



Instructor: Prajya Vidyarthi, PhD

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- Please note that this email address does not contain “miners” in it. Please note that you should wait for 24-48 hours for a reply to an email.

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

Office Hours: Monday 2:30-3:00 pm and 4:20-5:00 pm
Wednesday 2:30-3:00 pm and 4:20-5:00 pm

Class Time & Room: Monday & Wednesday, 3:00-4:20 pm, Room 332.

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 at the earliest.

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

ILLNESS PRECAUTIONS

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations.

Note: In COVID situation, the latest guidelines from UTEP, college, experts and authorities will prevail.

TECHNOLOGY REQUIREMENTS

Some course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

GUIDANCE ON ARTIFICIAL INTELLIGENCE

AI prohibited

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is **not allowed** for assignments in this class. Each student is expected to use critical and creative thinking skills to complete tasks and not rely on computer-generated ideas. Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

AI allowed only with prior permission from instructor

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is ***only allowed with approval from the instructor BEFORE being used***. Without permission, you will be expected to think creatively and critically to complete assignments without assistance from these tools.

If given permission to use any of these tools, students must properly cite and give full credit to the program used upon submission of every relevant assignment. For example, text generated using ChatGPT must be cited:

Chat-GPT(version). Date of query (year/month/day). “Text of your query.”
Generated using OpenAI. <https://chat.openai.com/>

A short paragraph describing how the tool(s) was/were used for the assignment must be included.

AI allowed with proper acknowledgement

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is ***only allowed with proper attribution given for its use***.

Students must properly cite and give full credit to the program used upon submission of every relevant assignment. For example, text generated using ChatGPT must be cited:

Chat-GPT(version). Date of query (year/month/day). “Text of your query.”
Generated using OpenAI. <https://chat.openai.com/>

A short paragraph describing how the tool(s) was/were used for the assignment must be included.

Using AI for brainstorming

Some AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), can be beneficial during the early brainstorming stages of an activity, and you are welcome to explore them for that purpose. However, keep in mind that AI-generated ideas are not your own and may hinder your ability to think critically and creatively about a problem. It is also important to remember that these technologies often “hallucinate” or produce materials and information that are inaccurate or incomplete—even providing false citations for use.

That said, you are not allowed to submit any AI-generated work in this course as your own. If you use any information or materials created by AI technology, you are required to cite it like you would any other source. Consider how this will affect your credibility as a writer and scholar before doing so. Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

Free use of AI without acknowledgement

Use of AI technologies or automated tools, including generative AI such as [ChatGPT](#) or [DALL-E](#), is permitted in this class. Students must include a short paragraph, with each relevant assignment, explaining how the tool was used.

PLAGIARISM DETECTING SOFTWARE

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.

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.

Student Resources

COURSE RESOURCES: Where you can go for assistance

UTEP provides a variety of student services and support. Please refer to campus resources at https://www.utep.edu/advising/student_resources/student-success-resource-hub.html.

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	Introduction Syllabus	
1/22 1/24	Chapter 1	
1/29 1/31	Chapter 2	
2/5 2/7	Chapter 3	
2/12 2/14	Chapter 4	Exam 1 (Chapter 1-3)
2/19 2/21	Chapter 5	
2/26 2/28	Chapter 6	
3/4 3/6	Chapter 7	
3/11 3/13		Spring Break (No Class)
3/18 3/20	Chapter 8	Exam 2 (Chapter 4-7)
3/25* 3/27*	Chapter 9	
4/1 4/3	Chapter 10	
4/8 4/10	Chapter 11	Exam 3 (Chapter 8-10)

4/15 4/17	Chapter 12	
4/22 4/24	Chapter 13	
4/29 5/1	Chapter 14	Exam 4 (Chapter 11-13)
5/6 5/8	Finals week	Final Exam (exact date will be announced)

* I may be traveling to a research meeting or conference on these days and so the classes will either be taught online or covered by one of my colleagues. More details will be provided in the preceding days.