

Human Resources Management MGT 332
New Mexico State University/College of Business
1:30-2:20 pm MWF Business Complex (BC) 102
Syllabus, Fall 2008

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Office Hours: Monday 2:30 – 3: 30 and By Appointment

Required Text

Human Resource Management, by Robert Mathis & John Jackson, 12th Edition, (Thomson/ Southwestern Publishing), ISBN# 0-324-54275-5).

Overview

This is a survey course in human resources management. We will discuss general HR topics. The course is intended for students to have a basic knowledge of the role that the HRM function has in an organization.

Method of Presentation, Teaching Philosophy & Approach

The course is heavy in information content so a good amount of time will be spent on lectures, we will have discussions and students will be partially responsible for presenting the content of the course. We will use videos and case studies to understand how theory is applied in practice.

It is the student's responsibility to learn and have an interest on the course. It is also the responsibility of the student to make sure he/she complies with all the requirements for the class. The instructor is a facilitator that will present the knowledge available on the subject.

Academic Misconduct

It is essential that you carry yourself with honesty in your professional life. If any kind of academic misconduct is observed it will be dealt with accordingly. You could receive an "F" in this course or be sent to the proper channels from the University. Think carefully before you decide to behave in an unethical or inappropriate way, it can cost you being expelled from the University.

If you have any questions regarding what constitutes Academic Misconduct, you can consult the online Student Code of Conduct at :

http://www.nmsu.edu/Campus_Life/vpsa/public_html/SCOC/misconduct.html

A commonly misunderstood academic misconduct is PLAGIARISM. It is relevant for this course that you clearly understand what this term means. The following is the exact definition for this term found in the NMSU Student Code of Conduct (link above):

Plagiarism, is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other intellectual content taken from another source must be acknowledged in a citation that gives credit to the source. This is irrespective of the origin of the material, including the Internet, other students' work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following* would be an example of plagiarism:

- o an idea or opinion, even when put into one's own words (paraphrase)
- o a few well-said words, if these are a unique insight
- o many words, even if one changes most of them
- o materials assembled by others, for instance quotes or a bibliography
- o an argument
- o a pattern of ideas

- o graphs, pictures, or other illustrations
- o facts
- o all or part of an existing paper or other resource

This list is not meant to include all possible examples of plagiarism.

Classroom Behavior

The use of cell phones, laptops and any other electronic device is not permitted in the classroom. Any electronic device should be turned off before class begins.

If you are found to be using an electronic device in class you will be considered absent on the day of the incident.

If there is a reason why you need to use an electronic device please inform the instructor before class begins and take action to disrupt the class as little as possible.

Please avoid going in and out of the classroom during class time. If you need to do so please inform the instructor before class begins and do it quietly to avoid disrupting the class. I reserve the right to give you an absence if I consider you are out of the classroom for a considerable part of the class.

Food is not allowed in the classroom, drinks are ok.

Avoid reading other materials such as newspapers during class time. If I notice such action I will consider you absent.

In consideration to your classmates and the instructor please wait until we have finished the class to start putting your things away and start to leave.

Participation

Participation will not count directly as part of your grade. However I reserve the right to decide on borderline final grades based on your participation.

I will assess your participation on the quality of your comments in class and the professionalism with which you carry yourself in class.

Final Report and Presentations

Final Report

You will work in teams to do your final report. The report will consist on choosing a company and writing a report to the CEO of the company regarding the HR challenges the company will face in the future. Details will be discussed in class. You will present your report to the class on the final week of the semester.

Presentations

Each week a team will lead the class discussion in relation to the chapter of the week. The team will choose what to do on the day, either a case study or the discussion of research on the topic.

Team Policy

Each team will do a 360 peer review. Those peer reviews will weight the final grade, and can lower individual team member's grades. If you have a problem team member, the team may elect to fire them. The fired team member can be picked up by another team, or do their own independent project. Please fire early, to leave individual sufficient time to move along in their growth and development.

Incompletes

The only reason to give an incomplete grade is when an extenuating hardship occurs (e.g., hospitalization, death in the family). The student must be passing the class at the time of the hardship. The student must subsequently provide documentation of the crisis. The student must enter into a contract with the Instructor regarding the work and the time period for completion of the work.

Grade Appeals

Procedures for grade appeals are on the undergraduate catalog. Be aware that there are deadlines for appealing grades.

Absences

As college students you are responsible for attending class. Attendance will not directly affect your grades. However it will be considered in the final decision on borderline grades. Therefore, I will take attendance every session.

Unexcused absence

You have the right to two unexcused absences. This means you can be absent from class two times during the semester without the need of justifying it. It is your responsibility to find out what was discussed. I will not repeat a lecture or class because you missed it.

Excused absence

In case you need to be absent (excused absence) make sure I get the appropriate documentation. You can take it to my office, the management department or give it to me on the following class. I will accept documentation within a week of your absence.

Make-Ups Quizzes

An important part of your grade will be base on the quizzes you take. We will have a quiz almost every week.

You can make up for up to three quizzes throughout the semester. Make-ups need to be within a week of the missed quiz.

Grading	
Item	Points
Quizzes (12)	30%
Chapter Presentation	10%
Final Report	40%
Final Presentation	20%
Total	100%
Grading Disputes. <i>Any issues you may have about a grade on a particular assignment should be brought to my attention immediately after receiving the grade. After another class session has passed, I will not consider any requested grade changes.</i>	