

Mgmt 582
Personnel and Human Resource Management
Fall 2015

Professor: Dr. Ken Butterfield
Office: Todd 442
Office Hours: Tuesdays and Wednesdays 12-1:30pm and by appointment
Telephone: 509-335-3078
Email: kdb@wsu.edu
Course website: <https://learn.wsu.edu>
Class schedule: Tuesdays and Thursdays 10:35 - 11:50pm, Todd 409
Prerequisite: Admission to the WSU MBA Program

Required Text: R. Wayne Mondy and Joseph J. Martocchio (2015). Human Resource Management. 14th Edition; Pearson/Prentice Hall. This book is available at the campus bookstore or online (e.g., at Amazon.com)

Course Description

This is a graduate-level course designed to introduce you to the functions of human resource management. It will focus on the skills required of successful human resource staff members and on the management of people in organizations.

The experiential approach to learning will be utilized and emphasis will be placed on student involvement and class participation.

Class sessions will typically include three types of learning: (1) instructor lectures and class discussions; (2) small group exercises; and (3) in-class activities. The nature of the course will require both independent and group preparation outside of the class as well as active participation during each class period.

Your active involvement is therefore an essential requirement.

Course Goals

Human Resource Management (HRM) is a key source of competitive advantage for organizations. This course will provide you with current, research-based knowledge in how to *effectively recruit, select, train, evaluate, and reward employees*, such that you will be able to:

1. Develop and apply effective employment and recruiting plans (assessed by exams, chapter insights, team assignments).
2. Develop and apply a needs assessment training program and evaluate its effectiveness (assessed by exams, chapter insights, team assignments).
3. Develop and apply an effective performance appraisal form and process (assessed by exams, chapter insights, team assignments).
4. Evaluate the likely impact of pay structures and pay-for-performance plans on employee behavior and organizational performance (assessed by exams, chapter insights, team assignments).

5. Ensure that organizational policies and practices comply with US employment laws and regulations (assessed by exams, chapter insights, team assignments).

This course will also help you develop the skills necessary *to critically assess the tradeoffs associated with different HR policies and practices* in light of current social, economic, and legal developments. Course topics are relevant for jobs in Human Resources and in all types of functional areas in organizations.

Course Philosophy

While some time will be allowed in class for group projects, each member must come prepared and some additional time will be required outside of class. Individual assignments will also require time outside of class. Any use of outside resources or discussion with other class members outside of class is both permitted and encouraged. However, all submitted assignments must represent your own work. Any work turned in as an individual or team assignment must represent your own thoughts and be written in your own words or be properly referenced.

No late work will be accepted without prior permission for an extension.

Cheating in any form is unacceptable. Please refer to the WSU Student Handbook for further clarification. Any student caught cheating during an exam will receive a zero for that examination and remanded to the academic department chair for further disciplinary action.

Late for or Absent from Class:

If you are late or absent from class, it will be your responsibility to get notes from another student and to personally check the course website for missed information and announcements. The instructor can always be contacted as noted above.

Class Grading Policy

Class grades will be determined as follows:

Exam #1	15%
Exam #2	15%
Exam #3	15%
Exam #4	15%
Chapter Insights	20%
Team Assignments	20%

Total course points for the semester are rounded to the nearest whole number and translate to letter grades as follows:

<i>Points</i>	<i>Grade</i>	<i>Points</i>	<i>Grade</i>
93+	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	67-69	D+
80-82	B-	60-66	D
		< 60	F

- A. Each examination will include all assigned materials and class discussions covered during the period indicated on the class schedule. (Exams will consist of concept identification (short answer), calculation, multiple choice, and matching questions.)
- B. Several individual chapter insight assignments will be given and will be due on the specific dates indicated on the syllabus. The chapter insight assignments will be one-page reports and must be your insights into the chapter under the following headings:
1. The purpose or main intent of the chapter
 2. The 3 or 4 most important issues supporting the main chapter purpose
 3. Your own personal observations and experiences related to the chapter information (*late insights assignments will not be accepted*).

Your final insight grade will be the average of your top five chapter insights.

- C. Early in the semester, you will be assigned to a small group of 4-7 persons. How well you impact your group's performance will determine the efficiency and quality of your group's grade. Two team projects and one team assignment will be turned in for grading as noted in this syllabus.

As with any work group, problems may arise. Your responsibility will be to address these problems as they occur and not wait for someone else to bring them to solution. I am available for consultation in person, by phone, or via email.

CLASS SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Assigned Chapters</u>	<u>Class Assignments</u>
May 10	Human Resource Management	1 & 2	In-class Exercise
11	Chapter Two & Team Process	2	Chapter 2 Insight due
12	Team Process (cont.)	(handouts)	Team Exercise
13	Team Process & Chapter Three	3	
14	Legal Issues (cont.)	3	Review for Exam
17	Supreme Court Decisions	3	In-class Exercise
18	<u>Examination</u>	<u>Chapters 2, 3, & handouts</u>	<u>Exam # 1</u>
19	Job Analysis	4	
20	Job Analysis	4	Chapter 4 Insight due
21	Job Analysis Projects		Team Project Assigned
24	Employment Planning	4	Team Projects due
25	Recruitment	5	Exercise Assigned
26	Recruitment (cont.)	5	Exercise Due
27	Selection	6	Chapter 6 Insight due
28	Selection (cont.)	6	Review for Exam

31 MEMORIAL DAY HOLIDAY

June	1 Selection (cont.)	6	In-class exercise
	<u>2 Examination</u>	<u>Chapters 4, 5 (appendix), & 6</u>	<u>Exam #2</u>
	3 Performance Management & Appraisal	8	Team Project Assigned
	4 Performance Management (cont.)	(handouts)	Chapter 8 Insight due
	7 Performance Management (cont.)	8	Team Projects due
	8 Training & Development	7	Chapter 7 Insight due
	9 T & D / Career Planning	7 (plus appendix)	Review for Exam
	10 Career Planning (cont.)		In-class Exercise
	<u>11 Examination</u>	<u>Chapter 7 & appendix), 8, & handouts</u>	<u>Exam # 3</u>
	14 Compensation and Benefits	10	Chapter 10 Insight due
	15 Compensation	9	Chapter 9 Insight (optional)
	16 Compensation	9	Review for Exam
	17 Employee Relations	13	Final Team
			Assignments due
	<u>18 Examination</u>	<u>Chapters 9, 10, & 13</u>	<u>Exam # 4</u>

Additional Policies

ACADEMIC INTEGRITY

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty.

Students found responsible for academic integrity violations may receive an F on the particular assignment or exam, as well as an F for the course. Repeated and/or serious offenses may result in referral to the conduct board and expulsion from WSU. For graduate students, academic integrity violations may also result in the loss of teaching and/or research assistantships.

Academic Integrity Statement and link to WSU's policy:

<http://www.wsulibs.wsu.edu/plagiarism/main.html>

<http://conduct.wsu.edu/academic-integrity-policies-and-resources/>

STUDENTS WITH DISABILITIES

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Access Center (Washington Building 217) to schedule an appointment with an Access Advisor. All accommodations **MUST** be approved through the Access Center.

CAMPUS SAFETY

The Campus Safety Plan, which can be found at <http://safetyplan.wsu.edu>, contains a comprehensive listing of University policies, procedures, statistics, and information relating to campus safety, emergency management, and the health and welfare of the campus community. All faculty, staff, and students are encouraged to visit this web site as well as the University emergency management web site at <http://oem.wsu.edu/Emergencies.html> to become familiar with the campus safety and emergency information provided.