

MANAGEMENT 332.30/**Human Resource Management**  
10:20-12:20 M-Th, BC 106  
Summer 2, 2008

Phil Benson <a href="mailto:pbenson@nmsu.edu">pbenson@nmsu.edu</a> Office: BC 338	Office hours: 3:00-4:00 T & Th and by appointment  Phone 646-5695 Mgt Dept: 646-1201
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**Text:** Mathis, R.L. & Jackson, J.H. (2008). Human Resource Management, (12<sup>th</sup> ed.). Mason, OH: Thomson South-Western.

**Course Objectives.** All organizations depend in part on people for successful performance. To achieve success thus depends on the effective management of human resources (as well as other resources). This course is an introductory survey of human resource management, focusing on the development, implementation, and evaluation of organizational policies bearing on employer-employee relationships.

- As a student, you will be expected to become familiar with the way personnel departments define their objectives and meet the various challenges imposed upon them by a concerned management and society; how they provide equal employment opportunity and add to the quality of work life within the organization; and how they recruit, select, train, develop, evaluate, and compensate employees while operating in a highly regulated environment.
- To achieve such objectives, the course will reflect a balance of theory, research, and practice. Such a background should prepare you for further study of personnel management functions, through advanced courses in specialized areas.

**Student Evaluation:** Students will be evaluated on the basis of four exams. Each exam is worth 100 points. The grading scale used will be based on total points, as follows:

A = 360 or more	B = 320-359	C = 280-319	D = 240-279	F = 239 or lower
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- **Exams.** Exams will consist primarily of multiple choice items. However, other types of items may be used occasionally, especially matching and short answer items.
  - You are expected to read the text and study your lecture notes; both sources will contain some unique information, and you will be responsible for both.
  - In addition, an optional final will be given. This final will be comprehensive, and the grade on the final can be substituted for any lower grade on a unit exam. The final will also substitute for any one exam missed by a student during the semester, in place of a make-up exam. No other make-up exams will be given.
  - Students should bring a number 2 pencil and a Scantron sheet to each exam.
- **Attendance:** While formal attendance records will not be maintained in this class, you are strongly encouraged to attend regularly. Material will be presented in class that is not discussed in the text, and you will be held responsible for that material.

- **Incompletes ("I" grades).** Given for passable work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.
- **Policy on electronic/information devices.** In addition, no communication devices of any form are allowed to be visible during any graded activity. They may be placed in your pocket, purse, or in a backpack. If the instructor sees you in visible possession of a telephone, palm pilot, tape recorder, disk player, or any other device which can be used to store, retrieve, send, or receive any form of data or message, it will result in an automatic grade of F in the course, without regard to whether the device was in use at the time or not.
- **Policy on cell phones.** Turn them off!

**STUDENTS WITH DISABILITIES:** If you have (or believe you have) a disability & would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at <http://www.nmsu.edu/~ssd/index.html>. **Accommodations:** SSD Office, 646-6840 (Corbett Center, room 244); **Discrimination:** Office for Institutional Equity, 646-3635, O'Loughlin House.

<b>Student Responsibilities</b>	<b>Faculty Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Within a few days of the start of the semester, register with SSD &amp; obtain forms.</li> <li>2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).</li> <li>3. Within 5 days of giving the forms to faculty &amp; at least 1 week before any scheduled exam, retrieve the signed forms from faculty &amp; return them to SSD.</li> <li>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Within five 5 working days after student gives you the forms, sign them, retain a copy, &amp; return originals to the student.</li> <li>2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.</li> <li>3. Refer the student to SSD for any additional accommodations.</li> </ol>

<b>Course Schedule</b>	
July 7-10	Chapters 1, 4, 5, 6
July 14	TEST 1

July 15-21	Chapters 2, 3, 7, 8
July 22	TEST 2
July 23-29	Chapters 9, 10, 11, 12, 13
July 30	TEST 3
July 31 to Aug 6	Chapters 14, 15, 16, 17
Aug 7	TEST 4
Aug 8	Optional Comprehensive Final