

BUA 221 PC2 •Human Resource Management •

FALL 2017

FORMAT: PEI

TIME FRAME: 12 weeks, Thursday 6:00 p.m. (18:00)-08:54 p.m. (20:54)

CREDITS: 3

INSTRUCTOR: Karen M. Belair, SPHR, SHRM-SCP

Students are to be prepared for class with all required reading, assignments, etc. completed and ready at the beginning of each weekly class. At the beginning of each class, we will take time to review and questions and have Q & A at the end of each weekly session as well.

REQUIRED TEXT:

Noe, Raymond, Hollenbeck, John, et. al. *Fundamentals of Human Resource Management* (5th edition). New York: McGraw-Hill/Irwin, 2011. ISBN: 978-0-07-811261-4

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*. (3rd 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.

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.

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. 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 a 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.

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.
-

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. Be prepared to ask and clarify any
 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.
-

EVALUATION:	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-12 classes @ 10 points each (120; another 330 for in class projects, interactive class discussions and/or homework that is designated as Participation) 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 points 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.

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 (9/28)-Chapter 1-Managing Human Resources. What does HR mean to you?

Week 2 (10/5)-Chapter 2 & 3-Trends in HRM, Providing Equal Employment Opportunity and a Safe Workplace. **Assignment 1 due 10/19 (Pre/Post Test)**

Week 3 (10/12): No Class-Instructor at HR Conference. Prepare for QUIZ 1-Chapters 1-3. **(Homework # 1-Participation, 30 points)**

Week 4-(10/19): QUIZ 1, Chapters 1-3. Chapter 4 Analyzing Work & Designing Jobs
Chapter 5-Planning for and Recruiting HR **(In House Activity-Job Description)**

Week 5-(10/26): QUIZ 2, Chapters 4-5 Assignment 2 due 11/2
Chapter 6 & 7-Selecting Employees and Placing Them in Jobs, Training Employees

Week 6- (11/2): Chapter 8 & 9-Managing Employee Performance, Developing Employees for Future Success. **(Homework, Participation, 30 points) HR BINGO-Chapters 1-9**

Week 7- (11/9): QUIZ 3, Chapters 6-7. Chapter 10-Separating and Retaining Employees
Assignment 3 Due 11/30. Role Play: "You're Fired!"

Week 8-(11/16): No Class/National HR Conference-(May make up)

11/23: No Class: Thanksgiving

Week 9 (11/30) Chapters 8-10 Review, QUIZ 4-Open Book/8-10), Assignment 4 due 7/18
Chapter 11 & 12 & 13-Establishing a Pay Structure, Recognizing Employee Contribution with Pay, Providing Employee Benefits. **Assignment 4 due 12/7-3 QUIZ Questions**

Week 10- (12/7) QUIZ 5 Chapters 11-13
Chapter 14-Collective Bargaining and Labor Relations.

Present your Quiz Questions. Assignment 5 Due 12/14-

Week 11- (12/14): Chapter 15-Managing HR Globally & Chapter 16-Creating and Maintaining High-Performance Organizations. **QUIZ 6-Chapters 14-16, Wrap Up, Review, Final Exam next week.**

Week 12-(12/21): Final Exam (50 points). Review and discuss final grade.

Submit JCC survey and Instructor's personal survey.

Return Books