

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

Fall 2020

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.

Contact: Via Blackboard course messages

Virtual Office Hours (via Blackboard Collaborate Ultra):

Wednesdays, 1:00pm - 3:00pm MST

Thursdays, 1:00pm - 3:00 pm MST

COURSE DESCRIPTION

The goal of this course is 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.

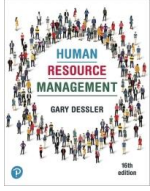
After completing this course, you should be able to:

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

This is an online course. All instructional materials and activities are delivered through Blackboard. The course consists of readings, videos, discussion boards, chapter quizzes, exams, and group projects.

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 you ready for future quizzes and exams. The syllabus quiz is worth up to one *extra* point in your final grade.

Quizzes

There will be 18 online chapter quizzes. Quizzes will be available weekly on Blackboard from Monday (6:00am) until Saturday (11:59pm). Refer to the course calendar for the due dates for each quiz. Each quiz will have 15 multiple choice and true/false questions. You may attempt each quiz only once, and you will have 20 minutes to complete and submit the quiz. You will be able to view your score immediately after submission.

The purpose of the quizzes is to help you retain the concepts for each topic. You may use your textbook to complete your quizzes. However, I strongly recommend you first read the chapter related to the topic before you complete the quiz.

Group Projects

I will assign you to a group in the first week of class. You will work with your group remotely to complete your group discussion boards and group projects. You can collaborate with your group members through Blackboard Collaborate Ultra, Microsoft Teams, Zoom, or Google Hangout.

Videos

There will be several videos you will be asked to watch. After you watch each video, 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 three types of discussion boards that you will participate. In addition to your posts, you will need to comment on two other posts from your classmates. Your original post should have at least 200 words (unless

otherwise noted) and your comments on your classmates' posts should have at least 50 words. Following are the guidelines for each type of discussion board:

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. Your professor may participate with replies to some, but not all, of your postings because it is their job to facilitate the conversation as for the whole class, not just individuals.

- 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's 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, and then explain why by adding a few sentences describing your response or adding to the original point.

Exams

There will be six 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 14-16

Exam 6: Chapters: 17-18

Exams will be available on Blackboard from **Friday (6:00am) until Saturday (11:59pm)**. You need to take all exams remotely, using your computer, on the dates/times assigned (see course calendar). **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 have questions about Respondus LockDown Browser and/or webcam, please, 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 remote 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.

Each exam will be a closed-book exam and will have about 40-50 multiple choice and/or true/false questions. You will have 60 minutes to complete and submit each exam. You will be able to view your score immediately after submission.

GRADING

Assignments	Weight
Exams (6)	50%
Discussion Boards	20%
Quizzes (18)	15%
Individual/Group Assignments	15%
Syllabus Quiz	1%
Total	101%

Range	Letter Grade
92-100	A
81-91	B
71-80	C
64-70	D
< 64	F

TECHNICAL REQUIREMENTS/SKILLS

Technology Checklist

As you prepare to take an online 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:** Firefox and Chrome
- **For a 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: 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.

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 & Microphone): Respondus Monitor requires a webcam and microphone. 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.). You should not have conversations with other people and/or leave

and return to the area during the test. Make sure your Webcam and microphone 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.

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

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 activity 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.**

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 Blackboard.

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

Learning online is not a spectator sport. 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 don't know the answer, someone else will. The *Help Board* is the area for asking questions related to content OR any problems, related to the class, you are having. Make sure that you have clearly indicated the subject of your message.

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 classroom 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 rereading 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.

Blackboard Email

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. Check your messages and announcements routinely to ensure up-to-date communication.

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 at the Blackboard Collaborate Ultra virtual meeting space for our course. Once you arrive in the space, I will place you in another virtual room so I can meet with each student individually. If I am not in the main room when you join Bb Collaborate Ultra, just wait a few minutes as I may be meeting in another virtual room. 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

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.

COURSE CALENDAR

The detailed list of weekly assignments is available on the top of the page inside of each weekly folder.

- Discussion Board postings are due on Thursday at 11:59pm.
- Exams, quizzes, comments on posts, and group projects are due on Saturday at 11:59pm.
- Exams will be available on Friday and Saturday only.

Week	Weekly Topics
SECTION 1: INTRODUCTION	
Week 1: 8/24 - 8/29	Getting Ready 1. Introduction of Human Resource Management
Week 2: 8/31 - 9/5	2. Equal Opportunity and the Law 3. HRM Strategy and Analysis
Week 3: 9/7 - 9/12	Exam 1 (Fri, Sat)
SECTION 2: RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT	
Week 4: 9/14 - 9/19	4. Job Analysis & Talent Management Process 5. Personnel Planning and Recruiting
Week 5: 9/21 - 9/26	6. Employment Testing and Selection 7. Interviewing Candidates
Week 6: 9/28 - 10/3	Exam 2 (Fri, Sat)
SECTION 3: TRAINING AND DEVELOPMENT	
Week 7 : 10/5 - 10/10	8. Training and Developing Employees 9. Performance Management and Appraisal
Week 8: 10/12 - 10/17	10. Managing Careers and Retention Exam 3 (Fr, Sat)
SECTION 4: COMPENSATION	

Week 9: 10/19 - 10/24	11. Establishing Strategic Pay Plans 12. Pay for Performance and Financial Incentives
Week 10: 10/26 - 10/31	13. Benefits and Service Exam 4 (Fri, Sat)
SECTION 5: ENRICHMENT TOPICS IN HUMAN RESOURCE MANAGEMENT	
Week 11: 11/2 - 11/7	14. Building Positive Employee Relations 15. Labor Relations and Collective Bargaining
Week 12: 11/9 - 11/14	16. Safety, Health, and Risk Management
Week 13: 11/16 - 11/21	Exam 5 (Fri, Sat)
Week 14: 11/23 - 11/28	17. Managing Global Human Resources 18. Managing HR in Small and Entrepreneurial Firms
Week 15: 11/31 - 12/3	Exam 6 (Fri, Sat)