Small Business	
			Due 10/11	
10/3	8	DEVELOPING EMPLOYEES FOR FUTURE SUCCESS	HR in Small Business	
			Due 10/14	
10/8		TEST 2 CH 5-8		
10/10	9	CREATING AND MAINTAINING HIGH PERFORMANCE ORGANIZATIONS	Taking Responsibility	
			Due 10/18	
10/15	10	MANAGING EMPLOYEES PERFORMANCE	HR in Small Business	
10/17	10		Due 10/21	

10/22	11	SEPARATING AND RETAINING EMPLOYEES	HR in Small Business	
10/24	11		Due 11/1	
10/29		TEST 3 CH 9-11		
10/31	12	ESTABLISHING A PAY STRUCTURE	Taking Responsibility	
11/5	12		Due 11/9	
11/8		LAST DAY TO DROP WITH A "W"		
11/7	13	RECOGNIZING EMPLOYEE CONTRIBUTIONS WITH PAY	HR in Small Business	
11/12	13		Due 11/15	
11/14	14	PROVIDING EMPLOYEE BENEFITS	Managing Talent	
			Due 11/20	
11/19	15	COLLECTIVE BARGAINING AND LABOR RELATIONS	HR in Small Business	
			Due 11/29	
11/21	16	MANAGING HUMAN RESOURCES GLOBALLY		
12/3		TEST 4 CH 12-16		
TBD		FINAL EXAM		
12/13		Fall Commencement		

/