



Date		Credits	3 Credits
Course Title	Human Resource Management	Course Number	MA30220
Pre-requisite (s)	GEB 1011	Co-requisite (s)	None
Hours	45 Hours		

Place and Time of Class Meeting

The program will start at San Ignacio University with an orientation and training where all students will receive instructions and become familiarized with the online course using the SIU Online Platform.

To start the course, students must go to: sagnaciouniversity.instructure.com/login/saml

The Distance Learning portion is from SIU Canvas

Dates: Monday August 12th – Sunday October 6th 2019

Name and Contact Information of Instructor

Professor Myriam Rivera Human Resource Management: Section A Myriam.rivera@sagnaciouniversity.edu
Professor Amanda Myott Human Resource Management: Section B Amanda.myott@sagnaciouniversity.edu

Book required

(The Institution recognizes the use of the textbook in the classroom as part of the educational methodology and strategy applied in diverse materials. The textbook is part of the curriculum and is used to reach the student in an effective manner in the classroom. Every student is expected to acquire and use the textbook.)

Human Resource Management

Gary Dessler
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Classroom expectations for students

Attendance Policy

For online classes, the full attendance week is defined as started at 12:00 a.m. Eastern Standard Time (EST) on Monday until 11:59 p.m. EST the following Sunday.

Students must be active within the course to be considered present for the particular week of class. For attendance purposes, an academically-related posting can include, but may not be limited to, posting an assignment submission, posting to a discussion forum, and taking an exam. **For attendance purposes, logging into an online class does not count toward attendance.**

Students who **fail** to meet the attendance requirements for a week will be given an absence for that attendance week. Students are permitted no more than 2 “free” absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing 6 classes will result in failure of the course regardless of grade average.

Course Description

The purpose of this course is to provide students with a complete understanding of the essentials in personnel management concepts and techniques. Among the topics studied we have: The manager’s role in strategic human resource management, Recruitment, Placement, Performance management, Compensation, Ethics, Justice, and Fair treatment in HR management.

Learning Objectives

At the end of this course the student will be able to:

- To summarize Human resource management and describe equal opportunity law
- To describe the managers role in strategic human resource management
- To explain what is planning and strategic planning, strategic human resource management, building high-performance HR practices, and tools for evidence-based HR
- To analysis a job and determine the human resource requirements of the job as well as specific duties and responsibilities
- To discuss personnel planning and recruiting and human resource planning determining what sorts of people need to be hired and recruited
- To describe employee testing and selection and discuss the techniques you can use to ensure you’re hiring the right people
- To evaluate the process of interviewing candidates and explain how you interview effectively
- To assess training and developing employees and performance management appraisals



- To discuss coaching, careers, and talent management and explain strategic pay plan
- To evaluate and assess pay for performance and financial incentives
- To explain benefits and services and define ethics, justice, and fair treatment in HR management
- To describe labor relations and collective bargaining and how to deal with unions
- To identify employee safety and health and describe managing global human resources
- To discuss and describe managing human resources in entrepreneurial firms

Topical Outline and Schedule

DATE: Aug 12- Aug 18		WEEK ONE
SPECIFIC OBJECTIVES		<ul style="list-style-type: none"> • Explain and describe what is human resource management and why it is important • Identify why human resource management is important to all managers • Discuss the trends shaping human resource management • Describe the globalization and competition trends and technology trends of human resource management • List and describe important trends in human resource management • Describe the plan of this book and review the basic themes and features
TOPIC (S)		Chapter One: Introduction to Human Resource Management
LEARNING ACTIVITIES		Review Online Lecture: Chapter One Participate in Forums
HOMEWORK & ASSIGNED READINGS		Introduction Forum Weekly Discussion Forums Read Chapters One, Two, Three, and Four
DATE: Aug 19 – Aug 25		WEEK TWO
SPECIFIC OBJECTIVES		<ul style="list-style-type: none"> • Explain the importance of and list the basic features of Title VII of the 1964 Civil rights act and at least five other equal employment laws • Describe post-1990 employment laws including the Americans with Disabilities Act and how to avoid accusations of sexual harassment at work • Illustrate two defenses you can use in the event of discriminatory practice allegations, and cite specific discriminatory personnel management practices in recruitment, selection, promotion, transfer, layoffs, and benefits. • List the steps in the EEOC enforcement process • Discuss why diversity management is important and how to install a diversity management program • Explain why strategic planning is important to all managers • Describe the fundamentals of management and planning • Evaluate the strategic management process and the type of strategies • Discuss strategic human resource management strategies and policies • Describe managing HR in challenging times and adjusting polices

	<ul style="list-style-type: none"> Identify high-performance work system and policies and practices
TOPIC (S)	Chapter Two: Equal Opportunity and the Law Chapter Three: Human Resource Management Strategy and Analysis Chapter Four: Job Analysis and the Talent Management Process
LEARNING ACTIVITIES	Review Online Lecture: Chapter Two, Chapter Three, and Chapter Four HW Assignment
HOMEWORK & ASSIGNED READINGS	HW Assignment Read Chapters Five, Six, and Seven
DATE: Aug 26 – Sept 1	WEEK THREE
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Describe the recruitment and selection process and planning and forecasting Explain the need for effective recruiting and discuss why it's important Recognize the pros and cons of using internal sources of candidates Describe using outside sources of candidates via the internet Evaluate background investigations and other selection methods List guidelines for interviews Describe the basic types of employment interviews Compare and contrast structured versus unstructured interviews Discuss APPs 4 U: Iphone job interviews Describe managing HR in challenging times and acing the skype interview Identify what errors can undermine an interview's usefulness Illustrate and explain how to design and conduct an effective interview
TOPIC (S)	Chapter Five: Personnel Planning and Recruiting Chapter Six: Employee Testing and Selection Chapter Seven: Interviewing Candidates
LEARNING ACTIVITIES	Review Online Lecture: Chapter Five, Chapter Six, and Chapter Seven Participate in Forums
HOMEWORK & ASSIGNED READINGS	Weekly Discussion Forums Read Chapters Eight, Nine, and Ten
DATE: Sept 2 – Sept 8	WEEK FOUR
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Summarize the purpose and process of employee orientation List and briefly explain each of the steps in the training process Explain how to use five training techniques List and briefly discuss four management development methods

	<ul style="list-style-type: none"> • List and briefly discuss the importance of the steps in leading organizational change • Explain why a controlled study may be superior for evaluating the training program's effect • Describe a comprehensive approach to retaining employees • Explain why employee engagement is important , and how to foster such engagement • Discuss what employers and supervisors can do to support employees' career development needs • List and briefly explain the main decisions employers should address in reaching promotion and other employee life-cycle career decisions • Explain each of the main grounds for dismissal • Describe a comprehensive approach to retaining employees • Explain why employee engagement is important , and how to foster such engagement • Discuss what employers and supervisors can do to support employees' career development needs • List and briefly explain the main decisions employers should address in reaching promotion and other employee life-cycle career decisions • Explain each of the main grounds for dismissal
TOPIC (S)	Chapter Eight: Training and Developing Employees Chapter Nine: Performance Management and Appraisal Chapter Ten: Managing Employee Retention, Engagement, and Careers
LEARNING ACTIVITIES	Review Online Lecture: Chapter Eight, Chapter Nine, and Chapter Ten HW Assignment
HOMEWORK & ASSIGNED READINGS	HW Assignment Read Chapters Eleven, Twelve, and Thirteen
DATE: Sept 9 – Sept 15	WEEK FIVE
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • Discuss establishing strategic pay plans and the basic factor in determining pay rates • Describe the legal considerations in compensation • Explain the mobile PDA Handheld time sheets solutions • Describe the independent contractor and the union influences on compensation decisions • Compare competitive strategy, corporate policies , and compensation • Illustrate and describe salary and incentives in tough times • Evaluate and list the steps in establishing pay rates • Explain the pricing managerial and professional jobs • Describe competency-based pay and discuss special topics in compensations

	<ul style="list-style-type: none"> • Discuss pay for performance and financial incentives • Explain the money and motivation in linking performance and pay • Describe individual employee incentive and recognition programs • Identify incentives for salespeople and for managers and executives • Discuss team and organization wide incentive plans • Analyze the designing effective incentive programs and the impact of financial and nonfinancial incentives • Name and define each of the main pay for time not worked benefits • Describe each of the main insurance benefits • Discuss the main retirement benefits • Outline the main employees' services benefits • Explain the main flexible benefit programs
TOPIC (S)	Chapter Eleven: Establishing Strategic Pay Plans Chapter Twelve: Pay for Performance and Financial Incentives Chapter Thirteen: Benefits and Services
LEARNING ACTIVITIES	Review Online Lecture: Chapter Eleven, Chapter Twelve, and Chapter Thirteen Participate in Forums
HOMEWORK & ASSIGNED READINGS	Weekly Discussion Forum Read Chapters Fourteen, Fifteen, and Sixteen
DATE: Sept 16 – Sept 22	WEEK SIX
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • Explain what is meant by ethical behavior at work • Discuss important factors that shape ethical behavior at work • Employ fair disciplinary practices • Explain what is meant by employee relations and what employers can do to improve it. • Discuss labor relations and collective bargaining • Describe and give a brief history of the American Union Movement • Explain union and the laws and describe periods of strong and modified encouragement coupled with regulation • List and describe the steps of the union drive and election process • Discuss what you can expect the union to do to win the election • Analyze the collective bargaining process and the contract agreement • Describe the sources of grievances and list the guidelines for

	<p>handling grievances</p> <ul style="list-style-type: none"> • Identify the union movement today and tomorrow • Explain the supervisor’s role in safety • Explain the basic facts about safety law and OSHA • Answer the question, “What causes accidents?” • List and explain five ways to prevent accidents • List five workplace health hazards and how to deal with them • Discuss the prerequisites for a safety plan and how to set up a basic security program
TOPIC (S)	<p>Chapter Fourteen: Ethics, Employee Relations, and Fair Treatment at Work</p> <p>Chapter Fifteen: Labor Relations and Collective Bargaining</p> <p>Chapter Sixteen: Employee Safety and Health</p>
LEARNING ACTIVITIES	<p>Review Online Lecture: Chapter Fourteen, Chapter Fifteen, and Chapter Sixteen</p> <p>HW Assignment</p>
HOMEWORK & ASSIGNED READING	<p>HW Assignment</p> <p>Read Chapters Seventeen and Eighteen</p>
DATE: Sept 23 – Sept 29	WEEK SEVEN
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • List the HR challenges of international business • Illustrate with examples how intercountry differences affect HRM • List and briefly describe the main methods for staffing global organizations • Discuss some of the important issues to keep in mind in mind training , appraising, and compensating international employees • Explain with examples how to implement a global human resource management program • Explain why HRM is important to small business and how small business HRM is different from that in large business • Give an example of how entrepreneurs can use their small size to improve their HR process • Discuss how you would choose and deal with a professional employee organization • Describe how would you create a start-up human resource system for a new small business
TOPIC (S)	<p>Chapter Seventeen: Managing Global Human Resources</p> <p>Chapter Eighteen: Managing Human Resources in Small and Entrepreneurial Firms</p>
LEARNING ACTIVITIES	<p>Review Online Lecture: Chapter Seventeen and Chapter Eighteen</p> <p>Participate in Forums</p>

HOMEWORK & ASSIGNED READINGS	Weekly Discussion Forum Review for Exam
DATE: Sept 30 – Oct 6	WEEK EIGHT
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> To review the material discussed throughout the course
LEARNING ACTIVITIES	Final Reflection Final Comprehensive Exam

Assessment Criteria and Methods of Evaluating Students

96 – 100%	<input type="checkbox"/> A
90 – 95%	<input type="checkbox"/> A-
87 – 89%	<input type="checkbox"/> B+
83 – 86%	<input type="checkbox"/> B
80 – 82%	<input type="checkbox"/> B-
77 – 79%	<input type="checkbox"/> C+
73 – 76%	<input type="checkbox"/> C
70 – 72%	<input type="checkbox"/> C-
67 – 69%	<input type="checkbox"/> D+
63 – 66%	<input type="checkbox"/> D
60 – 62%	<input type="checkbox"/> D-
< 59%	<input type="checkbox"/> F

Generally, the grades “A” through “C-” are considered passing grades. Grades “W” and “I” indicate that no grades were earned for the course. A “W” grade indicates that the student withdrew from the course. An “I” grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an “I” grade instead of an “F”, pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the “I” grade becomes an “F”.

Distribution of Grade Elements

Homework (3 HWs)	30%
Class Discussion (4 Discussions)	40%
Final Reflection Essay	15%
Comprehensive Exam (FINAL)	15%
Total	<u>100 %</u>

Date Syllabus Was Last Reviewed: July 15, 2019