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BUA 221 PPI • *Human Resource Management* •  
Spring 2017

**FORMAT: PEI**

**TIME FRAME:** 12 weeks

**CREDITS:** 3

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**INSTRUCTOR:** Karen Belair

**EMAIL:** [belairkarenm@jccmi.edu](mailto:belairkarenm@jccmi.edu)

Please Note: Email is the best way to contact me. I will typically respond within 24 hours.

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**REQUIRED TEXT:**

Mondy, R. Wayne & Martocchio, Joseph J. *Human Resource Management (14<sup>th</sup> Edition)*

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**OPTIONAL TEXTS: (You won't have to read these books during the course; they are good resources in case you want to delve deeper into the study of human resource management):**

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

Finnegan, Richard P. *The Power of Stay Interviews for Engagement & Retention*. SHRM Store Item #: 61.145132012, ISBN: 978-1-586-44234-7

Wheatley, David. Co-Author *50 Dos for Everyday Leadership*. HUMANERGY, 2006. ISBN: 978-0-9772062-0-9

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

Maxwell, John. *Talent Is Never Enough*. Thomas Nelson, 2007. ISBN10:07852-1403-8

Heifetz, Ronald & Linsky, Marty. *Leadership on the Line*. Harvard Business School Publishing, 2002 ISBN: 978-1-57851-437-3

Welch, Jack, with Welch, Suzy. *Winning*. Harper Collins, 2005. ISBN: 0060753943.

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### **COURSE DESCRIPTION:**

Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development for Human Resources. 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.

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**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.

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### **COURSE STRUCTURE:**

A *variety of methods* will be used to enhance your understanding of human resource management. Power point presentations, posted documents, and videos will present current issues in the discipline. 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 in an lecture/classroom format-your interaction, responses, participation, etc. are more than an expectation they are a requirement! *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 an innovative and interactive learning environment. For this to happen, I encourage you to give me honest, respectful feedback at appropriate times regarding what is working for you and what I (we) need to do differently.
  2. Thoroughly read the material before date posted and be prepared to pose and answer relevant questions related to that material. Provide adequate resources; if I don't know an answer I will do my best to find it!
  4. Address your questions promptly as time allows.
  5. Make adequate time available to answer additional questions you may have.
  6. Give helpful feedback regarding your work.
  7. Treat each person with dignity and respect, professionally exhibiting Jackson College values of: Integrity, Caring, Collaboration, Quality, Inclusion, Service and Leadership.
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#### **EXPECTATIONS OF THE STUDENT:**

1. Submit your work on time. No late work will be accepted. Please carefully read the description for each piece of required work. Feel free to send me an email at [belairkarenm@jccmi.edu](mailto:belairkarenm@jccmi.edu) if you have questions.
  2. Do your part in making this experience valuable for you and your classmates. How do you do that? Be prepared. Think creatively. Participate actively and treat others respectfully.
  3. If you are unavailable for any reason, inform the supervisor ahead of time when and why this will occur. You are still responsible for any material presented or any assignments given.
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<b>EVALUATION:</b>	Assignments	45%
	Participation	35%
	Quizzes	20%

A total of 1000 points will be set up in the system to reflect these percentages-450 for Participation/Attendance-11 classes @ 10 points each (110; another 340 for in class projects, interactive class discussions), Assignments (5 assignments x 70 points=350) 350 points and quizzes-including the final exam which will be in class-200 points (6 quizzes @ 25 pints each, 50 for final exam)

**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.

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## **SPECIAL POLICIES**

- **ACADEMIC HONESTY:** Adaptation from Jackson College policy: Academic honesty is expected from all students. It is the ethical behavior that includes producing one’s own work and not representing others’ work as their own, either by plagiarism, by cheating, or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by assigning a failing grade for the paper, project, report, exam or the course itself.
- **WITHDRAW DEADLINE:** If you do not wish to receive a grade for this class, because you are not happy with your grade or for any other reason, you must withdraw before the date printed on the college website.
- **INCOMPLETE GRADES** are rarely given for this course. Adaptation from Jackson College policy: A student may request an incomplete grade from the instructor. The

incomplete grade will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete grade will be given is the instructor's decision.

- **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 8270/8533 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

**Week 1-5/23/17: Chapter 1- Introductions, expectations. What is HR?**

**Week 2-5/30/17: Chapter 2-Business Ethics, Assignment due 6/6**

**Week 3-6/6/17: QUIZ Chapters 1 & 2, Chapter 3: Legal Overview**

**Week 4-6/13/17: QUIZ, Chapters 1-3. Chapter 4**

**Week 5-6/20/17: Chapters 5 & 6-Staffing, Assignment due 6/27**

**Week 6-6/27/17: QUIZ Chapters 4-6**

**Week 7-No Class 7/4/17, Assignment due 7/11**

**Week 8-7/11/17-Chapters 7 & 8, Assignment due 7/18**

**Week 9-7/18/17-QUIZ Chapters 7 & 8, Chapters 9 & 10**

**Week 10-7/25/17-Chapter11-Labor Unions. Information provided for final assignment due 8/8.**

**Week 11-8/1/17-Chapters 12 & 13, QUIZ-Open Book -Chapters 11-13**

**Week 12-8/8/17-Chapter 14, Final Exam (QUIZ), Final Assignment due 8/8. Information for this assignment will be provided on 7/25**