

UNIVERSITY OF INDIANAPOLIS
School for Adult Learning
Human Resource Management (HRM – 381, AU1)

Course Information:

Human Resource Management (HRM-381, AU1)
Credit Hours (3)
Term 3, Summer Session, June 12, 2008 through July 10, 2008
Location: Good Hall, Room 202
Meeting Time: Thursdays, 6:00 pm - 9:45 pm

Instructor Information:

Name: Stant Clark, Jr., MS, PHR, Adjunct Instructor
Director of Human Resources
University of Indianapolis
Telephone: Office (317) 788-3998
Email: sclark@uindy.edu

Dean - Patricia A. Jefferson, Ph.D.
School for Adult Learning
Office - (317) 788-3260

Required Text:

Dessler, Gary, A Framework for Human Resource Management, 5th Edition, Pearson- Prentice Hall

Course Description:

This introductory course centers on the theoretical and practical aspects of human resource management in a contemporary organizational environment. The primary goal is for the student to learn the basic functions of human resource management from the organizational and functional levels. Upon completion of the course students should have the basic knowledge and understanding, how to apply the various functions of human resource management. Major emphasis will be placed on the emerging trends and issues in the field of human resources.

Tips for Success in Class:

The successful student will be present and punctual for every class meeting. All assignments shall be submitted by the due date. Students are expected to actively participate in class discussions, as well as, expect to be called upon to respond to questions/issues and to share their thoughts/views on a variety of HR topics. Finally, students should treat one another and the instructor with respect and any disagreements will be civil and courteous.

Course Objectives:

1. Define, describe, and discuss the important concepts [theoretical] and applications [practical aspects] of human resource management.

2. Identify and describe the functions of human resource management as they impact the efficiency and effectiveness of the organization.
3. Define, describe, and discuss the emerging trends and issues in the human resource management field.
4. Assess and evaluate the role of human resource management from the strategic, managerial, and operational imperatives of the organization.

Course Calendar:

Each week all readings and assignments are due at the beginning of class. In addition, students are expected to review the "Chapter Summaries", "Key Terms", as well as the "Case Incidents", located at the end of each chapter.

Week One - June 12, 2008

Read Chapters 1- 2, pages 1-63

* Current Event Article due beginning of class (**see below for description**)

Prepare written responses for Case Incidents following chapters 1&2

Week Two - June 19, 2008

Read Chapters 3-4, pages 64-158

Current Event Article due beginning of class

Prepare written response for Case Incidents following chapters 3&4

Assignment of partners and topics for Group Project

Week Three - June 26, 2008

Read Chapters 5, 6, 7, pages 159-261

Current Event Article due beginning of class

Prepare written response for Case Incidents following chapters 5, 6 & 7

Week Four - July 3, 2008

Read Chapters 8, 9, 10 pages 262 - 362

Current Event Article due beginning of class

Prepare written responses for Case Incidents following chapters 8, 9, & 10

Overview/Questions regarding Final Exam and Group Presentations

Week Five - July 10, 2008

Complete Teacher Evaluation and return to SAL Office

Submit Current Event

Group Presentations

Final Exam

Course Requirements:

Attendance is required and essential for all five (5) class meetings to successfully complete this course. Due to the compressed nature of this course, one missed class; results in a missed opportunity to participate and learn. Any absences will result in a ten (10) point reduction off the total accumulated points per absences.

* **Current Events Articles** * - Ten (10) points per article. Each student is expected to verbally share a HR topic that is directly related to one of the weekly chapters. For example: current event topics for Week 1 should be related to a subject in Chapters 1-2. HR articles may be found in various HR related

websites, newspapers, journal, etc. Following oral presentations at the beginning of each class, students will submit their articles to the instructor for grading. Oral presentations are limited to one (1) minute per student. There are no make-up opportunities for missed presentations.

Case Incidents (40 points) - These are located at the end of each chapters and your written response are due beginning of class. They provide you with a means for applying what you learned about human resource management by solving realistic and multi-faceted management problems. No make up quizzes will be provided.

Mid - Term Quiz (40 points) - Comprised of True/False, Multiple Choice, and or short answer questions.

Group Project (100 points) - Teams (2 students each) will select one of the five HR core functions below. Each team must choose a company (may be your own) and interview the appropriate HR professional to solicit the organization's best practice/policy in the selected HR function. The written assignment (1-2 pages) and oral presentation (10-15 minutes) will be due in Week 5. The written text will summarize your meeting with the HR professional and will compare the actual on-the-job practice with the textbook description of the human resource function. The written report should include the name and contact information of the HR professional interviewed for this project.

- compensation and benefits
- employee and labor relations
- human resource planning, recruitment, and selection
- human resource training and development
- employee safety and health

Group Presentation Tips:

All teams are strongly encouraged to employ power point as the primary mode of presenting their topic to the class. Creativity, working as a team, knowledge of the topic, class/audience participation and active involvement during the presentation are all key ingredients for a successful presentation.

Organization/Structure - presentation is well organized, clear, and effectively structured; it is integrated rather than disjointed series of individual presentations; topic is introduced, supported with examples and visual displays; team presentation is clear, concise and easy to understand.

Style - non-verbal gestures are used appropriately to support the presentation; confidence and knowledge of content are displayed; audience is engaged with the presenter and appropriate eye-contact; team must adhere to time (maximum time 15 minutes) frame.

Final Exam (150 points) - The comprehensive final exam will include True/False, Multiple Choice, and or short answer questions.

Services for Students with Disabilities:

If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please inform me immediately so that your learning needs may be appropriately met. Students with a disability must register with the Services for Students with Disabilities office (SSD) in Schwitzer Center 201 (317-788-3297)

www.uindy.edu/ssd) for disability verification and for determination of reasonable academic accommodations. You are responsible for initiating arrangements for accommodations for tests and other assignments in collaboration with the SSD and the faculty.

Course Policies:

Attendance Policy - As of August 22, 2005, the School for Adult Learning will not withdraw a student for missing the first class. It is up to the student to withdraw from a course. In order to receive a 100% refund, the student must withdraw from a course by the Friday of the first week of class. Withdrawal from a course may affect a student's financial aid. The instructor reserves the right to withdraw a student for excessive absences. Please call before class if you know you will be tardy or unable to attend a particular class.

As discussed in the Course Requirements section class participation, attendance, as well as promptness to each class are required and essential to the successful completion of this course. If you are unable to attend class or are going to be late, please contact me at (317-788-3998) or via email at sclark@uindy.edu .

Late work will not be accepted.

Academic Honesty/Misconduct - The University of Indianapolis has adopted strict regulations concerning academic conduct of all students. The purpose of these regulations is to safeguard the academic integrity of the institution and educational processes. These regulations cover the following: Cheating, Fabrication, Plagiarism, Interference, Violation of Course rules, Multiple Submission of the Same Academic Work, Facilitating Academic Dishonesty, and Abuse of Confidentiality. These items will be discussed during the first class session.

Grading Scale

500-470 pts. = A
469-445 pts. = A-
444-430 pts. = B+
429-415 pts. = B
414-400 pts. = B-
399-385 pts. = C+
384-365 pts. = C
364-350 pts. = C-
349-335 pts. = D+
334-315 pts. = D
314-300 pts. = D-
299 -0 pts. = F