INSTRUCTOR:
Chet E. Barney
Office: GU 300N
Phone: 575-646-5612
Office Hours: By appointment
Email: chet@nmsu.edu
Classroom: http://learn.nmsu.edu

TEACHING ASSISTANT:
Rohny Saylors
Office: GU 300D
Phone: 575-646-5587
Office Hours: Daily 1:30 – 2:00 held in the Memorial Tower Canteen/Eatery (Health & Social Services Building)
Email: rsaylors@nmsu.edu

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, 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 Canvas 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 Canvas 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://studenttech.nmsu.edu/canvas.html

TEXTBOOK:
Human Resource Management, by Robert Mathis & John Jackson, 13th Edition, (South-Western Cengage Learning), ISBN# 0-538-45315-X (10-digit) or 978-0-538-45315-8 (13-digit) The textbook is required at the start of the term. 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 study tools on the textbook website.

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 Canvas 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.

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.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Canvas and written in the textbook.

MAKE-UP ASSIGNMENT POLICY:
The assignments are to help you focus upon and study particular topics. The assignments will not take much time to complete and will be available from the beginning of the semester; therefore, no late assignments will be accepted.

LIBRARY and COMPUTER USAGE:
This class will be conducted on-line and students are expected to be proficient with Canvas. 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.

PROFESSIONALISM:
As business students, you are expected to work in a professional manner. The instructor reserves the right to reduce any student’s final grade by one letter grade if it is deemed that the student conducted him/herself in an unprofessional manner throughout any part of the semester.
**TENTATIVE CALENDAR:** (NOTE: THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Quizzes/Assignments</th>
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<tbody>
<tr>
<td>May 24</td>
<td>Become familiar with Canvas</td>
<td>Study “Getting Started with Canvas”</td>
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<tr>
<td></td>
<td>Become familiar with the textbook</td>
<td>Complete Mandatory Tasks</td>
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<tr>
<td>May 25</td>
<td>HRM in Organizations</td>
<td>Quiz/Assignment on Chapter 1</td>
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<tr>
<td>May 28</td>
<td>Strategic HRM &amp; Planning</td>
<td>Quiz/Assignment on Chapter 2</td>
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<td>May 30</td>
<td>Equal Employment Opportunity</td>
<td>Quiz/Assignment on Chapter 3</td>
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<td>June 1</td>
<td>Job Analysis</td>
<td>Quiz/Assignment on Chapter 4</td>
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<td>June 4</td>
<td>Planning &amp; Retention</td>
<td>Quiz/Assignment on Chapter 5</td>
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<tr>
<td>June 6</td>
<td>Recruiting &amp; Selection</td>
<td>Quiz/Assignment on Chapters 6 &amp; 7</td>
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<td>June 8</td>
<td>Training Human Resources</td>
<td>Quiz/Assignment on Chapter 8</td>
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<td>June 11</td>
<td>Talent Management</td>
<td>Quiz/Assignment on Chapter 9</td>
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<td>June 12</td>
<td>Reflection Paper I Due</td>
<td>See Canvas for Instructions</td>
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<td>June 13</td>
<td>Performance Management &amp; Appraisal</td>
<td>Quiz/Assignment on Chapter 10</td>
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<td>June 15</td>
<td>Rewards &amp; Compensation</td>
<td>Quiz/Assignment on Chapter 11</td>
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<td>June 18</td>
<td>Incentive Plans &amp; Executive Pay</td>
<td>Quiz/Assignment on Chapter 12</td>
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<td>June 20</td>
<td>Managing Employee Benefits</td>
<td>Quiz/Assignment on Chapter 13</td>
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<td>June 22</td>
<td>Risk Management &amp; Protection</td>
<td>Quiz/Assignment on Chapter 14</td>
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<td>June 25</td>
<td>Rights &amp; Responsibilities &amp; Unions</td>
<td>Quiz/Assignment on Chapters 15 &amp; 16</td>
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<tr>
<td>June 26</td>
<td>Reflection Paper II Due</td>
<td>See Canvas for Instructions</td>
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<td>June 27</td>
<td>All Quizzes Due</td>
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<tr>
<td>June 28</td>
<td>Final Examination</td>
<td>Optional Final Exam on June 28th</td>
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**GRADING POLICY:**
Quizzes (14 @ 20 points each)…………………..280 points
Assignments (14 @ 5 points each)……………….. 70 points
Essay (2 @ 25 points)………………………….. 50 points
TOTAL …………………………………………….. 400 points

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

**GRADING SCALE:**
A: 90 – 100%
B: 80 – 89%
C: 70 – 79%
D: 60 – 69%
F: 0 – 59%
If S/U graded, S: 70 – 100%

**ESSAYS:**
I want you to ponder the dilemmas and issues involved in HRM. To this end, students will prepare two written papers in which human resource issues related to the topics covered are analyzed within their chosen majors. Each written assignment will constitute 25 points toward the students’ final grade. The papers will be described in detail on Canvas.

**CHAPTER ASSIGNMENTS:**
Assignments relating to HR and the student’s personal and professional goals will be required throughout the semester. See Canvas for due dates.
QUIZZES:
Students will have one-half hour to complete each quiz. This will be a continuous 30 minute period; once it starts it will continue until time expires, meaning, one cannot start the quiz, work 15 minutes one day and use the other 15 minutes on another day.

There is a quiz corresponding to each chapter covered in the course. Quizzes will become available on the dates listed above and will remain open for just less than two weeks. Even though chapter quiz dates my overlap, each quiz must be completed in sequential order. In other words, you must complete Quiz 1 in order to gain access to Quiz 2. See Canvas for due dates. Since there is ample time to take each quiz, no makeup quizzes will be allowed.

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 quiz. When time expires you will be locked out of the quiz and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the quiz, unsaved questions will not be recorded if time expires, and you will receive zeros for unsaved questions.

OPTIONAL FINAL EXAM:
The optional final exam will replace one of your lowest quiz scores. Taking this exam will not hurt your grade, but may help boost your overall quiz percentage. The exam will consist of one to three questions from each chapter and will total 40 questions with a 60 minute time limit.

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 the Office of Institutional Equity, 575-646-3635.