

THE UNIVERSITY OF TEXAS AT EL PASO
Introduction to Human Resource Management

Fall 2023
MGMT 3311, CRN 10714
MW, 12:00 pm – 1:20 pm

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.
Contact: **MGMT.3311.UTEP@gmail.com**
Office: COBA 211
Office Hours: Mondays and Wednesdays, 9:00 am – 10:20 am, 1:30 pm – 2:30 pm

COURSE DESCRIPTION

The goal of this course is to provide you with an overview of current methods and practices used in human resource (HR) management. This course will provide you with an opportunity to explore topics related to the HR function, such as recruitment, selection, training, performance evaluation, compensation, appraisal, retention, and other legal and global concepts of human resource management. This course requires approximately nine hours per week of study time for optimal learning. Your focus, dedication and commitment are required to maximize the benefits of our 15-week journey covering human resource management topics that form one of the cornerstones of your business education.

COURSE OBJECTIVES

In this course, you will be able to conduct a comprehensive analysis of the human resource management. This course aims to provide you with the tools to develop and apply HR practices that conform to commonly accepted professional standards and are legally sustainable, apply lessons learned and information obtained to critically analyze topics of importance to the HR function, and develop and apply labor-management practices that foster a productive work environment.

After completing this course, you should be able to:

1. Identify the basic functions of HR management (e.g., staffing, training and development, legal compliance, compensation and benefit administration, safety and health, employee and labor relations) and interpret their effect on an organization's success in a local, national and global environment.
2. Determine the appropriate set of HR policies, procedures and protocols for an organization.
3. Judge the value of a HR function to an organization and make appropriate recommendations that will improve the function's contribution.
4. Understand the interplay between legal compliance, technical execution, and practical applications needed to address the various employee relations issues.
5. Apply ethical and social considerations in the implementation of HR functions.

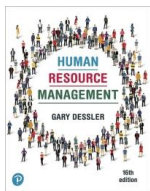
TEACHING METHODOLOGY

This is a face-to-face course in which instructional materials and activities are delivered in the classroom and online through Blackboard Ultra. The course will consist of readings, lectures, in-class projects, videos, discussion boards, exams, and other individual and group assignments.

All lectures and assignments are available on Blackboard. No pictures are allowed in class.

LEARNING OUTCOMES	ACTIVITIES	ASSESSMENT
1. Understand and describe the importance and leadership role of human resources in shaping the future of organizations.	Lectures & Readings (Ch. 1, 3) DB Readings Exercise	Discussion board Exam
2. Understand human capital trends and how they affect individuals and organizations.	Lectures & Readings (Ch. 1, 2, 17, 18) DB Readings Exercise Videos	Discussion boards Exam
3. Understand labor laws and demonstrate competence in applying ethical and social considerations when implementing workplace procedures or addressing matters related to discrimination, sexual harassment, safety, among others.	Lectures & Readings (Ch. 2, 4-13, 16) DB Readings Exercise Videos	Group project Discussion boards Exam
4. Understand and apply the tools and processes related to the basic functions of human resource management such as workforce planning, recruitment and selection, training and development, compensation and benefits, performance appraisal, employee relations, safety and health management, and other related topics.	Lectures & Readings (Ch. 4-16) DB Readings Videos	Group projects Discussion boards Exam

REQUIRED TEXTBOOK



Human Resource Management, 16th edition (2020)

Author: Gary Dessler

Publisher: Pearson

eText: ISBN-13: 9780135174470

Includes: A *digital* version of the text you can personalize and read online or offline.

Rental Edition: ISBN-13: 9780135172780

Includes: A bound printed text you can rent, fulfilled by Chegg. At the end of the rental period, you can choose to keep the text for a flat fee.

COURSE ASSIGNMENTS

It is your responsibility to make sure your computer meets the minimum hardware requirements.

Assessments in this course are not compatible with mobile devices nor tablets and you will not be able to complete your assignments through a mobile phone or a tablet. If you need further assistance, please contact [UTEP Technology Support](#).

Syllabus Quiz

There will be one syllabus quiz in the first week of class. For this quiz, you will need to use **Respondus LockDown Browser** and a **Webcam**. The purpose of the syllabus quiz is to encourage you to read the syllabus and to get your computer ready for future exams. The syllabus quiz is worth *up to one point* in your final grade.

Group Projects

I will assign you to a group in the first week of class. You will work with your group during class to complete your group projects and group discussion boards, as explained in more detail below.

Videos

There will be several videos you will be asked to watch. After you watch each video in class, you should meet with your group and develop, as a group, a discussion board post for the respective video (see details below under Discussion Boards).

Discussion Boards (DB)

There are several discussion boards that you will participate. Your group post should have at least 200 words (unless otherwise noted).

In addition to your group posts, you will need to make individual comments on two other posts from your classmates, for each discussion board topic. Your individual comments on your classmates' posts should have at least 75 words each.

Discussion Board Tips: I expect you to discuss, demonstrate, and connect your understanding of the assigned readings and media. Discussion board postings are not a summary of course materials, debates, or your opinion. They are critical analysis and academic discussions among students.

- Keep your messages concise and clearly written. Most ideas can be stated in a couple of paragraphs, although sometimes a longer message may be needed to develop your thoughts adequately. Keep in mind that people are more apt to read and digest shorter messages than long ones.
- Be respectful of other's ideas, opinions, and beliefs. It is fine to disagree with someone, but please respect their right to think differently (see Netiquette section).
- Avoid posting simple two- or three-word statements such as “I agree” or “Good point.” If you think someone has made an especially strong point and you want to say so, *explain why* by adding a few sentences describing your response or adding to the original point.

Exams

There will be three exams over the course of the semester.

Exam 1: Chapters 1-4

Exam 2: Chapters 5-10

Exam 3: Chapters 11-18

Exams will be available on Blackboard during the class time assigned for the respective exam.

You must take the exam in the classroom using your computer on the dates/times assigned.

Your computer must have Respondus LockDown Browser and a webcam installed before you can start the exam. You cannot start your exam using a different browser.

If you do not have a computer, you can check out a computer with a Respondus LockDown Browser from COBA Room 101 or from the library. If you need to check out a computer, please contact UTEP Technology Support in the beginning of the semester to learn how you can check out a computer. If you have questions about Respondus LockDown Browser and/or webcam, please contact UTEP Technology Support in advance.

You will also need to show your UTEP ID to the webcam at the beginning of your online exams. Make sure you read the document *Remote Exam Guidelines* (available on Blackboard) at least a day before you start your exam so you can be ready. You will be given a study guide in advance to prepare for each exam.

Each exam will be a closed-book exam (that is, no books, cell phones, notes, etc. will be allowed during the exam) and will have about 40-50 multiple-choice and/or true-false questions. You will have 45 minutes to complete and submit each exam. You will be able to view your score immediately after submission. If you are late, your exam time will decrease accordingly. Refer to your Course Calendar for the specific availability dates/times for each exam.

GRADING

Assignments	Weight
Exams	60%
Discussion Boards	20%
Group Projects	10%
Attendance	9%
Syllabus Quiz	1%
Total	100%

Range	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

ASSURANCE OF LEARNING, ACCESSIBILITY AND ACCOMODATION

The College of Business Administration cares about the quality of your education. If you have or believe you have a disability that may impact your ability to succeed in a class, whether it be online or face-to-face, you may wish to contact the Center for Accommodations and Support Services (CASS) to show documentation of a disability or to register for testing and services. Students who have been designated as disabled must reactivate their standing with the CASS yearly. For assistance with special accommodations for this course, please contact:

The Center for Accommodations and Support Services
 Union Building East, Room 106
 (915) 747-5148
 cass@utep.edu
<http://sa.utep.edu/cass/student-resources/>
 Office Hours: Mondays through Fridays, from 8:00am to 5:00pm

EXPECTATIONS FOR THIS COURSE

The course calendar at the end of this syllabus lists the main topics that we will cover each week. In addition, when you open a new weekly folder on Blackboard, you will be able to see the list of assignments due on that week on the top of the page. You should pace your learning according to the posted course assignments.

You should:

- Review the Get Started information located in the course content
- Ensure that your computer is compatible with Blackboard
- Ensure that you have the technical requirements listed above
- Comply with the University's policy on academic integrity and scholastic dishonesty
- Review and follow the course calendar
- Log in to the course at least 3 times per week
- Respond to messages within 48 hours
- Submit assignments by the corresponding deadline
- Follow netiquette rules

If there are any changes to the syllabus, I will notify all the students in the class through Email.

ACADEMIC INTEGRITY

The International Center for Academic Integrity, comprised of a consortium of universities worldwide, defines academic integrity as “a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” As they relate to students, these values can be defined as follows:

Honesty: “adhering to standards of truthfulness and integrity”

Trust: participating in “an environment of confidence”

Fairness: abiding by the “standards, practices, and procedures” outlined by your instructors and institution

Respect: “encouraging a wide range of opinions and ideas”

Responsibility: assuming personal accountability and accepting sanctions in cases of misconduct.

Students are responsible for adhering to the above standards in all academic activities and refraining from all forms of academic dishonesty. According to the UTEP Handbook of Operating Procedures, academic dishonesty includes committing (or attempting to commit) the following:

Plagiarism: taking credit for work that is not your own (e.g., copying and pasting from the internet, failing to cite sources of information, failing to attribute direct quotes to their original author, or submitting your work from another course without prior permission). Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

Cheating: This includes copying another student’s work during an exam; using notes, books, or electronic devices during an exam without prior permission; taking an exam for another student; and communicating with or helping another student during an exam.

Collusion: any collaboration with another student without the permission of the instructor.

Students are required to comply with the University’s policy on academic integrity and scholastic dishonesty. For detailed information, please visit: <http://sa.utep.edu/osccr/academic-integrity/>

Students should become aware of and committed to the academic values of honesty, trust, fairness, respect, and responsibility. Students should understand the consequences of scholastic dishonesty, which includes, but is not limited to, cheating, plagiarism, and collusion. **Students**

who are suspected of academic dishonesty, *either by engaging or facilitating other students to engage in scholastic dishonesty*, will be referred to the Office of Student Conduct and Conflict Resolution-Division of Student Affairs, without prior notification.

COURSE COMMUNICATION

(N)etiquette

When communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendos is much more difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. It is important that we all keep this in mind as we communicate. Words in print may seem harmless, but they could emotionally injure us when working at a distance. Hence, it is vitally important that we are conscious of how we communicate while working at a distance.

For example, avoid the use of caps in your electronic messages, as wording in caps comes across as shouting. The standard practice ("Netiquette") for participation in networked discussion requires that all participation be focused on the topic at hand, not become personalized, and be substantive in nature. (Translation: you may certainly disagree with others, but you must do so respectfully; you may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself.)

Communicating Effectively

It is everyone's responsibility to participate as fully as they can so everyone can get the most from the experience. Here are some simple tips to follow to ensure your participation and engagement in the learning process:

Ask questions: If you do not know the answer, someone else will.

Reach out to others: Offer a fact, article, link, or other item that can help others learn something you can share.

Be appropriate: The online platform is not the place for insulting or insensitive comments, attacks, or venting. Be careful when using sarcasm and humor. Without face-to-face communication, your joke may be viewed as criticism. Respect and courtesy must be provided to fellow classmates and the instructor at all times, and in all contexts. No harassment or inappropriate postings will be tolerated. Inappropriate behavior will usually be subjected to disciplinary action, as well.

Be diplomatic: When sending messages on emotionally charged topics, make sure you write the message and then walk away for at least an hour before re-reading the message and then sending it. Re-reading emotionally charged messages ensures that they are constructive instead of destructive. Think of the person at the other end. When reacting to someone else's message, address and focus on the ideas, not the person who posted them.

Stay focused: Stay on topic to increase the efficiency of your learning. Be professional and careful in what you say about others.

Course Communication

Communication in this course will take place via the email **MGMT.3311.UTEP@gmail.com**. Check your emails routinely to ensure up-to-date communication. This email is assigned exclusively to this course.

Office Time

I have set some time for office hours (see in the first part of the syllabus). I will be available during those times in my office. If you cannot meet at the time listed in the syllabus, contact me and we can schedule an appointment at a different time.

Make-up Work

Most of your assignments will be completed during class time. Thus, **attendance is mandatory** and make-up work will be given only in the case of a *documented emergency*.

Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points.

If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance, if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

TECHNICAL REQUIREMENTS/SKILLS

Technology Checklist

As you prepare to take a course at UTEP, we want to share with you some basic information about technology to make this a successful experience. Having your computer requirements checked and all software up to date is essential to access course content. Please take some time to read through this section and ensure you have the information you need to get successfully started.

Supported Browsers

- **For a PC or Mac:** Firefox and Chrome

Browser performance hints include:

- Clear browser cache
- Allow pop-ups

Check Your Java

1. Go to <http://java.com>
2. Click on "Do I Have Java?"
3. Click on "Verify Java Version."
4. Update Java if needed.

Additional Technical Requirements

You will need the following technical requirements/skills for this class:

Computer & Internet Access: In the classroom, you will need a computer (no tablets or cell phones) and a reliable internet connection to take quizzes and exams, watch videos, participate in discussion boards, and submit your individual and group assignments.

If you do not have a computer to use in the classroom for your exams and group assignments, you can check it out from COBA Room 101 or from the library. Make sure you contact the library in advance. If you cannot get access to a computer for the exam, contact your professor in advance.

Respondus LockDown Browser: You will need to install Respondus LockDown Browser in your computer prior to taking your exam. To avoid issues during your exam, make sure you install it in the first week of class. Go to Student Services on Blackboard to download the Browser. Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.

Respondus Monitor (Webcam): Respondus Monitor requires a webcam. You will be required to show the webcam your student ID prior to the start of the test.

Your face should be completely visible during the test. Blocking the camera or moving your face outside of the camera view will disable the test.

No notes or textbook materials are permitted during exams. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.), however since you will be taking the exam in the classroom, you will not need to complete this step.

You should not have conversations with other people and/or leave and return to the classroom during the test.

Make sure your Webcam is working properly prior to the exam.

If you are borrowing a computer from the library, tell the help desk person that you need to borrow a computer with a Respondus LockDown Browser and a Webcam.

If you need help with any of the above technical requirements, please contact UTEP Technology Support at (915) 747-4357 or at helpdesk@utep.edu.

COURSE CALENDAR

**** See list of weekly assignments on the top of the page inside of each weekly folder ****

Week	Day	Weekly Topics
1	Mon, 8/28	1. Introduction of Human Resource Management
	Wed, 8/30	1. Introduction of Human Resource Management
2	Mon, 9/4	LABOR DAY
	Wed, 9/6	2. Equal Opportunity and the Law
3	Mon, 9/11	2. Equal Opportunity and the Law
	Wed, 9/13	2. Equal Opportunity and the Law
4	Mon, 9/18	3. HRM Strategy and Analysis
	Wed, 9/20	4. Job Analysis & Talent Management Process
5	Mon, 9/25	4. Job Analysis & Talent Management Process
	Wed, 9/27	Exam 1 (Chapters 1-4)
6	Mon, 10/2	5. Personnel Planning and Recruiting
	Wed, 10/4	5. Personnel Planning and Recruiting
7	Mon, 10/9	6. Employment Testing and Selection
	Wed, 10/11	7. Interviewing Candidates
8	Mon, 10/16	7. Interviewing Candidates
	Wed, 10/18	8. Training and Developing Employees
9	Mon, 10/23	9. Performance Management and Appraisal
	Wed, 10/25	10. Managing Careers and Retention
10	Mon, 10/30	Exam 2 (Chapters 5-10)
	Wed, 11/2	11. Establishing Strategic Pay Plans
11	Mon, 11/6	12. Pay for Performance and Financial Incentives

	Wed, 11/8	13. Benefits and Service
12	Mon, 11/13	13. Benefits and Service
	Wed, 11/15	14. Building Positive Employee Relations 15. Labor Relations and Collective Bargaining
13	Mon, 11/20	16. Safety, Health, and Risk Management
	Wed, 11/22	THANKSGIVING EVE
14	Mon, 11/27	16. Safety, Health, and Risk Management
	Wed, 11/29	17. Managing Global Human Resources
15	Mon, 12/4	18. Managing HR in Small and Entrepreneurial Firms
	Wed, 12/6	Exam 3 (Chapters 11-18) Last Day of Class