

**THE UNIVERSITY OF TEXAS AT EL PASO**  
**INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**  
**MGMT 3311**

**COURSE SYLLABUS**  
**Fall 2019**

**COURSE INFORMATION**

Classroom: COBA Room 332

Course Details:

MGMT 3311-001, CRN 11486, M/W 12:00pm – 1:20pm

MGMT 3311-003, CRN 11696, M/W 1:30pm – 2:50pm

**PROFESSOR INFORMATION**

Instructor: Dr. Cynthia Halliday, PhD

Contact: Blackboard course messages

Office Location: COBA Room 211

Office Hours:

Mondays and Wednesdays, 3:00pm – 5:00pm; 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 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 and that are legally sustainable.

After completing this course, you should be able to:

1. Identify the basic functions of human resources 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 human resources policies, procedures and protocols for an organization.
3. Judge the value of a human resources 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 human resources functions.

## **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, exams, individual assignments, and group assignments.

## **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**

For detailed information about the University's view on academic integrity and scholastic dishonesty, 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 also avoid and understand the consequences of scholastic dishonesty, which includes, but is not limited to, cheating, plagiarism, and collusion.

## 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 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 the library. Make sure you contact the library 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, assess your understanding of the material covered, and to review course content prior to your exams. 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 is 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 update the syllabus and notify all the students in the class through Blackboard.

## **REQUIRED TEXTBOOK**

Human Resource Management, 15<sup>th</sup> edition (2016)

Author: Gary Dessler

Publisher: Pearson

ISBN: 978-0134235455

## **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 three online exams over the course of the semester.

Exam 1: Chapters 1-7

Exam 2: Chapters 8-13

Exam 3: Chapters 14-17

All three online exams will be taken in the classroom using your computer on the dates/times assigned (see Course Calendar below). 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.

Each exam is a closed-book exam and will have 75 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. After the time is up, the exam will be auto-submitted. You will be able to view your score immediately after submission. Refer to your Course Calendar for the specific availability dates/times for 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 questions, which will include a mix of multiple choice and true-false questions. You may attempt each quiz only once, and you will have 30 minutes to complete and submit the quiz. After the time is up, the quiz will be auto-submitted. 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.

### Individual Assignments

You will be asked to submit two individual assignments using SafeAssign. More details about each assignment will be posted on Blackboard.

### 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 in-class group assignment. Although there are some in-class assignments that will take the full duration of the class to complete (see Course Calendar), other assignments may be given during a lecture session. 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.

## GRADING

Assignments	Weight
Exams (total of 3)	45%
Quizzes (total of 17)	25%
Individual Assignments	15%
In-class Group Assignments	10%
Attendance	5%
<b>Total</b>	<b>100%</b>

### Letter Grade

Range	Letter Grade	Range	Letter Grade	Range	Letter Grade
A	94-100	B	84-86	C	71-76
A-	91-93	B-	81-83	D	64-70
B+	87-90	C+	77-80	F	<64

## COURSE CALENDAR

**Install iClicker in your mobile and/or computer**

**Install Respondus LockDown Browser in your computer**

Week	Day	CLASS TOPIC	ASSIGNMENTS (after class)
<b>SECTION 1: INTRODUCTION</b>			
1	Monday 8/26	Chapter 1: Introduction to Human Resource Management	Complete Introduce Yourself forum Read chapter 1 Take chapter 1 quiz (due 8/31, 11:59pm)
	Wednesday 8/28	Chapter 2: Equal Opportunity and the Law	Read Chapter 2 Take chapter 2 quiz (due 8/31, 11:59pm)
2	Monday 9/2	<b>LABOR DAY</b>	
	Wednesday 9/4	Chapter 3: Human Resource Management Strategy and Analysis	Read chapter 3 Take chapter 3 quiz (due 9/7, 11:59pm)
<b>SECTION 2: RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT</b>			
3	Monday 9/9	Chapter 4: Job Analysis and the Talent Management Process	Read chapter 4 Take chapter 4 quiz (due 9/14, 11:59pm)
	Wednesday 9/11	Chapter 4: <b>In-class Group Assignment</b>	
4	Monday 9/16	Chapter 5: Personnel Planning and Recruiting	Read chapter 5 Take chapter 5 quiz (due 9/21, 11:59pm)
	Wednesday 9/18	Chapter 6: Employment Testing and Selection	Read chapter 6 Take chapter 6 quiz (due 9/21, 11:59pm)
5	Monday 9/23	Chapter 7: Interviewing Candidates	Read chapter 7 Take chapter 7 quiz (due 9/28, 11:59pm)
	Wednesday 9/25	Chapter 7: <b>In-class Group Assignment</b>	
6	Monday 9/30	Review for Exam 1	
	Wednesday Oct 2	<b>Exam 1</b> (Chapters 1-7)	<i>Your computer must have Respondus LockDown Browser installed prior to taking the exam in class</i>
<b>SECTION 3: TRAINING AND DEVELOPMENT</b>			
7	Monday Oct 7	Chapter 8: Training and Developing Employees	Read chapter 8 Take chapter 8 quiz (due 10/12, 11:59pm)
	Wednesday Oct 9	Chapter 9: Performance Management and Appraisal	Read chapter 9 Take chapter 9 quiz (due 10/12, 11:59pm)

Week	Day	CLASS TOPIC	ASSIGNMENTS (after class)
8	Monday Oct 14	Chapter 10: Managing Careers and Retention	Read chapter 10 Take chapter 10 quiz (due 10/19, 11:59pm)
	Wednesday Oct 16		<b>Individual Assignment: Portfolio</b> (due 11:59pm)
<b>SECTION 4: COMPENSATION</b>			
9	Monday Oct 21	Chapter 11: Establishing Strategic Pay Plans	Read chapter 11 Take chapter 11 quiz (due 10/26, 11:59pm)
	Wednesday Oct 23	Chapter 12: Pay for Performance and Financial Incentives	Read chapter 12 Take chapter 12 quiz (due 10/26, 11:59pm)
10	Monday Oct 28	Chapter 13: Benefits and Service	Read chapter 13 Take chapter 13 quiz (due 11/2, 11:59pm)
	Wednesday Oct 30	Chapter 13: <b>In-class Group Assignment</b>	
11	Monday Nov 4	Review for Exam 2	
	Wednesday Nov 6	<b>Exam 2</b> (Chapters 8-13)	<i>Your computer must have Respondus LockDown Browser installed prior to taking the exam in class!</i>
<b>SECTION 5: ENRICHMENT TOPICS IN HUMAN RESOURCE MANAGEMENT</b>			
12	Monday Nov 11	Chapter 14: Building Positive Employee Relations	Read chapter 14 Take chapter 14 quiz (due 11/16, 11:59pm)
	Wednesday Nov 13	Chapter 15: Labor Relations and Collective Bargaining	Read chapter 15 Take chapter 15 quiz (due 11/16, 11:59pm)
13	Monday Nov 18	Chapter 16: Employee Safety and Health	Read chapter 16 Take chapter 16 quiz (due 11/23, 11:59pm)
	Wednesday Nov 20	Chapter 16: <b>In-class Group Assignment</b>	
14	Monday Nov 25	Chapter 17: Managing Global Human Resources	Read chapter 17 Take chapter 17 quiz (due 11/30, 11:59pm)
	Wednesday Nov 27		<b>Individual Assignment: Short Essay</b> (due 11:59pm)
15	Monday Dec 2	Review for Exam 3	
	Wednesday Dec 4	<b>Exam 3</b> (Chapters 14-17)	<i>Your computer must have Respondus LockDown Browser installed prior to taking the exam in class!</i>