COURSE PREREQUISITES:
Refer to the undergraduate catalog.

COURSE DESCRIPTION:
This is a survey course in human resources management. The approach that we will take with this material is one of a “general manager approach”-- that is, that much of human resource management is not simply the responsibility of the HR department, but also of all managers. To this end, we will approach the course by engaging in material that is important for all managers (and aspiring managers). It is equally important for you as employees to understand the material that we cover in this course.

In this course we will study various organizational policies & practices that comprise HR management, & external factors (such as government regulation & unions) that affect HRM. We will cover fundamentals of HRM including recruitment, selection, legal issues in employment, performance appraisal, training, compensation & benefits, health & safety in the workplace, employee rights & discipline, and union-management relations. We will also focus upon contemporary issues: globalization, workforce diversity, sexual harassment, executive compensation, employee drug testing and HRM ethics, among others.

LEARNING OBJECTIVES:
After completing this course the student should be able to:

1. Demonstrate the strategic importance of HRM.
2. Critically think when applying HR concepts to “real-world” management problems.
3. Effectively communicate when discussing HRM issues.
4. Demonstrate a working knowledge of basic HRM concepts & their functions in the organization.
5. Understand the legal implications of HR practices and policies.

DISTANCE EDUCATION FORMAT:
This is a Blackboard course accessible via: http://learn.nmsu.edu The “classroom” is a virtual environment. It is the responsibility of the student to use the available material to become familiar with using Blackboard and navigating the course website. Knowing where to find resources, where and how to submit your work and how to take exams is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at http://ict.nmsu.edu/~training/new/student.html

TEXTBOOK:
Human Resource Management, by Robert Mathis & John Jackson, 12th Edition, (Thomson/ Southwestern Publishing), ISBN# 0-324-54275-5 (10-digit) or 978-0-324-54275-2 (13-digit) The textbook is required beginning the week of August 23rd. It is your responsibility, as the student, to have the textbook on time in order to complete the course requirements.

You are strongly encouraged to utilize the free study tools on the textbook website. The practice quizzes and other materials from the textbook website will help your class performance.

ADDITIONAL READINGS:
You may be assigned additional readings other than the textbook to supplement your learning in this course.

TEACHING METHODS:
Occasionally supplemental material will be posted on Blackboard to clarify some of the concepts that students will learn from the textbook and online materials. It is not possible to cover all of the material in this manner. Therefore, this is NOT a substitute to reading the assigned material.
**GRADING POLICY:**

- Quizzes (14 @ 20 points each) .................. 280 points
- Final exam* ........................................... see note
- Weekly assignments (14 @ 5 points each) ...... 70 points
- Essay assignments (2 @ 25 points each) .......... 50 points
- TOTAL ....................................................... 400 points

*Note: point values of individual assignment are subject to change.

The final exam may be used to replace up to 3 of the test grades. The final exam will replace 1, 2, or 3 of the lowest quiz grades as long as the student’s final grade has improved to a higher percentage. For example if you earn a score of 54/60 on the final exam, which equals 90% or 18/20; you may replace up to three lower quiz scores with a score of 18/20. Since students are given this opportunity, no make-ups will be given on any of the quizzes. The final exam is optional!

**ACADEMIC INTEGRITY:**
Cheating is forbidden. This includes plagiarism on the written assignments. Per the NMSU Student Code of Conduct, plagiarism “includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person.” Please refer to the following website: [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/)

Anyone found violating this policy will receive an “F” for the course, have his or her name reported to the Dean and/or the University, and may be subject to further sanctions as indicated in the Student Code of Conduct including possible dismissal from the academic program or from the University.

Definitions and examples are described in the NMSU Student Code of Conduct and it is your responsibility as a student to be familiar with the Code.

**INCOMPLETES:**

See the catalog for incomplete policy details.

Incompletes are rarely awarded; however under special circumstances incompletes may be awarded for passable (C) 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 head of the Department of Management. Do not ask for an “I” grade in lieu of a “D” or “F” grade.

**LATE ASSIGNMENT/QUIZ POLICY:**

There is no provision for late assignments or quizzes.

**WITHDRAWALS:** It is the responsibility of the student to know important dates such as University drop dates (Last day to withdraw from a single class is October 12, 2010; last day to withdraw from all classes is November 12, 2010). Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
## TENTATIVE CALENDAR: (NOTE: THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

<table>
<thead>
<tr>
<th>Date/Week of Course</th>
<th>Topic</th>
<th>Quizzes/Assignments</th>
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<tbody>
<tr>
<td>August 19</td>
<td>Become familiar with Blackboard</td>
<td>Study “Getting Started with Blackboard” Complete Mandatory Assignments</td>
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<tr>
<td></td>
<td>Become familiar with the textbook</td>
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<tr>
<td>August 23</td>
<td>Changing Nature of HRM</td>
<td>Quiz/Assignment on Chapter 1</td>
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<td>August 30</td>
<td>Strategic HRM &amp; Planning</td>
<td>Quiz/Assignment on Chapter 2</td>
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<td>September 7</td>
<td>Relations &amp; Retention</td>
<td>Quiz/Assignment on Chapter 3</td>
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<tr>
<td>September 13</td>
<td>Equal Employment &amp; Diversity</td>
<td>Quiz/Assignment on Chapters 4 &amp; 5</td>
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<tr>
<td>September 20</td>
<td>Job Analysis &amp; Recruiting</td>
<td>Quiz/Assignment on Chapters 6 &amp; 7</td>
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<td>September 27</td>
<td>Selecting Human Resources</td>
<td>Quiz/Assignment on Chapter 8 Reflection Assignment</td>
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<td>October 4</td>
<td>Training Human Resources</td>
<td>Quiz/Assignment on Chapter 9</td>
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<td>October 11</td>
<td>Talent Management &amp; Development</td>
<td>Quiz/Assignment on Chapter 10</td>
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<td>October 18</td>
<td>Performance Management &amp; Appraisal</td>
<td>Quiz/Assignment on Chapter 11</td>
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<td>October 25</td>
<td>Rewards &amp; Compensation</td>
<td>Quiz/Assignment on Chapter 12</td>
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<td>November 1</td>
<td>Variable Pay &amp; Executive Pay</td>
<td>Quiz/Assignment on Chapter 13</td>
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<td>November 8</td>
<td>Managing Employee Benefits</td>
<td>Quiz/Assignment on Chapter 14</td>
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<td>November 15</td>
<td>Risk Management &amp; Protection</td>
<td>Quiz/Assignment on Chapter 15 Reflection Assignment</td>
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<td>November 22</td>
<td>Thanksgiving Holiday</td>
<td>Enjoy the Time!</td>
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<td>November 29</td>
<td>Rights &amp; Responsibilities &amp; Unions</td>
<td>Quiz/Assignment on Chapters 16 &amp; 17</td>
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<tr>
<td>December 6 - 7th</td>
<td>Comprehensive (Chapters 1 - 16)</td>
<td>Final Exam</td>
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### Quizzes:
Students will have one-half hour to complete each quiz. NOTE CAREFULLY: This will be a continuous 30 minute period; once it starts it will continue until time expires. After that the quiz will no longer be available. That is, one cannot start the quiz, work 15 minutes and use the other 15 minutes on another day. There is a quiz corresponding to each chapter covered in the course. Quizzes to be taken during specified weeks will be available starting each Wednesday at 1am and will remain open until 11pm Saturday, or the posted due date. Make sure you check due dates as missed quizzes cannot be taken late. **Do not attempt to take a quiz without reading the textbook beforehand!** You will only be able to see one question at a time as you complete the exam. When time expires you will be locked out of the exam and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the exam, unsaved questions will not be recorded if time expires and you will receive zeros for unsaved questions.

### WRITTEN ASSIGNMENTS:
We want you to experience first-hand the dilemmas and issues involved in many aspects of HR life. To this end, students will prepare two written assignments in which human resource issues related to the topics covered are analyzed. Each written assignment will be graded on a 0 – 25 point scale and will constitute 50 points toward the students’ final grades. The written assignments will be described in detail on Blackboard.

### WEEKLY ASSIGNMENTS:
Assignments relating to HR and the student’s personal and professional goals will be required throughout the semester.
ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Blackboard and written in the textbook.

MAKE-UP ASSIGNMENT POLICY:
Other than the final exam specification there is no make-up provision.

ORAL/WRITTEN COMMUNICATION:
Course evaluation will be based on assignments, examinations, and the student’s participation in the Blackboard Course.

LIBRARY and COMPUTER USAGE:
This class will be conducted on-line and students are expected to be proficient with Blackboard. The assignments will require extensive library usage and the course will require the use of a word processor and the World Wide Web.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:
The text has material concerning research in other countries.

ETHICS, POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL, AND TECHNOLOGICAL CONTENT:
Ethics and legal issues will be included in the course.

DIVERSITY CONTENT:
Diversity issues are part of the course content.

ADA STATEMENT:
Feel free to call the Student Accessibility Services (SAS) Office at 575-646-6840 or email at sas@nmsu.edu with any questions you may have on student issues related to the Americans with Disabilities Act (ADA and/or Section 504 of the Rehabilitation Act). Students requesting accommodations and/or services relating to a disability may seek assistance from the SAS Office located in Corbett Center, Room 244. All medical information will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SAS within the first two weeks of classes. It is your responsibility to inform either your instructor or a SAS representative in a timely manner if services/accommodations provided are not meeting your needs.

Questions regarding NMSU’s Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635.