



NORTHWEST
MISSOURI STATE UNIVERSITY
MARYVILLE | KANSAS CITY

Melvin D. & Valorie G. Booth School of Business

Human Resource Management MGMT 54314, 48 contact hours, 3 credit hours

5-Week Summer Session

Instructor: TBA

E-mail: TBA

Office Hours: By appointment

Textbook and/or Supplementary Resources:

Title: *Fundamentals of Human Resource Management* Free resources available

Authors: Robert N. Lussier and John R. Hendon

ISBN: 9781483358505

Companion Website: edge.sagepub.com/fundamentalsofhrm

Course Objectives

- ✓ Inspire a curiosity for and understanding of the historical evolution of HRM thought as it pertains to current day practices.
- ✓ Be able to identify current problems, issues, and trends faced by human resource professionals.
- ✓ Increase your understanding of the functions of management and organizations in the *real world*.
- ✓ Recognize the importance of business ethics and the role it plays in HRM, as HR professionals serve as advocates for the workforce while complying with the corporate objectives of senior management.
- ✓ Demonstrate comprehension of the legal environment that affects HRM.
- ✓ Demonstrate an understanding of: job analysis; recruitment of employees, including internal and external sources; selection of employees, including concerns of validity and reliability.
- ✓ Show a basic understanding of the performance evaluation process, including methods of performance appraisal and potential errors involved.
- ✓ Demonstrate an understanding of organizational reward systems, in particular: wage and salary systems; incentive-based or performancebased systems; and employee benefits, including retirement benefits, health benefits, etc.
- ✓ Exhibit understanding of employee safety and health concerns and requirements, particularly the Occupational Safety and Health Act (OSHA).

Course Description/Nature of the Course:

This course is designed to acquaint you with current knowledge and emerging trends in human resource management. The material will be drawn from practical application and theoretical constructs to facilitate a thorough understanding.

PREREQUISITES:

54313 Principles of Management

Attendance Policy:



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Please refer to the following link to view Northwest Missouri State University's Attendance Policy:
<https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Code of Academic Integrity Please refer to the following link to view Northwest Missouri State University's Code of Academic Integrity Policy <http://nwmissouri.smartcatalogiq.com/en/2015-2017/Graduate-Catalog/Policies-andRegulations/Academic-Integrity>

Family Educational Rights and Privacy Act (FERPA)

Please refer to the following link to view Northwest Missouri State University's policy for Family Educational Rights and Privacy Act (FERPA): <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-PrivacyAct.pdf>

Non-Discrimination Statement

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<http://www.nwmissouri.edu/diversity/titlevi.htm>

Finals:

If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam.

Grading Scale: A = 90% and Above B = 80% - 89.999% C = 70% - 79.9999% D = 60% - 69.9999% F = Below 60%

Course Requirements: This course will be delivered fully online, and all instructional methods and assessments outlined as follows will be adapted to this format on Canvas.

Assignment	Points Possible	Subtotal
Exam 1 – Chapter 1-4	120	
Exam 2 – Chapter 5-8	120	
Exam 3 – Chapter 9-12	120	
EXAMS SUBTOTAL		360
Comprehensive Final	100	100



Debate/Discussion Notecards	50	
Debate/Discussion Performance (50 points team/50 points individual)	100	
DEBATES SUBTOTAL		150
Quizzes		
Chapter 1 (15), 2 (15), 3 (30), 4 (20), 5 (30), 6 (20), 7 (20), 8 (20), 9 (20), 10 (20), 11 (20), 12 (20)		
QUIZZES SUBTOTAL		250
Case/Activity		
Facebook Fiasco	15	
Online Bias Assessment – go to links in canvas and take both the gender and race assessment, bring a screenshot of your results to class	15	
Job Description	5	
Selection Packet	15	
Dynamo Selection	15	
Lifeguard Case Use the Bobby Bearcat one as a model, you should fill out the last column with narrative on all 3 employees before you give them a rating, then rate one trait at a time for all 3 employees instead of completing all of the Clarice White rating.	15	
Netflix	10	
Negotiation Assessment & Case – I will give you a self-assessment in class to complete and bring to class on the day of this case	10	
Healthcare Days	25	
Wellness Case	10	
Why We Hate HR and What Can We Do About It (article on canvas)	5	
ACTIVITY SUBTOTAL		140
TOTAL Possible (without Final)		1,000

Course Outline

Day	Activity	Detail
Week 1 – Day 1	Syllabi, Panel Discussion/Debate Overview,	Chpt. 1 & 2 Quiz
Week 1 – Day 2	Q & A and HR Inventory	We Need to Talk Activity (in-class)
Week 1 – Day 3	Chapter 3 Quiz , Chapter 3 Lecture	Watch #Metoo videos before class Chapter 3 cont.--Sexual Harassment Lecture and Discussion
Week 1 – Day 4	ADA Lecture & Activity Facebook Fiasco – read case prior to class	Chpt. 4 Quiz & Lecture Job Description/KANO – can work work a partner, put suggestions to improve job in



		canvas (last questions)
Week 2 – Day 1	Exam Review	
Week 2 – Day 2	Exam 1 (60 MC)- 120 points	
Week 2 – Day 3	Online Bias Assessment and Immaculate Perception Video and Diversity Discussion	
Week 2 – Day 4	Worktime Panel Discussion/Debate	Chapter 1-4, text, lecture notes and in-class activities
Week 3 – Day 1	Chpt. 5 - Recruiting Quiz & Lecture	Chapter 6 – Selection Quiz
Week 3 – Day 2	Dynamo Selection Exercise Discussion	Panel/Debate Groups 3 & 4
Week 3 – Day 3	Pymalion & Set Up to Fail Discussion	Chapter 7 – Training Quiz
Week 3 – Day 4	Does diversity training work discussion	Chapter 8 – Quiz Lifeguard Case PADS Discussion
Week 4 – Day 1	Exam Review	
Week 4 – Day 2	Exam 2 (60 MC)- 120 points	
Week 4 – Day 3	Chapter 5-8, text, lecture notes and in-class activities	Chapter 9 – Employee Relations & Unions Quiz
Week 4 – Day 4	Panel/Debate Groups	Chapter 10 – Employee Compensation Quiz
Week 5 – Day 1	In-class Negotiation Day Grab Negotiation Style Assessment Packet	Chapter 11 Quiz & Lecture 3 Truths & 1 Lie Netflix Case
Week 5 – Day 2	Healthcare Insurance	Chapter 9-12 & Healthcare
Week 5 – Day 3	Exam Review	Why We Hate HR & What to do about it Discussion (10 points) Chapter 12 Quiz & Discussion
Week 5 – Day 4	EXAM 3 – 120 Points	

Interview Questions you should be able to answer at the conclusion of this class.

- What have you written that you are proud of or what kind have you prepared? debate brief, case analysis
- How has college prepared you for the real world? Critical thinking during debate, opened my mind to.....
- What are your strengths? Emotional Intelligence?, use results from your assessments
- What are your weaknesses? *(Don't discuss any skills critical to the job-use public speaking but focus on how you are improving)*
- Tell me about a time you had to deal with a rude or disgruntled customer or client. OR Tell me about a time you had conflict with a boss?



- Why do you think some businesses succeed and others fail? Pygmalion Theory, lack of cultural competency
- What do you think makes the difference between a successful and unsuccessful firm or manager?

- What are your strengths? OR What are your weaknesses?
- What is the most important thing you learned about yourself this past year?
- How have you handled conflict at work?
- How have you provided or received criticism at work?
- How do you handle negativity at work?
- If you were an animal, what animal would you be? *Tip: Try to sneak two answers in*

- You will be working primarily with men (or women) in this industry; does that concern you in any way?
Ex. Your knowledge of Emotional Intelligence and #MeTooHint: body language, direct vs. indirect, listening styles)
- Tell me about a time you dealt with a lazy coworker.

- Would you be able to relocate to another country for an assignment?
- How do you stay abreast of world events?
- Do you consider yourself an “active learner?” (TED Talks)

Do you have any specialized training in business? (talk about your ability to complete a job description)

What do you think makes the difference between a successful and unsuccessful firm or manager?

Can you tell me a time you were able to creatively express yourself? (Use your solutions to a case or debate opening)