MGT 332 – M02 Human Resources Management

MW 11:30-12.45PM RM 106

Instructor Stephanie Maynard-Patrick

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Office- Guthrie 300I, 575-646-6847, Office hours Tuesdays 1-2pm

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 the white covered 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 supplemental files posted on Canvas. Please note which ones you will need to bring to class/use for activities.

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 discussion and answering any questions you all have on the topic, and then a corresponding in class activity or assessment.

I am using the “flipped” course method, where we do a lot of activities and discussions regarding the material, and try to have very limited lectures focused on what is most important to you. I expect you all to read the chapter before class, and have reviewed the slides I have provided for you. The test material will come from things in the book/slides that we may not always discuss in-depth in class.

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 demonstrate their ability to write effectively and professionally.

Oral presentation- Students can make a professional oral presentation.
Academic Survival Kit

To help you reach these learning objectives there are resources on writing and presentation skills is available on the College web page at http://business.nmsu.edu/students/survival-kit

Grades and Assessments

As not everyone performs well on every type of assignment, this course will use a variety of assessment formats. Except for things done in class, all your assignments will need to be submitted to me electronically. This can be done by submitting them through canvas, or if you are having trouble with Canvas, by emailing me at svmp@nmsu.edu with the file attached and the assignment name in the subject line. 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 hiding your assignments from me. 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 (300 points)

There will be 3 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. However, our class days are pretty valuable. Therefore, two of tests you will take in canvas during a specific 36 hour period. There will also be a final exam that will be given during finals week in class. The tests will be worth 100 points each.

Weekly Activities (300 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 to reinforce your grasp of the skills and concepts. For any activities requiring special teams, the teams will be assigned in advance; otherwise you will work in your normal teams. It is likely that for some to all of these activities you will need to prepare before class, and not just 10 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 will be 6 activities during the semester.

Pop Quizzes (250 points)

As a manager or HR practitioner, you will walk into work and face an emergency situation from time to time. There will be some days in class that we will simulate such events, and you will have to come up with a solution to the problem on the fly. You will need to turn in at the end of class either on paper or via canvas your solution to the problem. These quizzes will likely take half the class, so if you finish early, check to see if we are doing anything else before you leave.

Participation (150 points)

Each week of class is worth 10 points. You earn your participation points through 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.
Cases (400 points)

You will also have to complete two 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 at the end of the case, as sometimes I may have you do something other than what the case questions ask you to do. THESE CASES ARE TO BE COMPLETED INDIVIDUALLY AND ARE SEPARATE FROM YOUR TEAM WORK. Also, note that there is a page limit- no more than 6 pages double spaced. So you will need to be succinct and to the point. No fluff as they may have taught you in your Lit classes, just main sentence (I think x,y,z should be done) and then supporting rationale sentences. If you make assumptions, state the assumption you are operating under. Your rationale and the assumptions you make are the things that will most impact your score.

These cases have set due dates of September 21 and October 12th.

Group Portion of the class

HR System Design (400)

Whether you start your own business or work for someone else, you will likely be involved with the human resource functions of the company. Your team is now the heads of HR for your “firm” and you will need to discuss and come to a consensus about the policies and systems your firm will implement. You’ll submit a report of not more than 10 pages. You’ll want to think about addressing some to all of the issues below, while being brief and to the point. You will need some justification of why you all think the selections you have made are the best, and a good way to do that is to explain the benefits you expect to derive from the system. You should also address any potential problems or conflicts the system may cause. This will be Due NOVEMBER 5th.

- Where will you recruit
- How will you recruit
- What selection criteria will you use to whittle down and then ultimately select your final candidate
- How will you evaluate employee performance
- How will you compensate and reward your employees
- What benefits will you offer, and will the employees have to share the cost for them
- What policies will you have (minimum for discrimination, safety, discipline, and harassment)
- What training will you offer
- What training will you subsidize

Training Project & Activity (250 points)

To quote someone not nearly as memorable as their quote: You never really learn something until you have to teach it.

You will have to develop and give a training presentation on part of a chapter of the text. As we will talk about in the training chapter, the best way to ensure learning happens is with a learning check. Thus you will need to come up with a fun activity for the class to do at the end of your segment that assess what people learned. You will only do one brief segment of the chapter, and your presentation is not to exceed 15 minutes, 20 minutes including the learning activity, but should be at least 7 minutes long. You will need to come and talk with me as a team about what your training will cover to prevent overlap. I will need your topic by September 17th.

Presentations will start in October and complete in November. Presentations will be on material in chapters 7, 8, 9, & 10. The team and I will clarify anything people have questions on after the team presentations, and we will cover other chapter material afterwards.
Quizzes (5 points each*)

There will be in class group quizzes from time to time. You will first answer the question on your own on a scratch piece of paper to turn in to me (so I know which team members are there that day and which are not), and then come together in your team to answer the questions.

*These quiz points will count as extra credit, however you must have earned/completed at least 70% of the point value of the class in order to receive these extra credit points.

Extra Credit

For those of you who may need some additional extra credit (beyond that with the team quizzes), the other opportunity will be to find a recent article (within the last 2 years) regarding something HR related and present the article to class/lead a discussion regarding the topic. This extra credit is worth 50 points. Note that all presentations must be scheduled with me at least 1 class period in advance. Further, all presentations must be completed before Thanksgiving break.

Grading Scale

The course is worth a total of 2050 points.

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<thead>
<tr>
<th>Letter Grade</th>
<th>Points Needed</th>
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<tr>
<td>A</td>
<td>1845 - 2050</td>
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<td>B</td>
<td>1640-1844</td>
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<td>C</td>
<td>1435-1639</td>
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<td>D</td>
<td>1230-1434</td>
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<td>F</td>
<td>0 - 1229</td>
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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 11:30 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. 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 are 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, 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.

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. 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 or other individual assignments, 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 site 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.

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<th>Week 1</th>
<th>Introduction to course, Chapter 1 Start chapter 2</th>
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<tr>
<td>Week 2</td>
<td>Chapter 2: EEO and Discrimination</td>
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<td>Week 3</td>
<td>Chapter 3: Job Analysis</td>
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<tr>
<td>Week 4</td>
<td>Test 1</td>
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<td>Week 5</td>
<td>Chapter 4: Staffing</td>
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<td>Week 6</td>
<td>Chapter 5: Training</td>
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<td>Week 7</td>
<td>Chapter 6: Performance</td>
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<td>Week 8</td>
<td>Test 2</td>
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<td>Week 9</td>
<td>Chapter 7: Compensation</td>
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<td>Week 10</td>
<td>Chapter 8: Variable Pay and Benefits</td>
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<td>Week 11</td>
<td>Chapter 9: Safety and Employee relations</td>
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<td>Week 13</td>
<td>Chapter 10: Union Relations</td>
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<td>Week 14</td>
<td>Thanksgiving</td>
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<td>Week 15</td>
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<td>Week 16</td>
<td>Final Exam</td>
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