MGT332.71: Human Resource Management  
Spring 2012  
Online March 13 – May 11, 2012

Instructor: Michael Turner  
Email: Please use Blackboard mail for course communication  
Phone: 646-5612 (during office hours only)  

Office: GU-300N  
Office hours: 9:30-10:30 a.m. Wednesdays & by appointment


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.

Course Policies

Communication with the instructor:

- All communication with the instructor should be directed through Blackboard for this course, including submitting assignments and asking any questions in relation to the course, assignments, etc.
- Blackboard is available through the following web site: http://learn.nmsu.edu. If you do not have a password and ID for Blackboard, you will need to create one in the same web site.
- During office hours, I will be in my office. If you need to speak with me, please feel free to call me at that time. It is unlikely that I will be in my office at other times. If you need to see me outside of office hours, it is best to make an appointment.
- I will respond to emails Monday-Friday as soon as possible, but at a minimum within 24 hours. I will respond to weekend emails on the following Monday.

General Course Communication:

- As Blackboard is our classroom, proper spelling and grammar is expected in all course communication.
- Emails should include a salutation, body, and signature.
- Do not use abbreviations or “text message” style language in this course.
- When posting in the discussion board, make sure that your question is clear. For example, “Can someone help me with problem 6?” is vague. Instead, try something like, “In problem number six, I am having trouble understanding the goal of internal alignment. Does it relate only to salaries or should hourly employees be considered as well?”
- Posts may be deleted at the instructor’s discretion.
Use of Blackboard:
A Blackboard course is a “virtual environment.” Knowing where to find resources and where and how to submit your work will be essential to achieve your goals in this class.
- Additional help is available at http://ict.nmsu.edu/~training/new/student.html
- It is the responsibility of the student to use the available material to be familiarized with the use of Blackboard.

Grades: Grades will be based on quizzes, exams and online discussions. Details regarding grades and due dates will be posted on Blackboard during the first week of class.

Capabilities: Students are expected to have Internet access, access to Blackboard, and access to MS Word and Excel.

Cheating and Plagiarism: Cheating or plagiarism will result in an “F” grade for the course. Additionally, students may be subject to further academic sanctions per the student handbook. Submitting identical work is considered cheating, and will be treated as such. While students may discuss assignments with each other, all submitted work should be the original work of the respective student.

Students with Disabilities:
If you have, or believe you have, a disability & would benefit from any accommodation(s) you may wish to self-identify by contacting the Services with Disabilities (SSD) office at Garcia Annex (phone 646-6840; TTY 646-1918) to register. All medical info 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 your instructor or SSD representative (in a timely manner) if the services/accommodations provided are not meeting your needs. Call the Director of Institutional Equity at 575.646.3635 with any questions you may have about NMSU’s Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 575.646.6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.