



BUA 221 H40 • Human Resource Management • Spring 2017

FORMAT: Hybrid **CREDITS:** 3 **LOCATION:** Room 223, JC@LISD/Adrian Campus

TIME FRAME: This is a hybrid course; there will be both an online component and a face-to-face component. The course will meet face-to-face at the above location from 0800-1100 on the following dates:

03/25/2017-05/06/2017 Hybrid-Guided Learning Plus Saturday 08:00AM - 11:00AM, JCC @ LISD TECH, Room 223

Meets 03/25, 04/08, 04/22, 05/06 PLUS 33 hours guided learning

INSTRUCTOR: Tom Stewart

OFFICE: BW 249

PHONE: TBD

EMAIL: stewartthomasa@jccmi.edu

Please Note: Email is the best way to contact me. I usually respond within 24 hours. I will be available to meet with you before/after class, as well. Also feel free to send me an email to make an appointment.

REQUIRED TEXT:

Noe, Raymond, Hollenbeck, John, et. al. *Fundamentals of Human Resource Management (5th edition)*. New York: McGraw-Hill/Irwin, 2014. ISBN: 9780078112614

OPTIONAL TEXTS:

Bradberry, Travis, Greaves, Jean, and Lencioni, Patrick. *Emotional Intelligence 2.0*. TalentSmart, 2009. ISBN: 978-0-9743206-2-5.

Christensen, Clayton M., Allworth, James, & Dillon, Karen. *How Will You Measure Your Life?* HarperCollins, 2012. ISBN: 9780062102416.

Collins, Jim. *Good to Great*. HarperCollins, 2001. ISBN: 0066620996.

Collins, Jim. *How the Mighty Fall*. HarperCollins, 2009. ISBN-10: 0977326411; ISBN-13: 978-0977326419.

Fisher, Roger and Ury, William. *Getting to Yes: Negotiating Agreement Without Giving In*. (3rd Edition). Penguin Books, 2011. ISBN: 9781101539545.

Haudan, Jim. *The Art of Engagement: Bridging the Gap Between People and Possibilities*.

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New York: McGraw Hill, 2008. ISBN-13: 978-0071544856 ISBN-10: 9780071544856

Keller, Timothy. *Every Good Endeavor*. Dutton, 2012. ISBN: 978-0-525-95270-1.

Krzyzewski, Mike. *Beyond Basketball: Coach K's Keywords for Success*. Warner Books, 2006. ISBN-13: 9780446580496.

Mycoskie, Blake. *Start Something That Matters*. Spiegel & Grau, 2012. ISBN 978-0-8129-8144-5.

Lencioni, Patrick. *The Advantage: Why Organizational Health Trumps Everything Else in Business*. Jossey-Bass, 2012. ISBN: 9780470941522.

Lencioni, Patrick. *Death by Meeting*. Jossey-Bass, 2004. ISBN: 0-7879-6805-6.

Lencioni, Patrick. *The Five Dysfunctions of a Team: A Leadership Fable*. Jossey-Bass, 2002. ISBN: 0787960756.

Maxwell, John. *Leadership Gold*. Nashville: Thomas Nelson, 2008.

Ortberg, John. *The Me I Want to Be*. Zondervan, 2009. ISBN: 978-0-310-27592-3.

Sheridan, Richard. *Joy, Inc.: How We Built a Workplace People Love*. Penguin Group, 2013. ISBN: 978-0-689-15170-3.

COURSE DESCRIPTION:

Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development. Topics include: employment law, recruitment and selection, placement techniques, interview methods, job analysis, staffing, training and development, performance appraisals, team building, benefit administration, government regulation, compensation systems, health and safety, and labor-management issues.

COURSE OBJECTIVES: The Board of Trustees of Jackson Community College has established a set of Associated Degree Outcomes (ADOs) to be achieved by every student. This course will specifically address ADO 9: Work productively with others, recognizing individual contributions to group success.

COURSE STRUCTURE:

A *variety of methods* will be used to enhance your understanding of human resource management. Lectures, power point presentations, and videos will present current issues in the discipline. Small group projects will develop teamwork and networking skills. Concepts from the readings will be discussed, so it is imperative that the required reading for each class be completed in advance. All classes will be highly interactive—*as with any business, growth and synergies are most effectively achieved when all members are actively contributing*. Assignments, quizzes, and active participation will be graded, as described below.

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EXPECTATIONS OF THE INSTRUCTOR:

1. Provide a lively and useful learning experience. For this to happen, I encourage you to give me honest, respectful feedback at appropriate times regarding what is working for you and what we need to do differently.
2. Thoroughly prepare the material before class and be prepared to pose and answer relevant questions related to that material.
3. Frequently present concepts in more than one way so that students with differing learning styles can better absorb the material.
4. Address your questions during class as time allows.
5. Make ample time available outside of class to answer additional questions you may have.
6. Give helpful feedback regarding your work.

EXPECTATIONS OF THE STUDENT:

1. Submit your work on time. No late work will be accepted. Most work (i.e., assignments, forums, and quizzes) will be submitted online through email. Feel free to send me an email at stewartthomasa@jccmi.edu if you have questions.
2. Participate actively in class and treat other with respect...even when you disagree with some of the opinions expressed. I'm happy to report that we've had some interesting disagreements in previous class sessions and forums, but no one has made disrespectful remarks.
3. To help others focus in class, refrain from eating or using technological devices. However, you may bring a covered drink to class. Each class period will include a break during which you are free to have a snack, check email, etc.
4. Establish reliable access to a computer with internet connection. The Lenawee campus and the library in Atkinson Hall on the Central campus have these available for you at certain hours of the day. Check the calendars of the relevant site if you plan to use these resources.
5. If you must miss a class session, inform me ahead of time when and why this will occur. When you miss a class you are still responsible for any material presented or any assignments given during the missed class. I suggest that you exchange phone numbers and email addresses with other students in order to get assignments and other information you missed. Please note that I may withdraw any student who does not attend class for two consecutive sessions.

EVALUATION: Assignments 45%

Participation 35%

Quizzes 20%

GRADING: Final grades will be assigned according to the following scale:

90 – 100% 4.0 66– 69% 1.5

86 – 89% 3.5 60 – 65% 1.0

80 – 85% 3.0 56 – 59% 0.5

76 – 79% 2.5 00 – 55% 0.0

70 – 75% 2.0

Please note that the above figures are thresholds; for example, a percentage of 69.9% is below the threshold of 70% and therefore receives the grade 1.5.

SPECIAL POLICIES

ACADEMIC HONESTY: In accordance with Jackson College policy, academic honesty is expected from all students; this includes the expectation that all students will produce their own work and not represent others' work as their own. A failing grade in this course is one of many possible consequences of academic dishonesty.

WITHDRAWAL DEADLINE : If you do not wish to receive a grade for this course, you must withdraw before the date printed on the college website.

INCOMPLETES will be given only in accordance with Jackson College policy. Please note that incompletes are very rare and that the determination of whether an incomplete will be given is the instructor's decision.

JC Technology: If you have trouble with your JC login or other computer issues, please contact the JC Solution Center at 517-796-8539. When e-mailing your instructor, please include your first and last name and put the course number in the subject line. Always save your work and have a back-up plan. Please ask questions and get help early with any concerns you may have including computer problems.

TRANSFER STUDENTS: It is in your best interest to continue your studies and complete a Bachelor's degree in your field. There are a variety of ways to do this. When considering your options, make sure to use the Michigan Transfer Equivalency website at <http://michigantransfernetwork.org/> . For JC advising, contact the JC Student Service Center at 517-787-0800.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of Learning Support Services at (517) 787-0800, extension 8270/8553 as soon as possible to ensure that such accommodations are implemented in a timely fashion.*

NOTE: This syllabus is not a contract; it is a general plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above.

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Assignment Calendar – BUA 221-H95 Human Resource Management WN17

Week	Week of	Topic	Material/Chapter	Homework
1	03/25	Course Introduction In-Class Day		Read Chapters 1-4 Complete EoC Questions Prepare for Class Discussion
2	04/01			
3	04/08	In-Class Day Chapter 1: Managing Human Resources Chapter 2: Trends in Human Resource Management Chapter 3: Providing Equal Employment Opportunity and a Safe Workplace Chapter 4: Analyzing Work and Designing Jobs	Ch. 1-4	Read Chapters 5-8 Complete EoC Questions Prepare for Class Discussion
4	04/15			
5	04/22	In-Class Day Chapter 5: Planning for and Recruiting Human Resources Chapter 6: Selecting Employees and Placing Them in Jobs Chapter 7: Training Employees Chapter 8: Managing Employees' Performance	Ch. 5-8	Read Chapters 11-13 Complete EoC Questions Prepare for Class Discussion
6	04/29			
7	05/06	In-Class Day Chapter 11: Establishing a Pay Structure Chapter 12: Recognizing Employee Contributions with Pay Chapter 13: Providing Employee Benefits	Ch. 11-13	

Disclaimer: "The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course."