

THE UNIVERSITY OF TEXAS AT EL PASO

Human Resource Information Systems

Spring 2024

MGMT 3314, CRN 25877
Tuesdays and Thursday, 9:00 a.m. – 10:20 a.m.

PROFESSOR INFORMATION

Instructor: Dr. Cynthia Halliday, Ph.D.
Contact: **MGMT.3314.UTEP@gmail.com**
Office: COBA 211
Office Hours: Tuesdays and Thursdays
10:30 a.m. – 11:45 a.m. and 1:30 p.m. – 2:30 p.m.

COURSE DESCRIPTION

The goal of this course is to provide you with an introduction to the fields 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 follows 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 to evaluate your workforce and make better decisions related to human resource management.

TEACHING METHODOLOGY

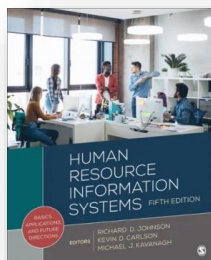
This is a face-to-face course in which instructional materials and activities are delivered in the classroom and online through Blackboard Ultra. The course will consist of readings, lectures, in-class projects, statistical analyses, discussion boards, project presentations, and quizzes.

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 their stakeholders.	Readings ADP modules Videos	Quizzes
2. Demonstrate understanding of the processes related to HRIS design and development, needs analysis, implementation, evaluation, and maintenance.	Readings ADP modules Videos	Quizzes
3. Understand the new technological trends in the human resource field and how they affect individuals and organizations.	Readings ADP modules Videos	Quizzes Group projects
4. Understand the challenges and opportunities associated with HRIS and HR Analytics, particularly those related to ethical and social considerations, discrimination, safety, among others.	Readings ADP modules Videos	Quizzes Group projects
5. Understand and apply the tools and techniques used in HR Analytics, particularly those 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 ADP modules	Group projects
6. Demonstrate critical thinking and communication skills when analyzing data, evaluating results, and communicating recommendations resulting from HR data analyses.	Lectures	Group projects Group presentation

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 or tablets**, and you will not be able to complete your assignments on a mobile phone or tablet.

You are required to install Microsoft Excel and Microsoft Power BI, and access (or download) jamovi (<https://www.jamovi.org/download.html>) on your computer to complete your assignments (in case you cannot complete them in class). 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 the **Respondus LockDown Browser** and a **Webcam**. The purpose of the syllabus quiz is to encourage you to read the syllabus. The syllabus quiz is worth *up to one point* in your final grade. You have up to two attempts.

Group and Individual Assignments

You will be asked to join a group on the first day of class. You will work with your group during class to complete your group assignments and discussion boards. There will be several assignments for which you will need to submit a group component and an individual component. You will use either jamovi or Excel for most of these assignments.

Discussion Boards (DB)

You will participate in some discussion boards. 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 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.

Quizzes

There will be five quizzes over the course of the semester.

Quizzes will be available on Blackboard Ultra during the class time assigned for the respective quiz. **You must take the quiz in the classroom** using your computer on the dates and times assigned.

The computer must have Respondus LockDown Browser and a webcam installed before you can start the quiz. You cannot start your quiz using a different browser. Since we will meet in the Hunt College of Business computer lab, you do not need to install them on your personal computer. You will also need to show your UTEP ID to the webcam at the beginning of your online quizzes.

Quizzes will test you on your weekly reading assignments. You will be able to view your score immediately after submission. Each quiz will be a closed-book quiz (that is, no books, cell phones, notes, etc. will be allowed during the quiz), and it will be available for up to 15 minutes. Refer to the course calendar for the specific availability dates and times for each quiz.

GRADING

Assignments	Weight
Group Assignments	50%
Quizzes	40%
Attendance	5%
ADP Modules	4%
Syllabus Quiz	1%
Total	100%

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

TECHNICAL REQUIREMENTS AND 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.

EXPECTATIONS FOR THIS COURSE

The course calendar at the end of this syllabus lists the chapters you are expected to read each week. In addition, when you open a new weekly folder on Blackboard, you will be able to see the list of assignments due that week at 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 five 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 class or via 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 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
<http://sa.utep.edu/cass/student-resources/>
 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.

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 in this course will take place via email at **MGMT.3314.UTEP@gmail.com**. Check your emails routinely to ensure up-to-date communication. This email 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.

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 the quiz; using notes, books, or electronic devices during the quiz without prior permission; taking the quiz for another student; and communicating with or helping another student during the quiz.

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.**

COURSE CALENDAR

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

Week	Day	Reading Assignments and Quizzes
1	Tue, 1/16	Chapter 1 The Evolution of HRM and HRIS
	Thu, 1/18	
2	Tue, 1/23	Chapter 2 Systems Considerations in the Design of an HRIS Chapter 3 The Systems Development Life Cycle and HRIS Needs Analysis
	Thu, 1/25	
3	Tue, 1/30	
	Thu, 2/1	
4	Tue, 2/6	Quiz 1, Chapters 1, 2, and 3 (in class)
	Thu, 2/8	
5	Tue, 2/13	Chapter 4 System Design and Acquisition Chapter 5 Change Management and System Implementation
	Thu, 2/15	
6	Tue, 2/20	Chapter 6 Cost Justifying HRIS Investments
	Thu, 2/22	
7	Tue, 2/27	Quiz 2, Chapters 4, 5, and 6 (in class)
	Thu, 2/29	
8	Tue, 3/5	Chapter 7 HR Administration and HRIS Chapter 8 Talent Management and HR Planning Chapter 9 Recruitment and Selection in an Internet Context
	Thu, 3/7	
	3/11-3/15 SPRING BREAK	
9	Tue, 3/19	
	Thu, 3/21	
10	Tue, 3/26	Quiz 3, Chapters 7, 8, and 9 (in class)
	Thu, 3/28	
11	Tue, 4/2	Chapter 10 Training and Development Chapter 11 Rewarding Employees and HRIS Chapter 14 HR Metrics and Workforce Analytics
	Thu, 4/4	
12	Tue, 4/9	Quiz 4, Chapters 10, 11, and 14 (in class)
	Thu, 4/11	
13	Tue, 4/16	Chapter 15 HRIS Privacy and Security Chapter 16 The Role of Social Media in HR Chapter 17 The Future of HRIS
	Thu, 4/18	
14	Tue, 4/23	
	Thu, 4/25	
15	Tue, 4/30	Quiz 5, Chapters 15, 16, and 17 (in class)
	Thu, 5/2	