

THE UNIVERSITY OF TEXAS AT EL PASO

Human Resource Information Systems

Spring 2023

MGMT 3314, CRN 27407

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.
Contact: Via Blackboard course messages
Office: COBA 211
Office Hours: Tuesdays and Thursdays, 10:30am-11:30am, 1:30pm-2:00pm MST, in the office
Wednesday, 1:00pm-2:30pm, via Zoom

COURSE DESCRIPTION

The goal of this course is to provide you with an introduction to the field of Human Resource Information System (HRIS) and Human Resource (HR) Analytics, and to show how organizations today can leverage HRIS and HR Analytics to make better people decisions and manage talent more effectively. This course includes the latest research and developments in the areas of HRIS justification strategies, HR technology, big data, and artificial intelligence. This course will provide you with an opportunity to explore topics related to HR metrics, job analysis, job evaluation, HR planning, recruitment, selection, training and development, performance evaluation, appraisal, compensation, and other HRIS strategic considerations.

COURSE OBJECTIVES

In this course, you will be able to outline the basic steps that an organization follow to plan for, acquire, and then implement an HRIS. You will be able to understand how the practices related to HR, such as recruitment, selection, training, performance evaluation, compensation, appraisal, and retention, are facilitated by an HRIS and HR Analytics. You will also be able to learn how to analyze HR data using Excel and jamovi, to evaluate your workforce and make better decisions related to human resource management.

TEACHING METHODOLOGY

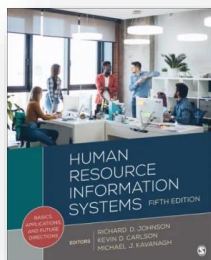
This is a face-to-face course in which the instructional materials and activities are delivered in the classroom and online through Blackboard Ultra. The course will consist of readings, lectures, in-class projects, statistical analyses, discussion boards, and exams.

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

COURSE LEARNING OUTCOMES

LEARNING OUTCOMES	ACTIVITIES	ASSESSMENT
1. Understand and describe the importance of Human Resource Information Systems (HRIS) and HR Analytics to the organizations and its stakeholders.	Readings Videos	Quizzes
2. Demonstrate understanding of the processes related to HRIS design and development, needs analysis, implementation, evaluation, and maintenance.	Readings Videos	Quizzes
3. Understand the new technological trends in the human resource field and how they affect individuals and organizations.	Lectures Readings Videos	Quizzes Group projects Exam
4. Understand the challenges and opportunities associated with HRIS and HR Analytics, particularly related to ethical and social considerations, discrimination, safety, among others.	Readings Videos	Quizzes
5. Understand and apply the tools and techniques used in HR Analytics, particularly 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	Quizzes Group projects Exam
6. Demonstrate critical thinking and communication skills when analyzing data, evaluating results, and communicating recommendations resulted from HR data analyses.	Lectures	Group projects Exam

REQUIRED TEXTBOOK



Human Resource Information System, 5th edition (2020)

Author:

Richard D. Johnson, Kevin D. Carlson, and Michael J. Kavanagh

Publisher: SAGE Publications

ISBN-13: 978-1544396743

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.

You are required to install Microsoft Excel and jamovi (<https://www.jamovi.org/download.html>) in your computer to complete your assignments. 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. You have up to two attempts.

Reading Quizzes

There will be some reading quizzes. Quizzes will be given during class via Blackboard Ultra. Quizzes will be about the topics covered in your assigned readings and in the classroom. You will be able to view your score immediately after submission.

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 assignments and discussion boards, as explained in more detail below.

Discussion Boards (DB)

There are some 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 two exams over the course of the semester.

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.

Each exam will be a closed-book exam (that is, no books, cell phones, notes, etc. will be allowed during the exam) and you will have about 40-60 minutes to complete and submit each exam. Refer to your Course Calendar for the specific availability dates/times for each exam.

GRADING

Assignments	Weight
Exams	50%
Individual/Group Assignments & Discussion Boards	35%
Quizzes	10%
Attendance	5%
Total	100%

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

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: You will need a computer (no tablets or cell phones) and access to UTEP internet to take quizzes and exams, 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. 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.

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

jamovi (yes, all low case): We will use the jamovi software in this course. jamovi is free and will be used to run some statistical analyses. Please, install jamovi in your computer no later than the first week of classes. You can download it at: <https://www.jamovi.org/download.html>. More information about this software can also be found at: <https://www.jamovi.org/>

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.

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:

- 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 2 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 Announcements and Blackboard Email.

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

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.

Blackboard Email

Communication in this course will take place via Blackboard. Blackboard Email 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 in my office or via Zoom, as described in the first page of this syllabus. 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.

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 CALENDAR

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

- Comments on posts are due on Saturday at 11:59pm.

Week	Day	Topic (for readings and/or assignments)
1	Tue, 1/17	Introduction to HRIS and HR Analytics
	Thu, 1/19	Chapter 14. HR Metrics and Workforce Analytics
2	Tue, 1/24	Chapter 7. HR Administration and HRIS
	Thu, 1/26	Chapter 7. HR Administration and HRIS
3	Tue, 1/31	Chapter 8. Talent Management and HR Planning
	Thu, 2/2	Chapter 8. Talent Management and HR Planning
4	Tue, 2/7	Chapter 9. Recruitment and Selection in an Internet Context
	Thu, 2/9	Chapter 9. Recruitment and Selection in an Internet Context
5	Tue, 2/14	Chapter 10. Training and Development
	Thu, 2/16	Chapter 10. Training and Development
6	Tue, 2/21	Chapter 11. Rewarding Employees and HRIS
	Thu, 2/23	Chapter 11. Rewarding Employees and HRIS
7	Tue, 2/28	Chapter 11. Rewarding Employees and HRIS
	Thu, 3/2	Chapter 11. Rewarding Employees and HRIS
8	Tue, 3/7	Review
	Thu, 3/9	Exam 1
3/13 – 3/18 SPRING BREAK		
9	Tue, 3/21	Introduction to Statistical Analysis / jamovi
	Thu, 3/23	Introduction to Statistical Analysis / jamovi
10	Tue, 3/28	Chapter 1. The Evolution of HRM and HRIS

	Thu, 3/30	Chapter 2. Systems Considerations in the Design of an HRIS
11	Tue, 4/4	Chapter 3. The Systems Development Life Cycle and HRIS Needs Analysis
	Thu, 4/6	Chapter 3. The Systems Development Life Cycle and HRIS Needs Analysis
12	Tue, 4/11	Chapter 4. System Design and Acquisition
	Thu, 4/13	Chapter 5. Change Management and System Implementation
13	Tue, 4/18	Chapter 6. Cost-Justifying HRIS Investments
	Thu, 4/20	Chapter 15. HRIS Privacy and Security
14	Tue, 4/25	Chapter 16. The Role of Social Media in HR
	Thu, 4/27	Chapter 17. The Future of HRIS
15	Tue, 5/2	Review
	Thu, 5/4	Exam 2