



Instructor: Prajya Vidyarthi, PhD

Email: Please use Blackboard for course related emails and messages.

- Use email for one-on-one communication. I discourage you from sending email (or reply) to all enrolled students. Please note that you should wait for 24-48 hours for a reply to an email. For non-course related emails use prvidyarthi@utep.edu and please note that his email address does not contain “miners” in it.

Faculty Profile: <https://hb2504.utep.edu/Home/Profile?username=prvidyarthi>

Office Hours:

Tuesday	10:00-10:30 am and 11:50 am -1:00 pm
Thursday	10:00-10:30 am and 11:50 am -1:00 pm

Class Time & Room: Tuesday & Thursday, 1030-1150, COBA Room 331.

Course description and objectives

The course is designed to provide a comprehensive overview of methods and practices in human resource management (HRM). This course will cover important topics including equal opportunity, HR strategy, job analysis, talent management, recruiting, selection, training, performance management, retention, pay, benefits, ethics, labor relations, safety, and global issues in HRM. This course requires considerable reading and work/assignment for maximum learning. One should note that HRM is of concern not only to human resource professionals but also to other functions areas such as operations and accounting especially as one takes higher responsibilities in organizational management.

The course entails a comprehensive understanding and analysis of HRM practices. The course will educate you to take actions that meet legal expectations, right thing to do, and maximize organizational outcomes.

TEACHING METHODOLOGY

The pedagogy used in this course will combine class lecture, in-class exercises, video discussions, short cases/scenarios, group/individual projects. Participation in class is expected. The class uses the traditional in-person classroom teaching but will use blackboard as a tool to aid learning.

LEARNING OUTCOMES

1. Understand and describe the importance and leadership role of human resources in shaping the future of organizations.
2. Understand human capital trends and how they affect individuals and organizations.
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, safety, among others.
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.

LEARNING DISCLAIMER

Students may vary in their competency levels and you should expect to be successful *only if* you honor all course policies, complete all assigned work in good faith and on time, prepare adequately for quizzes and exams, and meet all other course expectations of you as a student.

REQUIRED TEXTBOOK

Human Resource Management, 16th edition (2020)

Author: Gary Dessler

Publisher: Pearson

Note: One can use an eText or digital copy of textbook. One may also rent the textbook.

Grades

Grade Components

	Total Points
Participation, engagement, and discussion	25
Exercises, assignments, and activities	25
Project work	25
Exam 1	25
Exam 2	25
Exam 3	25
Exam 4	25
Final Exam (Comprehensive)	100
Total Points	275

Grading Scale (in percentage)

A	90-100 %
B	80-89.99 %
C	70-79.99 %
D	60-69.99 %
F	Below 60 %

Blackboard

Blackboard is an online learning management system (accessed through <https://my.utep.edu/>) which will be used as a supporting medium for this course. My recommendation is to check Blackboard at least every few days for any updates.

Participation and Engagement

In this course your participation and engagement in class is highly encouraged. In other words, you must participate to be successful in the course. To participate you are expected to read/review all chapters and assigned course materials to ensure understanding of the topics. Please make sure to participate in engaging discussions in the classroom.

Remember, preparation is important to contribute effectively to class participation and discussions. Thus, you should read the assigned material *before* participating or engaging in class.

Assignments and Activities

There will be several components of assignment and activities throughout the course, and they will contribute to your final grade. Please make sure to:

- Complete all activities in each class or the corresponding week.
- Complete all assignments.

Remember, preparation is important to effectively do the assignments and activities. Thus, you should read the assigned material *before* doing the work.

Late submission may only be allowed under special circumstances that I approve, and you will get only partial credit. Instructor decision on late submission will be final.

Project Work

All students (either individually or in a small group) are required to do a project on a chosen project topic. The project should pertain to a particular topic covered within a chapter of your choice. Some examples of such topics are:

- HRM is everyone's concern

- Equal opportunity is more than just a legal requirement
- HR administration is necessary but not sufficient
- Job analysis report at my work
- My work requires talent that is hard to find
- How was I selected at my current work
- Does and don'ts of interviewing
- Training is best investment in employees (or Training is a waste of time)
- Performance management at my work needs improvement
- How to reduce turnover in my work
- The payment at my work is unfair
- Best benefits for most employees
- Achieving ethical behavior starts at the top
- Collective bargaining in modern workplace is an illusion
- Safety is non-negotiable at my work
- How is HRM different in Mexico

You can use your discretion to choose a topic that may be most relevant and interesting to you. You may also consider the feasibility of the project work given your access to relevant materials and the project site.

The project work can be done either individually or in a small group as described below:

Individual project work:	Group project work:
<ul style="list-style-type: none"> • Submit an individual project report based on studying a topic/issue (preferably pertaining to a local organization) and providing recommendations. • Students are expected to write a 5 page (excluding reference or title page) report (double spaced, Times New Roman font, 12 size font, 1 inch margin). • Submit your printed report in class in the week the topic/chapter is being covered (see course outline at the end of the syllabus). 	<ul style="list-style-type: none"> • In class presentation by group of 2-3 students based on studying an issue (preferably pertaining to a local organization) and providing recommendation. • Students are expected to make a 15+5 minutes of presentation such that 15 minutes of main presentation is followed by 5 minutes of question/answer. • The presentation is to be made in the week when the topic is being covered (see course outline at the end of the syllabus).

Note: A limited number of group presentations will be allowed – typically 1 or 2 groups per chapter. Student groups who approach me first will get a priority. If the chapter/topic is full you may try another chapter/topic. If group presentation slots are not available then you will have to do an individual project (report submission). If you intend to make a group project, please finalize it and seek my approval by the end of second week.

Exams and Final Exam

There will be four exams covering the chapters covered in recent weeks. This will be a required exam in an online format.

There will be a cumulative final exam at the end of the semester. The final exam will be given according to the university's final exam schedule. The exam may include multiple choice, short-answer, and essay questions taken from the textbook, supplemental readings, and other course activities. There will be no make-up final exams for any reason. Students who do not take the exam will receive zero points. The final exam will be given either online or in class. The exact method will be decided later during the semester and students will be notified in the weeks prior to the final exam date.

Due date: The four exams will be during the semester as indicated in the course outline at the end of this syllabus. The final exam will be in the finals week - the exact date/time will be announced in the weeks prior to the exam.

Note:

All exams will be administered in class using Blackboard. The exam will require the use of Respondus Lockdown Browser (and possibly Respondus Monitor). Students should make sure that they have the necessary system and software to take the exams.

Course Policies

COVID-19 PRECAUTION STATEMENT

If you have tested positive for COVID-19, you are encouraged to report your results to the Dean of Students Office to obtain the support and help in communication with your professors. If you experience COVID-19 symptoms, please follow the protocol and seek the accommodations.

Note: The Covid situation is continually evolving so the latest guidelines from UTEP, COBA, experts and authorities will supersede the previous statements.

Classroom and Technology Requirements

This is a face-to-face class. However, blackboard will be used as a supporting medium to aid teaching and learning.

If you encounter technical difficulties with your computer, software, or Blackboard at any point during the semester, please contact the Help Desk at 915-747-4357 or helpdesk@utep.edu.

If you do not own a computer or have personal access to the internet, there are computers accessible to you in UTEP's computer labs that are connected to the internet. For further

information on computer labs, please see the following website:
<https://www.utep.edu/technologysupport/>.

Protocols of Communication

All students are welcomed and encouraged to communicate with the instructor on issues relating to the course, assignments, grading, or other issues. The best way to contact me is live face-to-face before/after the class, and during my office hours. The second-best way to contact me is through Blackboard emailing system.

All communication between student and instructor and between student and student should be respectful and professional. Your Miners Email is the only official student email at UTEP and I will only communicate with you via your Miners Email or Blackboard. You are responsible for checking your Miners Email account and Blackboard regularly.

Course Accessibility

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please contact me (with or without a Center for Accommodations and Support Services (CASS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest that you contact CASS at cass@utep.edu or by phone at (915)747-5148 for additional information and to discuss academic accommodation. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

Academic Honesty

Academic Integrity and Scholastic Dishonesty

Scholastic dishonesty in any form will not be tolerated and will be dealt with strictly in accordance with UTEP's *Handbook of Operating Procedures* and the Regents' *Rules and Regulations*. Please review the policies to learn your rights, obligations, and responsibilities at <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>.

There is a strict "zero tolerance" policy toward cheating, plagiarism, and other forms of scholastic dishonesty as they relate to all aspects of this course, its assignments, quizzes, exams, and all other activities. Any student caught violating any policy in the *Handbook of Operating Procedures* will receive an "F" for the course and will be referred to the Office of Student Conduct and Conflict Resolution for further action.

Plagiarism

I may use tools such as Blackboard's SafeAssign to check and prevent plagiarism in all written assignments in this course. SafeAssign is a tool used to prevent plagiarism and to help students

identify where to properly attribute sources. It compares submitted assignments against internet, document archives, and other databases to identify areas of overlap between the submitted assignment and existing works. Accordingly, you must submit your assignments electronically through Blackboard by the date and time the assignment is due. After the assignment is processed, the instructor will receive a report that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit https://help.blackboard.com/Learn/Student/Assignments/Assignments_SafeAssign. Although your paper may be returned with a grade, no grade is final until a satisfactory report from SafeAssign has been received.

Student Resources

Technology Support

This is an online course that depends on reliable technology and access to Blackboard. If you have any technology or Blackboard related questions or issues this semester, please contact the Technology Support Help Desk 24/7 by phone, email, or chat. All of their contact information is available on their home page at <https://www.utep.edu/technologysupport/index.html>.

University Library

This course requires you to know where to find and how to use the best available evidence regarding management practices and processes. Libraries are your best source for this information. You are expected to know how to use the library's resources. If you are not familiar with using the library, please ask for assistance from the library's personnel, take workshops provided by the library, or visit the library's website (<https://www.utep.edu/library/>).

The subject librarian for the College of Business Administration is Lilia Fernandez. Feel free to contact her with any of your research or library needs (<https://www.utep.edu/library/people/subject-specialist.html>).

University Writing Center

Effective business writing is one of the biggest weaknesses that managers have (and consequently one of the best opportunities to distinguish yourself by doing it well). Since effective writing will be part of your evaluation on written assignments, I strongly recommend you schedule an appointment with the University Writing Center for help with your writing. The University Writing Center (UWC) offers writing support to UTEP students at every level, in every discipline. Trained peer consultants provide help at every stage of the writing process, including understanding assignments, researching, drafting, revising, incorporating sources, and learning to proofread and edit. The UWC's purpose is not merely to fix papers or to make better writers, but to teach writers strategies to navigate complex situations for writing, both in and outside the university. Consultations are available for individuals and groups. To make the best use of the UWC, visit far enough before the assignment due date to allow yourself time to revise after your consultation. You may find it helpful to browse the writing resources on their website (<https://www.utep.edu/uwc/>) or arrange regular weekly appointments. You can contact them by

phone (915-747-5112) or schedule an appointment on their website. The UWC is located in the Library, room 227.

Disclaimer

This syllabus, with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course outcomes. Students will be notified of changes and are responsible for attending to such changes or modifications posted on the Blackboard site for this course.

Course Schedule/Outline

The following schedule is subject to change in the event of extenuating circumstances and/or to ensure better student learning. All changes will be announced.

Dates	Chapter and Topic	Exams
1/17 1/19	Introduction Syllabus Chapter 1	
1/24 1/26	Chapter 2	
1/31 2/2	Chapter 3	
2/7 2/9	Chapter 4	Exam 1 (Chapter 1-3)
2/14 2/16	Chapter 5	
2/21 2/23	Chapter 6	
2/28 3/2	Chapter 7	
3/7 3/9*	Chapter 8	Exam 2 (Chapter 4-7)
3/14 3/16		Spring Break (No Class)
3/21 3/23	Chapter 9	
3/28 3/30	Chapter 10	
4/4 4/6	Chapter 11	Exam 3 (Chapter 8-10)

4/11 4/13	Chapter 12	
4/18* 4/20*	Chapter 13	
4/25 4/27	Chapter 14	Exam 4 (Chapter 11-13)
5/2 5/4	Special topics in HRM Review	
May 8-12 week	Finals week	Final Exam (exact date will be announced)

* I am traveling to conference on these days and the class will be covered by one of my colleagues. More details will be provided in the preceding days.