

**MANAGEMENT 453
HUMAN RESOURCE MANAGEMENT
FALL SEMESTER 2009**

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CLASS TIME: Tuesdays & Thursdays 11-12:15 LC A7

OFFICE HOURS: After class on Tuesdays & Thursdays & by appointment

COURSE

PREREQUISITES: MGMT 340 (Introduction to Organizations)
MGMT 350 (Business and Its Environment)

REQUIRED MATERIALS: Textbook: **Fundamentals of Human Resource Management, by Noe, Hollenbeck, Gerhart, and Wright, 3rd edition, 2009**, McGraw-Hill/Irwin, Inc. This is a paperback book. (Do **not** purchase the hardback version of this book).

You can purchase the book as an e-textbook through coursesmart for \$76.50 (180 day subscription). See the following website for information:

<http://www.coursesmart.com/0077271750>

Web-based Simulations: (1) **HRSim Selection** by Sturman and James and (2) **HR Management** by Smith and Golden. Both simulations are published by Interpretive Simulations. You will purchase the simulations later in the course via interpretive's website (www.interpretive.com).

COURSE DESCRIPTION: This course introduces students to the function in the company that is responsible for managing the human capital of the firm. The focus is on how companies can effectively manage their human resources in order to create a competitive advantage. Topics covered include: strategic human resource management, job analysis, recruitment, selection, performance appraisal, training, management development, career management, compensation systems, benefits, and retention. Cases, exercises, assignments, and web-based simulations provide students with experience in applying human resource management concepts.

COURSE OBJECTIVES: The objectives of this course are to:

1. provide students with an understanding of the activities performed by HR managers
2. introduce students to the laws and regulations influencing human resource activities
3. enhance students' awareness of the current problems and issues facing HR managers
4. introduce students to research in the field of HRM
5. provide students with experience in making human resource decisions in web-based simulations

GRADE ALLOCATION: Grades will be earned on the basis of: three required exams, two simulations, group exercises/assignments, and in-class participation.

Exam 1	20 %	The final grades will be based on:	
Exam 2	20 %	90 – 100 %	= A
Exam 3	20 %	80 – 89 %	= B
Selection Simulation	10 %	70 – 79 %	= C
HR Management Simulation	15%	60 – 69 %	= D
Designing A Pay Structure	5 %	0 - 59 %	= F
Group exercises/assignments/ participation	<u>10 %</u>		
	100 %		

COURSE WEBSITE: A website for this course has been set up on blackboard. **If you do not use your UIC e-mail address regularly, you should change your e-mail address on blackboard (see “personal information” on blackboard). You must do this; I cannot change your e-mail (personal information).** Most course materials will be available on blackboard.

EXAMS (60% of grade): Exams will consist of approximately 25 multiple-choice and 25 true/false questions. Each question is worth 2 points for a total of 100 points possible. The exams will cover material discussed in class as well as material in the textbook that is not covered in class. Thus, it is **critical for students to read and study the textbook chapters** in addition to material covered in class. **Make up exams will only be given for university-approved reasons and must be arranged in advance.** During the exam, a student cannot leave the classroom for any reason (such as to use the washroom). Cheating will be dealt with in accordance with university procedures.

GROUP WORK: The simulations and exercises/assignments will be completed by teams comprised of 3-4 members. Students will be assigned by the Professor to a team that they will remain in for the entire course. Each student will receive the same score as the team on the simulations, exercises, and assignments, **unless the peer evaluation indicates that the student did not make significant contributions to one or more assignments.** Thus, a student may receive a significantly lower score than other group members on the group exercises/assignments (including a zero), depending on the peer evaluations. All students are required to complete a peer evaluation. Individuals who are not doing their fair share of the group work, will be removed from the group and will complete the assignments individually.

SELECTION SIMULATION (10% of grade): The simulation will be completed by teams. Additional information will be provided during class.

HR MANAGEMENT SIMULATION (15% of grade): This simulation will be conducted throughout the course and will cover a variety of HR topics. Periodically, some class time will be devoted to the simulation.

DESIGNING A PAY STRUCTURE (5% of grade): In this case, students will learn how to design a pay structure using a case scenario and integrated application exercises. Grading will be based on answers to the case questions.

GROUP EXERCISES/ASSIGNMENTS/PARTICIPATION (10% of grade): Throughout the course there will be a number of in-class exercises and homework assignments that will be completed by teams. **These assignments will be announced during class.** In-class participation in discussions and exercises is a very important part of this class. Students are expected to read the assigned article and/or textbook chapter before attending class. Participation points are allocated based on students' **positive contributions to class discussions.** Students are encouraged to provide examples from their own work experiences that are relevant to the course. On a random basis attendance will be taken. A student may lose in-class participation points for behavior that distracts from the learning environment in the classroom. Examples of inappropriate classroom behavior include: talking to your neighbor, cell phone use, reading material unrelated to the course during class, and sleeping during class. Laptops and cell phones must be off during class.

CLASSROOM NORMS: You should treat all members of the class with respect. Specifically, you should **not** arrive late to class and you should **not** leave the classroom during class, unless it is an emergency. You should: turn off your cell phone and laptop and **listen** while others are speaking.

EXPECTATIONS: All students are expected to **check their e-mail at least once per day** throughout the semester in order to receive announcements regarding the course. Students are expected to respond to all e-mails from me and your group members within 24 hours. Individuals who are not doing their fair share of the group work, will be removed from the group and will complete the assignments individually. Plagiarism will not be tolerated and will be dealt with according to University Disciplinary Procedures.

GUEST SPEAKERS: There are two guest speakers scheduled on the topic of compensation. These are individuals who have extensive experience working in various human resource management positions. Guest speakers will spend about 1 hour with the class. The speaker will present information about compensation followed by a question-answer session. Students should be prepared to ask the speaker questions.

TENTATIVE SCHEDULE

DATE	TOPIC	ASSIGNMENT
Tues., Aug. 25	Course Introduction	None
Thur., Aug. 27	Managing Human Resources	Chapter 1
Tues., Sept. 8	Managing Human Resources	Chapters 1 & 2
Thur., Sept. 10	The Role of HRM in Creating & Maintaining High-Performance Organizations	Chapter 16
Tues., Sept. 15	Strategic HRM	Team Leaders should have registered for the HR Management Simulation by this date. All students should have read the simulation manual by this date. Submit <u>Practice Decision #1</u> by 8 p.m.
Thur., Sept. 17	Organizational Culture & HRM	Submit <u>Practice Decision #2</u> by 8 p.m.
Tues., Sept. 22	Managing Human Resources Globally	Chapter 15 HR Management Simulation Begins. Submit Decision #1 & Safety Issues Incident Decision by 8 p.m.
Thur. Sept. 24	EEO & Safety	Chapter 3
Tues., Sept. 29	Sexual Harassment	Chapter 3 Submit Decision #2 & Sexual Harassment Incident Decision by 8 p.m.
Thur., Oct. 1	Affirmative Action	Chapter 3
Tues., Oct. 6	Affirmative Action	Chapter 3 Submit Decision #3 & The “Harassment versus Lying” Dilemma Incident Decision by 8 p.m.
Thur., Oct. 8	<u>EXAMI</u>	<u>Chapters 1,2,3,15,16,</u>

DATE	TOPIC	ASSIGNMENT
Tues., Oct. 13	Job Analysis & Design	Chapter 4 Submit Decision #4 & Job Analysis Incident Decision by 8 p.m.
Thur., Oct. 15	Planning & Recruitment	Chapter 5
Tues., Oct. 20	Planning & Recruitment Selection Simulation: Required Class	Chapter 5 Submit Decision #5 & Job Design Incident Decision by 8 p.m.
Thur., Oct. 22	Selection Simulation: Required Class	Chapter 6
Tues., Oct. 27	Selection	Chapter 6 Submit Decision #6 & References: How Much Do I Say? Incident Decision by 8 p.m.
Thur., Oct. 29	Selection	Chapter 6
Tues., Nov. 3	Selection	Chapter 6 Submit Decision #7 & Employee Health, Assistance, and Wellness by 8 pm.
Thur., Nov. 5	Training	Chapter 7 <u>Selection Simulation Report Due</u>
Tues., Nov. 10	<u>EXAM II</u>	<u>Chapters 4,5,6,7</u>

DATE	TOPIC	ASSIGNMENT
Thur., Nov. 12	Careers & Development	Chapter 9
Tues., Nov. 17	Performance Appraisal	Chapter 8 Submit Decision #8 & Performance Appraisal Incident Decision by 8 p.m.
Thurs., Nov. 19	Compensation Speaker: Chris Kelly, Knowledge Pay, Inc.	Chapter 11
Thurs., Nov. 24	Compensation & Benefits Speaker: Neil Lapple	Chapter 13 Submit Decision #9 & Exempt Employees Incident Decision by 8 p.m.
Thur., Nov. 26	THANKSGIVING	
Tues., Dec. 1	Designing a Pay Structure Case	Chapter 10 <u>HR Management Simulation Audit Report Due</u>
Thur., Dec. 3	Separation and Retention: War for Talent	Chapter 10 <u>Peer Evaluation Form Due</u> (failure to turn in the peer evaluation will result in a 5 point deduction) <u>Answers to “Designing a Pay Structure Case” Due</u>
Final Exam: Monday, December 7, 10:30 – 11:45 a.m.	<u>EXAM III</u>	<u>Covers Chapters 8,9,10,11,13</u>

Note: **This syllabus provides a general plan for the course; deviations may be necessary.**