

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

Spring 2024
MGMT 3311, CRN 27061

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.
Contact: Blackboard Ultra Messages
Office: COBA 211
Virtual Office Hours: Tuesdays and Thursdays, 10:30 am – 11:45 am, 1:30 pm – 3:00 pm
(contact the professor in advance to set up a specific time)

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 ten hours per week of study time for optimal learning. Your focus, dedication, and commitment are required to maximize the benefits of our 7-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 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, and 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 an 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.

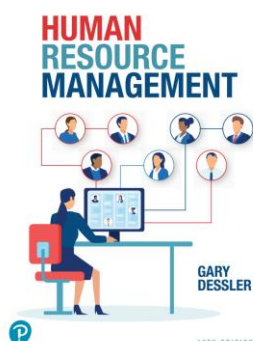
TEACHING METHODOLOGY

This is an online course in which instructional materials and activities are delivered through Blackboard Ultra and Pearson MyLab. The course will consist of readings, projects, videos, discussion boards, exams, and other assignments.

All assignments are available on Blackboard.

LEARNING OUTCOMES	ACTIVITIES	ASSESSMENT
1. Understand and describe the importance and leadership role of human resources in shaping the future of organizations.	Readings (Ch. 1, 3) Discussion Boards Readings Exercise	Discussion Board Exam
2. Understand human capital trends and how they affect individuals and organizations.	Readings (Ch. 1, 2) Discussion Boards 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, and safety, among others.	Readings (Ch. 2, 4-13, 16) Discussion Boards Readings Exercise Videos	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.	Readings (Ch. 4-13, 16) Discussion Boards Readings Videos	Discussion Boards Exam

REQUIRED TEXTBOOK



MyLab Management with Pearson eText Access Code for Human Resource Management
 Author: Gary Dessler
 ISBN: 9780138209124

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 or 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: <https://www.utep.edu/technologysupport/>.

Syllabus Quiz

There will be one syllabus quiz in the first week of class. For this quiz, you will need to use the **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.

Videos

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

Discussion Boards (DB)

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

In addition to your DB 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 analyses 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 likely to read and digest shorter messages than long ones.
- Be respectful of others' 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.

Pearson MyLab Management Assignments

You will complete several video and mini simulation assignments on the MyLab website. There will be a link on Blackboard Ultra directing you to the specific assignment. These assignments will be counted toward your 'projects' grade, along with other Blackboard Ultra projects.

Short Exams

There will be seven short exams over the course of the semester.

- Exam 1: Chapters 1, 2
- Exam 2: Chapters 3, 4
- Exam 3: Chapters 5, 6
- Exam 4: Chapters 7, 8
- Exam 5: Chapters 9, 10
- Exam 6: Chapters 11, 12
- Exam 7: Chapters 13, 16

Exams will be available on Blackboard Ultra from Friday 6:00 a.m. to Saturday 11:59 p.m., in the week assigned to each respective exam. **You must take the exam** 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 have questions about the 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). 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 dates and times for each exam, and to the exam study guides to find out the topics that will be in each exam.

GRADING

Assignments	Weight
Exams	50%
Discussion Boards	25%
Projects	24%
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, 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 annually. 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

<https://www.utep.edu/student-affairs/cass/>

Office Hours: Mondays through Fridays, from 8:00 a.m. to 5:00 p.m.

STUDENT EMERGENCY

Academic difficulties due to crisis or emergency situations can happen. The Dean of Students Office can help students during difficult or emergency situations. If you face a crisis or an emergency (e.g., major medical or psychological health concern, unexpected family demands due to health issues, sexual harassment and sexual violence, fire or natural disaster, etc.) that may affect your academic performance, please contact the Dean of Students Office for assistance. Depending on the severity of the situation, they may be able to provide you with the needed support and inform your professors.

The Office of Dean of Students

Union West, Room 102

500 W University

El Paso, Texas 79902

(915) 747-5648

DOS@utep.edu

<https://www.utep.edu/student-affairs/dean-of-students-office/>

Office Hours: Mondays through Fridays, from 8:00 a.m. to 5:00 p.m.

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 on the top of the page due that week. 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 Ultra.
- 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 three 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.

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 an 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 from 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 on this course will take place via Blackboard Ultra messages. Check your messages routinely to ensure up-to-date communication. The Blackboard Ultra message is assigned exclusively to this course.

Office Time

I have set some time for office hours (see 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. Since this is an online course, please send me a message a few days in advance so we can schedule a Zoom meeting during office hours.

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.

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: <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>

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.**

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 accessing 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 and skills for this class:

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

Respondus LockDown Browser: You will need to install Respondus LockDown Browser on your computer prior to taking your exam. To avoid issues during your exam, make sure you install it in the first day 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 your student ID to the webcam 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 room 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 (<https://www.utep.edu/technologysupport/>) at (915) 747-4357 or at helpdesk@utep.edu.

COURSE CALENDAR

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

Week	Days	Weekly Topics
1	1/16 – 1/20	1. Introduction of Human Resource Management 2. Equal Opportunity and the Law EXAM 1 (Friday – Saturday)
2	1/22 – 1/27	3. HRM Strategy and Analysis 4. Job Analysis & Talent Management Process EXAM 2 (Friday – Saturday)
3	1/29 – 2/3	5. Personnel Planning and Recruiting 6. Employment Testing and Selection EXAM 3 (Friday – Saturday)
4	2/5 – 2/10	7. Interviewing Candidates 8. Training and Developing Employees EXAM 4 (Friday – Saturday)
5	2/12 – 2/17	9. Performance Management and Appraisal 10. Managing Careers and Retention EXAM 5 (Friday – Saturday)
6	2/19 – 2/24	11. Establishing Strategic Pay Plans 12. Pay for Performance and Financial Incentives EXAM 6 (Friday – Saturday)
7	2/26 – 3/2	13. Benefits and Service 16. Safety, Health, and Risk Management EXAM 7 (Friday – Saturday)