

THE UNIVERSITY OF TEXAS AT EL PASO

Introduction to Human Resource Management MGMT 3311

COURSE INFORMATION

Semester: Spring 2020

Classroom: COBA Room 331

Course Details:

MGMT 3311-001, CRN 21764, Tu/Th 10:30am - 11:50am

MGMT 3311-003, CRN 22441, Tu/Th 12:00pm - 1:20pm

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.

Contact: Blackboard course messages

Office Location: COBA Room 211

Office Hours: Tuesdays and Thursdays, 2:00pm - 4:30pm; and by appointment.

COURSE DESCRIPTION

This course is designed to provide you with an overview of current methods and practices used in human resource management. This course will provide you with an opportunity to explore topics related to the human resource 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 16-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 and that are legally sustainable.

STUDENT LEARNING OUTCOMES

1. Understand and describe the importance and leadership role of human resources in shaping the future of organizations.
2. Understand human capital trends and how they affect individuals and organizations.

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.
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, union-management relations, safety and health management, and other related topics.

TEACHING METHODOLOGY

The method of study for this course combines lectures and discussions, outside research, and online assignments. This is a face-to-face course in which most of the instructional materials and activities are delivered in the classroom, and several assignments are delivered online through Blackboard. The course will consist of lectures, chapter quizzes, group assignments, and exams.

ASSURANCE OF LEARNING, ACCESSIBILITY AND ACCOMODATION

The College of Business Administration cares about the quality of your education. 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

ACADEMIC INTEGRITY

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.**

TECHNICAL REQUIREMENTS/SKILLS

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

Computer: You will need a computer to take quizzes and exams, and to submit your 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 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 a few days before your first exam. Go to Student Services on Blackboard to download the Browser. 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.

iClicker: We will use iClicker in almost every class session. iClicker will be used to check attendance and assess your understanding of the material covered. Please follow the instructions posted on Blackboard to register for iClicker and install the software in your computer and/or mobile.

If you need help with any of the above technical requirements, please contact UTEP Technology Support.

EXPECTATIONS OF THIS COURSE

Assignments from the text and other resources are listed below under Course Calendar for each class session. Students are expected to pace their learning according to the posted course assignments.

Students are expected to:

- Review the Get Started information located in the course content
- Ensure that your computer is compatible with Blackboard
- 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

The instructor will:

- Log in to the course 3 times per week
- Respond to messages within 48 hours

Recording not allowed! You are not allowed to take pictures, nor audio and/or video record any section of the lectures. All lecture materials are available in Blackboard.

No texting during class time and/or exams.

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

REQUIRED TEXTBOOK

Human Resource Management, 15th edition (2016)
Author: Gary Dessler
Publisher: Pearson

COURSE COMMUNICATION

Communication in this course will take place via Blackboard. Blackboard inbox is a private and secure text-based communication that occurs within a Course and among Course members. Users must log on to Blackboard to send/receive/read messages. It is recommended that you check your messages and announcements routinely to ensure up-to-date communication.

ASSESSMENTS

It is your responsibility to make sure your computer meets the minimum hardware requirements. Assessments in this course are not compatible with mobile devices and should not be taken through a mobile phone or a tablet. If you need further assistance, please contact [UTEP Technology Support](#).

Exams

There will be five online exams over the course of the semester.

Exam 1: Chapters 1-3

Exam 2: Chapters 4-7

Exam 3: Chapters 8-10

Exam 4: Chapters 11-13

Exam 5: Chapters 14-17

All five online exams will be taken in the classroom using your computer on the dates/times assigned (see Course Calendar below). If you take and/or submit your exam from outside the classroom, you will be referred to the Office of Student Conduct and Conflict Resolution. You need to install Respondus LockDown Browser in advance. If you do not have a computer, you can check out a computer with a Respondus LockDown Browser from the library. If you need to check out a computer from the library, please contact [UTEP Technology Support](#) in the beginning of the semester to learn how you can check out a computer. You will also need to bring your UTEP ID to the classroom on exam days.

Each exam will be a closed-book exam and will have about 50-60 multiple choice questions. You will have the time allocated for this class to complete and submit each exam; that is, the exam will be open exactly at the beginning of class and it will close exactly at the end of class. If you are late, your exam time will decrease accordingly. When you complete your exam, you need to ensure it is submitted while you are still in the classroom by checking with your professor before you leave the classroom. You will

be able to view your score immediately after submission. Refer to your Course Calendar for the specific dates/times of each exam.

Quizzes

There will be a total of 17 quizzes. Quizzes will be available weekly on Blackboard right after class and until Saturday (11:59pm). Refer to the Course Calendar for the due dates for each quiz. Each quiz will have 15 multiple choice questions. You may attempt each quiz only once, and you will have 30 minutes to complete and submit the quiz. You will be able to view your score immediately after submission.

Quizzes are intended to help you retain the concepts learned in class. You may use your textbook and/or class notes to complete your quizzes. It is recommended that you first attend class, then read the book chapter related to the class, and then complete the quiz.

In-class Group Assignments

Some class sessions will include an in-class group assignment. If you miss class on those days, you will not receive credit for the assignment, unless you attend the make-up session (see the Course Calendar for specific dates). Assignments completed during the make-up session are not eligible for a grade higher than 94. You can only make-up for up to one missed project in each make-up day. Other assignments may be given during a lecture session. I will give you the details about each assignment in class. I will assign you to a group in the second week of class.

Attendance

You are expected to attend and actively participate in all classes. Attendance will be recorded using iClicker. Exam attendance will be recorded using your UTEP ID.

GRADING

Assignments	Weight
Exams (total of 5)	45%
In-class Group Assignments	25%
Quizzes (total of 17)	20%
Attendance	10%
Total	100%

Note. Do not use the “Total” column in the grading center to calculate your final grade. Your grade will be calculated using the weight listed in the table above.

Range	Letter Grade	UTEP Final Letter Grade
95-100	A	A
91-94	A-	
87-90	B+	B
84-86	B	
81-83	B-	
77-80	C+	C
71-76	C	
64-70	D	D
<64	F	F

COURSE CALENDAR

Install iClicker in your mobile and/or computer
Install Respondus LockDown Browser in your computer

Week	Day	CLASS TOPIC
SECTION 1: INTRODUCTION		
1	Tuesday 1/21	Chapter 1: Introduction to Human Resource Management
	Thursday 1/23	Chapter 2: Equal Opportunity and the Law
2	Tuesday 1/28	Chapter 3: HRM Strategy and Analysis
	Thursday 1/30	In-class Group Assignment 1
SECTION 2: RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT		
3	Tuesday 2/4	Exam 1 (Chapters 1-3)
	Thursday 2/6	Chapter 4: Job Analysis & Talent Management Process
4	Tuesday 2/11	In-class Group Assignment 2
	Thursday 2/13	Chapter 5: Personnel Planning and Recruiting
5	Tuesday 2/18	Chapter 6: Employment Testing and Selection
	Thursday 2/20	Chapter 7: Interviewing Candidates
6	Tuesday 2/25	In-class Group Assignment 3
	Thursday 2/27	Exam 2 (Chapters 4-7)
SECTION 3: TRAINING AND DEVELOPMENT		
7	Tuesday 3/3	In-Class Group Project Make Up Day (for Projects 1-3)
	Thursday 3/5	Chapter 8: Training and Developing Employees
8	Tuesday 3/10	Chapter 9: Performance Management and Appraisal
	Thursday 3/12	Chapter 10: Managing Careers and Retention

Week	Day	CLASS TOPIC
9	Tuesday 3/17	SPRING BREAK
	Thursday 3/19	SPRING BREAK
10	Tuesday 3/24	In-class Group Assignment 4
	Thursday 3/26	Exam 3 (Chapters 8-10)
SECTION 4: COMPENSATION		
11	Tuesday 3/31	Chapter 11: Establishing Strategic Pay Plans
	Thursday 4/2	Chapter 12: Pay for Performance and Financial Incentives
12	Tuesday 4/7	Chapter 13: Benefits and Service
	Thursday 4/9	In-class Group Assignment 5
SECTION 5: ENRICHMENT TOPICS IN HUMAN RESOURCE MANAGEMENT		
13	Tuesday 4/14	Exam 4 (Chapters 11-13)
	Thursday 4/16	Chapter 14: Building Positive Employee Relations
14	Tuesday 4/21	Chapter 15: Labor Relations and Collective Bargaining
	Thursday 4/23	Chapter 16: Safety, Health, and Risk Management
15	Tuesday 4/28	In-class Group Assignment 6
	Thursday 4/30	Chapter 17: Managing Global Human Resources
16	Tuesday 5/5	In-Class Group Project Make Up Day (for Projects 4-6)
	Thursday 5/7	Exam 5 (Chapters 14-17)