**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

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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 three credit 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:

|  |  |  |  |
| --- | --- | --- | --- |
| *Points* | *Grade* | *Points* | *Grade* |
| 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 (l*ate 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. These team projects/assignments will involve a substantial amount of time (approximately 5 hours per week) outside of class working/consulting with HR representatives from real-life companies. Each assignment will involve working with the HR representative to identify problems/issues that the company is currently facing and to develop solutions.

 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**

 **Assigned Class**

 **Date Topic Chapters Assignments**

**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 Examination Chapters 2, 3, & handouts Exam # 1**

###  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

###  **2 Examination Chapters 4, 5 (appendix), & 6 Exam #2**

 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

**11 Examination Chapter 7 & appendix), 8, & handouts Exam # 3**

 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**

 **18 Examination Chapters 9, 10, & 13 Exam # 4**

**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.