Syllabus: Fall 2011 - Fall 2011 - MGT-332-M70 - MGT-332-M02 -

Course Name: Fall 2011 - MGT-332-M70 - MGT-332-M02
Human Resource Management

Section Instructor

Dr. Judith Y. Weisinger
Business Complex 328 (315)
575 646 3770 (Office)
575 646 1372 (Dept Fax)
jweising@nmsu.edu (urgent issues only)
Blackboard email: jweising

Teaching Assistant: Mr Eric Tabor

E-mail: etabor@nmsu.edu

Dr. Weisinger's On-Campus Office Hours

Tues 1:30-3:00 and Thurs 5:30-6:30 & By Appt.--Â Business Complex Rm 328 (moving to 315--same floor)

Welcome to Mgt 332

Please find the syllabus content in this section of the Blackboard website. Also, please become familiar with Blackboard, if you are unfamiliar with it, so that you will get to know the course format. The schedule, which includes activities and due dates, is posted separately (homepage). Please note this Blackboard course will serve both my face-to-face campus section of Mgt 332 and my online section this fall. All students must use the site for course information, materials and assignments.

One difference between the sections is regarding the "Discussion" grade. The online section will be graded on discussion forums, and the on-campus section will have the same proportion of their grade determined by their attendance and in-class participation/discussion. Otherwise, all other graded activities-- quizzes, tests, assignments, are
the same for both sections.

Thanks, Dr. Weisinger

Required Text


*Please note that the older edition cannot be used.*

In addition, a number of outside readings, cases and/or exercises may be required. Students are expected to have the textbook, or access to one, in order to successfully complete this course.

Course Objectives

- Study various organizational policies & practices that comprise HR management, & external factors (such as government regulation & unions) that affect HRM; understand the strategic importance of HRM
- 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.
- Discuss contemporary issues: globalization, workforce diversity, sexual harassment, executive compensation, employee drug testing and HRM ethics, among others.

Course Requirements

This is a survey course in human resources management. The approach that I 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, I try to approach the course by engaging students in material that I think 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.

My Teaching Approach

This course uses a variety of approaches to maximize student
learning. As this is an online section, you can expect to participate frequently in discussion forums, complete a number of activity-based written homework assignments, in addition to taking tests.

**Discussions:** These are designed to encourage student interaction on specific course topics and to assess how students understand the relevant material.

**Assignments:** These are designed to see how individual students understand and apply key concepts. Student writing is also critically assessed in these assignments.

**Tests:** These multiple choice tests are designed to gauge students' understanding of key definitions and concepts.

**Mini-Quizzes:** These untimed multiple choice quizzes are designed to help students to review key concepts in preparation for various tests.

Please note that no assignments are due at Midnight in this course-- typically, deadlines are either at 11:45 pm (just before midnight). The syllabus clearly states these deadline times. *No exceptions will be made for missed assignments due to confusion between midnight and noon!*

Note: I do not post any lecture notes to Blackboard. Students are expected to take their own notes for this course. (However, I do post chapter Powerpoint slides for each as well as some more focused Powerpoint slides for feedback on graded activities and for some particular topics.)

- I will attempt to integrate real-life cases and situations throughout the course, as well as links to readings on contemporary topics.
- You will be expected to make significant individual contributions to the class and contributions to your group as well.

**Student Code of Conduct & Academic Dishonesty**

The Student Code of Conduct in the NMSU Student Handbook can be accessed at: [http://www.nmsu.edu/~vpsa/handbook.html](http://www.nmsu.edu/~vpsa/handbook.html).
According to this handbook, academic misconduct is defined as follows.
**Academic Misconduct** - Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism is using another person’s work without acknowledgment, making it appear to be one’s own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, 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:
   - An idea or opinion, even when put into one’s own words (paraphrase)
   - A few well-said words, if these are a unique insight
   - Many words, even if one changes most of them
   - Materials assembled by others, for instance quotes or a bibliography
   - An argument
   - A pattern or idea
   - Graphs, pictures, or other illustrations
   - Facts
   - All or part of an existing paper or other resource
   
   *This list is not meant to include all possible examples of plagiarism. See the University Library’s web page on plagiarism for further examples.*

3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report; or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or
Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices or academic buildings) are subject to disciplinary action in accordance with Section IV-Non Academic Misconduct-All Students. Such students are also subject to administrative actions in accordance with the NMSU Graduate and Undergraduate Catalogs.

IN THIS COURSE, ANYONE ENGAGED IN ACADEMIC DISHONESTY WILL BE SUBJECT TO A FAILING GRADE ON AN ASSIGNMENT, A FAILING GRADE IN THE COURSE, AND/OR FURTHER DISCIPLINARY ACTION AS DEEMED NECESSARY.

Netiquette

Classroom Etiquette

Netiquette is a term referring to good behavior while connected to the Internet. Netiquette is mainly referring to behavior while using Internet facilities such as individual Web sites, emails, newsgroups, message boards, chat rooms or Web communities. Some examples of netiquette are listed as follows:

- Not using someone else's name and pretending to be them.
- Not posting or distributing material that is deemed illegal.
- Not using abusive or threatening language.
- Not posting derogatory remarks regarding people's sex, race or gender.
- Not spamming message boards or chat rooms with useless or repeated messages.
- Not trying to obtain or use someone else's password.
- Not trying to obtain personal information about someone.

Netiquette is a[n] online behavior standard which is recognized by {on} Usenet, mailing lists and other public posting areas. Netiquette requires that people post constructive and relevant messages on places like Usenet newsgroups. Things such as posting messages on a different topic to the subject requested and commercial advertising is seen as bad Netiquette. Reading your messages for bad spelling and grammar [get it?] is seen as good Netiquette.

(From What is Netiquette? Source: http://www.internet-guide.co.uk/netiquette-guide.html)
Electronic Communication Policy

As this is an online course, all communication should be facilitated through Blackboard. If you need to contact me, please use Blackboard email, NOT my NMSU email account, unless the matter is urgent. *I typically strive for a 24 hour turnaround time on emails and questions on the Q & A but not longer than 48 hours.* Please feel free to contact me if your question hasn't been answered in the allotted time frame.

Attendance Policies

There are times during which students may not be able to complete an assignment. It is university policy that "Students making **satisfactory progress** in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). **Authorized absences do not relieve the student of class responsibilities.** Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department."

I expect that students will plan to submit work in advance of such absences, when possible, as activities and links are known and accessible well in advance.

Goals

**Critical Thinking**

*Students will think critically in applying HRM concepts to 'real-world' HRM issues.*

We will use the new version of Bloom's Taxonomy to evaluate students' critical thinking in this course. There are six levels of this framework that can be evaluated:
The base of the pyramid is the most basic level, and each level encompasses and builds upon the others. The new version terms are defined as:

- **Remembering**: Retrieving, recognizing, and recalling relevant knowledge from long-term memory. (Knowing definitions of HRM Concepts)
- **Understanding**: Constructing meaning from oral, written, and graphic messages through interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining. (Demonstrating the meaning of HRM Concepts)
- **Applying**: Carrying out or using a procedure through executing, or implementing. (Using the HRM concepts in referring to a real-life situation.)
- **Analyzing**: Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure or purpose through differentiating, organizing, and attributing. (Using knowledge and information to show how HR issues relate to each other, and/or to organizational, individual or societal outcomes.)
- **Evaluating**: Making judgments based on criteria and standards through checking and critiquing. (Demonstrate how managers would justify particular HR decisions using the information, knowledge and analysis available.)
- **Creating**: Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure through generating, planning, or producing. (Taking existing knowledge, understanding, application, analysis and evaluation to create a new HR plan or product (e.g., report).)

(Definitions from Anderson & Krathwohl, 2001, pp. 67-68. HR examples are my own addition. In this course, we will mostly deal with the first five levels.)


**Written Communication**
Students will communicate effectively regarding HRM issues.

**Legal Implications of HRM**
Students will evaluate the legal implications of HRM for practicing managers.

### Grading

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro + HRM Interactions Posts</td>
<td>20</td>
</tr>
<tr>
<td>5 Tests @ 60 points each</td>
<td>300</td>
</tr>
<tr>
<td>6 Written Assignments@ 50 points each</td>
<td>300</td>
</tr>
<tr>
<td>4 Mini-Quizzes (@ 20 points each)</td>
<td>80</td>
</tr>
<tr>
<td>10 Individual Weekly Discussion Forum Postings @ 30 pts ea (ONLINE)</td>
<td>300</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>10 Weekly Activities @ 30 pts each (FACE-To-FACE)</td>
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<tr>
<td>Total</td>
<td>1000</td>
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</tbody>
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**A** = 900 points & above
**B** = 800-899 points
**C** = 700-799
**D** = 600-699
**F** = 599 & below

To receive an **S** grade you must earn a **C** or better (70% of 1000 points, or 700 points).

**Grading Disputes.**

Any issues you may have about a grade on a particular assignment should be brought to my attention immediately after the receiving the graded assignment. **After two days have passed, I will not entertain any requested grade changes on assignments.**

Please note that tests, assignments and discussions carry equal weighting in the final course grading.

**Midterm Progress**

Students will be able to check their Midterm Progress in MyGrades in Blackboard.

**University Policy- Incomplete Grades**
Incomplete grades ("I" grades) are 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. Incomplete grades will only be given if a student has a passing grade at mid-term.

Grade Appeals

The process for grade appeals appear on page 24 of the 2011-12 Undergraduate Catalog. Appeals must be submitted within 30 days of the start of the semester following the assignment of the grade. The appeal must be submitted in writing to the faculty member and the faculty member must respond in writing; if not satisfied, the student may appeal to the department head, the associate dean and then the dean. If you deny an appeal, please make sure that the student knows what the next step in the process is.

Make-up Assignments/Tests

No make-ups are made available unless a student has a documented university-related excuse (see Attendance policy) or a health-related excuse. Either must be submitted to me in writing, either via fax (575-646-1372) or emailed in Blackboard as a pdf attachment or scanned document (.jpg).

Non-Completion of Work

NO EXCEPTIONS WILL BE MADE, EXCEPT UNDER DOCUMENTED CIRCUMSTANCES, FOR NON-COMPLETION OF WORK BY STATED DEADLINES, AS ALL DEADLINES ARE POSTED IN ADVANCE AND STUDENTS GENERALLY HAVE FLEXIBILITY AS TO WHEN THEY CAN COMPLETE THEIR WORK.

Dropping the Class/Withdrawals

Monday, August 29, 2011 is the drop/add deadline for this term. Students may drop courses, in which case the course does not appear on their transcripts and there is no tuition charge. No faculty or
department head signatures are required to drop a class. Students may drop a class on the web only until the last day to drop; they may also drop by taking a drop slip to the Advising Center.

The deadline for withdrawing from the course this term is **Tuesday, October 11, 2011**. In the case of a withdrawal, the course remains on the student’s transcript and the grade is listed as a W. Students in the College of Business may withdraw from a class by presenting an add/drop slip to the staff in the Advising Center for processing, if it is received prior to the deadline. Faculty may also process administrative drops by this deadline if a student has not been attending class. The appropriate forms are available in the department offices.

**Students may withdraw from the university (that is, withdraw from all classes) by Friday, November 11 2011.**

Students with Disabilities

Blackboard is ADA compliant and thus has features that can be activated for students with certain disabilities. Please let me know if you need to access these features.

If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office:

**Ms. Diana Quintana**  
Director of University Disability Services/Student Accessibility Services  
New Mexico State University  
P.O. Box 30001, MSC 4149  
Las Cruces, NM 88003  
(575) 646-6840 (voice)  
(575) 646-1918 (TTY/TDD)  
(575) 646-5222 (Fax)  
Location: Corbett Center, Room 244

If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.
If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and SSD Office.

Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Extra Credit Policy

There will be NO extra credit at the end of the term. Any extra credit opportunities will be provided as the course progresses (e.g., on tests, for completing a brief survey, etc.).

Student Athletes

Student athletes should provide their travel letters to me by the drop/add deadline (either hardcopy or via email attachment).

However, it is ALSO the student athlete's responsibility to let me know EACH TIME they will be missing any activities that require a make-up, due to athletic travel. Many activities are scheduled such that students can complete them before they leave on a trip (e.g., discussion posts, which tend to be open for weeks ahead of the due date), so in that case, a make-up will not be allowed unless the student is gone for an extended period.

The reason for this policy is that I may have 5 or 6 student athletes in the class, and it is unreasonable to expect the instructor to keep track of 20 travel dates and missed assignments for this many students. Thus, it is the student's responsibility to keep me informed of what they are missing due to bona fide athletic travel. In any event, make-ups must be completed within a week of your return.

Any student (not just student athletes) who is missing a significant number of graded activities and participation in the course may be counseled to drop the course and re-enroll at another time.

Helpful Resources
For Blackboard and General Computer Help: [ICT Help Desk](http://www.nmsu.edu/studenttech)

NMSU Student Technology Guide: [http://studenttech.nmsu.edu/](http://studenttech.nmsu.edu/)

NMSU Student Writing Center:
[http://www.nmsu.edu/~english/resources/writingcenter.html](http://www.nmsu.edu/~english/resources/writingcenter.html)

**Academic Survival Kit - Communication Skills**

To assist students to improve their written and oral communication skills, an Academic Survival Kit with resources on writing and presentation skills is available on the College web page at: [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/)