MGT 332 – M01 Human Resources Management

MWF 10:30-11:20am RM 103

Instructor Stephanie Maynard-Patrick

Office- Guthrie 300I, 575-646-6847, Office hours by appointment

Required Text

MATHIS & Jackson. Human Resource Management: Essential Perspectives. Edition: 6TH - 2012. ISBN: 9780538481700. This is a small paperback blue and black covered book. This is not the big white textbook used by other sections. I do not require this book, but if you want a more in-depth theoretical perspective, you are welcome to purchase this book and read it on your own.

In addition there will be readings and cases/files posted on the course website.

Canvas

This semester we will be using the Canvas Learning Management System. Blackboard has been having increasing errors with submissions, mail, the calendar, and so we will be using the new system. You will get an email to your nmsu student email inviting you to access the course and set up your information. To help the transition you can check out the system in advance at: http://www.instructure.com/students. And we will have a review in class on the first day.

Course Structure

This course will be a combination of theory and practice, which is typical for an average day in HR or as manager. To be an effective practitioner, there will be things that you have to know and know without looking it up. There will be theories of behavior and skills that you need be aware of when creating policies and programs on the job, when interacting with subordinates, and when just doing average activities in the job. Therefore, we will use a variety of assessment techniques. The basic set up for the course will be 1-2 days of lecture/discussion (my preference is for discussion) on the topic, and then a corresponding in class activity.

Course Objectives

Overall, the objective of this class is to have you able to function as an HR professional at an intern or entry level position. This will be achieved in a variety of ways, and assessed in numerous ways.

Knowing: Knowing what behaviors are appropriate, ethical, and legal when serving in an HR or managerial position.

Able: Able to perform a number of basic HR tasks that you will likely face in your career and to do so ethically and with care.
Critical Thinking: Recalling and effectively utilizing the skills you have learned and the theories you been exposed to in order to best resolve an issue, and defend/explain why you chose that course of action.

Writing- Students can write effectively and professionally.

Oral presentation- Students can make a professional oral presentation.

Grades and Assessments

As not everyone performs well on every type of assignment, this course will use a variety of assessment formats. Except for the two in class tests, all your assignments will need to be submitted to me electronically. This can be done through Canvas, or by emailing me at svmp@nmsu.edu with the file attached and the assignment name in the subject line. Or you may bring a drive with you to class and afterwards we will go to my office to save a copy to my computer. **I WILL ONLY TAKE ELECTRONIC SUBMISSIONS.** I do this for a variety of reasons, including the ability to check for spelling, grammar, and plagiarism, to reduce the amount of printing you will need to do (thus reducing the carbon footprint), and to prevent my toddler from coloring on, ripping, or eating your assignments. Please be sure to include your name and the assignment name in the file you turn in. In addition, please be aware of that spelling and grammar count and that is the most common reason people lose points on assignments. The assessments include (and are worth):

**Tests (200 points)**

There will be 2 traditional, in-class tests in this course and will focus on material that you as an HR rep in a firm has to know in order to prevent legal liabilities. The tests will be worth 100 points each.

**Weekly Activities (500 points)**

In order to become effective HR professionals, it is helpful to gain some experience prior to starting a full time job. In order to gain some of this experience, we will do activities about every week. You will need to be sure to sign in the day of the activity (half of the credit), and you will either need to turn in a deliverable for the activity at the end of class or a brief write up up to be due by the end of the day (11:59pm MST). For the activities requiring special teams, the teams will be assigned in advance; otherwise you will work in your normal quiz teams. It is likely that for some to all of these activities you will need to prepare before class, and not just 30 minutes before class. It may also include that you will have to meet with your team in advance, so I will give notice so that you may plan accordingly. There are 11 activities scheduled, and in order to get full points you will need to participate in at least 10 of them.

**Practicum Quizzes (200 points)**

You will have 4 practicum quizzes, which will consist of a short case that you will have to answer the questions for and attempt to resolve the situation. Each quiz will contain a scenario with questions, and in addition to the questions in the case, you will need to explain to me how as an HR professional you
will attempt to resolve the situation. These quizzes will be released Wednesdays after class and be due Friday (2 days later) by noon (12pm). THESE QUIZZES ARE TO BE COMPLETED INDIVIDUALLY AND WITHOUT THE HELP OF OTHERS IN THIS OR ANY OTHER CLASS. There will be no class scheduled those days in order to ensure you have enough time to complete these assignments.

Participation (100 points)

Classroom demonstrations of your ability to take responsibility for your actions includes being in class when you are supposed to be; minimizing disruptions to the class (arriving late, leaving early, or walking in and out of the classroom); arriving prepared to discuss the readings; and being actively engaged in the learning process during class sessions (asking and answering questions). You are not actively engaged in the learning process when you are sleeping, doing other work, reading during lectures, talking during presentations, etc. This also includes doing work in your group during the activities and not engaging in social loafing.

Group Projects & Quizzes (350 points)

There will be in class pop quizzes from time to time. You will first answer the question on your own, and then come together in your team to answer the questions. You have turn in your individual answer as well as the team’s answer in order to get this credit.

In addition, there will be two deliverables your team will have to provide throughout the semester. I have you do these in groups as while they can be done solo, it makes the workload more manageable to do it in a group. The two tasks you will have to do are: Design a performance evaluation for your team to use throughout the semester; and develop a 15 to 20 minute training session that will be presented to the class.

Cases (400 points)

You will also have to complete four cases regarding scenarios not unlike what an HR professional will have to handle on the job. In these assignments, please be sure to convey to me what theories from this or other classes you are using to guide your actions and decisions (this can be in the text or with a summary in the end). Please pay special attention to the instructions, as sometimes I may have you do something other than what the case questions ask you to do. There will be more than 4 cases posted on the course site, and you are to choose the 4 you wish to complete. Be sure then to include not only your name but the case name on the assignment. There will 5 due dates for the cases, but you are welcome to turn these cases in earlier if you see fit. Cases are due at 12pm (noon) MST. You may complete 1 additional case if you are not satisfied with a grade on one of the cases. I will then count the highest 4 case grades. The additional case is optional, and only for those who feel they need to improve their course grade.
Grading Scale

The course is worth a total of 1750 points.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1575 - 1750</td>
</tr>
<tr>
<td>B</td>
<td>1400 - 1574</td>
</tr>
<tr>
<td>C</td>
<td>1225 - 1399</td>
</tr>
<tr>
<td>D</td>
<td>1050 - 1224</td>
</tr>
<tr>
<td>F</td>
<td>0 - 1049</td>
</tr>
</tbody>
</table>

Attendance (& participation/responsibility):

Attendance (absenteeism and tardiness) is an important part of your overall performance in a job and is extremely important in this class. This class begins at 10:30 A.M. and I will start at that time with whatever quiz or activity that will be going on that day. I suggest you plan to arrive early rather than risk being late, as you may not be allowed to participate. Anyone entering the classroom after the Instructor begins is tardy. If you are tardy, you will not get to attempt the quiz, and if you are extremely tardy then you will not be allowed to participate in the activity for the day. Please use the facilities, get your water, and turn off your cell phones BEFORE class begins. Arriving late, leaving early, and walking in and out of the classroom is disruptive to other students and to the Professor. If you are texting in class, or chatting online/playing online or Facebook games, I will require you to place the electronic device up at the podium with me until the end of class and you will lose participation points. If the behavior is repeated, you will no longer be allowed to bring these devices into class.

Emergencies: I am a mom, and I understand emergencies happen. If you need to have your phone on because you are expecting a call, please let me know at the start of class, and have the phone on vibrate. Please quickly step outside and take the call if you need to; however, if it is not the emergency call you are expecting, I encourage you to remain in class. If you need to leave because of the emergency, do so, but be sure to talk with me about what you missed by the next class meeting. Also as a mom, I know that sometimes our calendar and the public school academic calendar don’t match up on days off. If your child is able to entertain his/her self without being a distraction to the class, he/she is welcome to come along with you.

Excused absences: I understand that sometimes you can’t help but schedule an interview or doctor’s appointment that conflicts with class time. If you notify me ahead of time that you will be late/absent/leaving early, then we can work out what you will be missing and IF you can make up the work.

If you provide a reason “after-the-fact,” -- it is an excuse. I do not take excuses beyond those that are University excused absences (documented hospitalization, proof of a death in the immediate family, etc) and will require you to provide documentation to me the day you return to class. In order to set up make up exams or assignments (if you had an unplanned absence), you need to talk to me and make arrangements and turn in your documentation. I am a busy person as well, and I do not have time to chase you down. You have 2 class periods after returning to class from your absence to make
arrangements with me. If you have not made arrangements by then, I will assume that you are not planning to make up anything missed.

If you are too sick to come to class, you need to go to health center or your primary care provider and have them provide a note stating that you were/are indeed ill (it also will get you medical treatment that will start to get you better). As HR professionals and managers, you will require these from your employees, and so I require them from you. If your child is sick and you need to stay home, let me know as soon as possible and provide a doctor’s note verifying your child was sick when you return to class. If something happens on your way to class (car accident or flat tire) call the department secretary (575-646-1201) and ask her to leave me a message in my mailbox letting me know about the problem. This will count as giving prior notification, provided the message is waiting for me when I check after class that day.

Understandably, you might miss class, but this class is designed so that you will be learning and doing a lot in the classroom. Therefore, **students are limited to two excused absences throughout the semester (for any reason) without a negative impact on their grade. Three or more missed classes (even when excused) will negatively affect your participation grade. Likewise, more than three (3) planned abbreviated class attendances will negatively affect your grade.**

Student Athletes: For those of you on any athletic teams, I understand that you may have competitive events to attend. Please bring the appropriate paperwork from your coach at least 1-2 class periods **BEFORE** the day(s) you will miss and make arrangements with me before you go. Practice/Training sessions are not a valid reason to miss or be late for class, and you will need to explain to your coach that you have class at this time, and class comes first. Please note that being an athlete does not warrant an extension on assignments, and so it may be better that you turn in any assignments that are due before you leave rather than while away.

Excused absences excuse you from physically being in class, **NOT ANY WORK THAT IS DUE.** Failure to turn in assignments **on time** will result in a zero on the assignment. You may have the opportunity to make up a missed class activity as determined by the Professor (me). This can take many forms – depending on what you missed (paper, presentation, etc.) and the reason for missing (i.e. if you had an interview, I might require you to talk about the questions that were asked), though you need to ask me before you plan to be absent. It is your responsibility to find out what you missed, acquire any notes or handouts from class, etc.

**UNEXCUSED ABSENCES**

Simply put, an unexcused absence is one where you have not let me know beforehand that you will be missing class for a good reason (interview, funeral) or did not bring a note from a doctor or other appropriate power **to the very next class period.** For unexcused absences, you do not get the potential opportunity to make up what you missed. You may still turn in the assignment due that day (if it is a case or team assignment) as long as it is in by the deadline. You will lose 2 points from your participation grade for each unexcused absence you have.

**ALL ASSIGNMENTS HAVE SPECIFIC DUE DATES AND TIMES. THESE ARE SET AT TIMES THAT SHOULD BE ACHIEVABLE BY EVERYONE, AND SO LATE SUBMISSIONS WILL NOT BE ACCEPTED. IF YOU HAVE TECHNOLOGY PROBLEMS, THAT IS NOT AN EXCUSE, AS I HAVE PROVIDED A NUMBER OF AVENUES FOR YOU TO GET YOUR ASSIGNMENT TO ME.**
Plagiarism & Academic Misconduct

**Academic Dishonesty**
As college students, you are expected to adhere to the highest standards of academic conduct. Any violation of policies and standards in this realm is grounds for discipline. In our program an act of academic misconduct, at a minimum, will lead to an F on the assignment and may lead to an F in the course or dismissal from the program.

Cheating includes copying the work of others on exams or other graded activities, use of unauthorized materials in completing exams or other graded activities (i.e., unauthorized notes, electronic devices, books, etc.), sharing what you've written on cases and practicum quizzes, assisting others, assisting others to engage in such activities, unauthorized possession of exams prior to their administration, and so forth.

**NOTE:** Individual’s allowing or helping others cheat are also cheating and are subject to the same sanctions as the person turning in the work.

**Plagiarism Defined:**
Many people are unclear as to the meaning of academic plagiarism. In its most basic form, plagiarism is taking undue credit for the work of others by implying that it is your own. Plagiarism is academic dishonesty, a form of poor scholarship, and may also involve legal difficulties such as copyright violation. In the Management Department at NMSU, plagiarism is defined as any act that claims authorship or credit for any form of creative input to a written or presentation work that uses the words, ideas, organization, underlying concepts, or other features of another author's work, without proper citation and credit being given to the author(s). This is why I require you in your cases and case quizzes to identify the theories that you are relying on, and can simply cite the textbook or website you used when learning about them.

**Students with Disabilities:**

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  

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 SSD within the first 2 weeks of classes. It will be your responsibility to inform either your instructor or SSD representative (in a timely manner) if the services/accommodations provided are not meeting your needs. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the instructor.
TENTATIVE COURSE SCHEDULE AND TOPICS.

It is my goal to at least start the listed chapter the week scheduled, unless something unforeseen happens.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Introduction to course and Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Chapter 1: HR functions, Labor costing, Globalized workforce,</td>
</tr>
<tr>
<td>Week 3</td>
<td>Chapter 3: Job Analysis</td>
</tr>
<tr>
<td>Week 4</td>
<td>Chapter 4: Staffing (Practicum 1)</td>
</tr>
<tr>
<td>Week 5</td>
<td>Chapter 5: Training (case 1 due)</td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapter 6: Performance (Practicum 2)</td>
</tr>
<tr>
<td>Week 7</td>
<td>Chapter 7: Compensation (Test 1)</td>
</tr>
<tr>
<td>Week 8</td>
<td>Team Performance Evaluation Forms are due, (Case 2 Due)</td>
</tr>
<tr>
<td>Week 9</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Week 10</td>
<td>Chapter 8: Variable Pay and Benefits</td>
</tr>
<tr>
<td>Week 11</td>
<td>Chapter 9: Safety and Employee relations (Case 3 Due)</td>
</tr>
<tr>
<td>Week 12</td>
<td>Training Guides and Presentations will be due, Continue chapter 9 (Practicum 3)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Chapter 10: Union Relations</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 2: EEO and Discrimination (Practicum 4)</td>
</tr>
<tr>
<td>Week 15</td>
<td>Finish up Chapter 2-Test 2 (case 4, and extra credit case due)</td>
</tr>
<tr>
<td>Week 16</td>
<td>Final Exam: Monday May 7th 10:30am</td>
</tr>
</tbody>
</table>