

Benedictine University at Springfield College in Illinois

Spring 2006
Room: Dawson 226
Meeting Dates/Times:
Wednesdays, 6:00 – 10:00 P.M.

Instructor: Glenn Cuyugan
Office Hours: By Appointment
Home Phone: 630-389-9056
Email: gcuugan@sci.edu

MGT 330 Human Resource Management

Course Description: This course focuses on the relationship of both internal and external labor market concepts to organizational manpower planning.

Textbook and Materials

- **Human Resource Management**, 10th edition; Dressler, Gary; Prentice Hall 2005 (required textbook).
- **Wall Street Journal** and other business publications.

Goals:

- Gain an overall understanding of the field of Human Resource Management and its role in the organization in the areas of manpower planning, accountabilities, and organizational strategy.

Objectives:

- Examine the evolution of Human Resources
- Provide an overview of basic personnel function in profit and non for profit organizations
- Explore the role of HR (Human Resources) and management in the recruitment and development of employees
- Explore the role of HR in developing compensation and benefit programs for employees
- Provide an overview of collective bargaining and employee safety and health issues that impact an organization
- Students will continue development and application of critical thinking skills communications skills and improve student writing skills

Student Learning Outcomes:

- To create an in-depth analysis of a case study
- To identify major current events in business and/or personal experience and apply to personal research.
- To be able to express the need to assess HR developments within an organization and increased knowledge and skills in the management of HR issues.

Teaching Methods/ Delivery System:

- **Lectures:** lectures will be used to reinforce key concepts from the text, and augment course topics. You are **expected** to read the assigned readings **prior** to class meetings.
- **Class Discussions and exercises:** You are encouraged to actively participate in class discussions.
- **Individual papers:** Individual papers/projects may be assigned to further your understanding of key concepts.
- **Team Project:** Your participation in a team project will strengthen your skills related to working as a member of a team to achieve a goal.

Course Requirements:**Attendance Policy**

All students are required to attend scheduled classes. Students who miss any class, classes, and portions of class or class events for any reason are entirely responsible for the assignments missed and for contacting the instructor.

Academic Integrity

Plagiarism, cheating and other forms of academic dishonesty are prohibited and will not be tolerated. Plagiarism refers to the material from books, notes and other sources, in the students work without due credit to the sources used; it is the presentation of materials as if the students own. Sources to be listed on a reference page include news papers, magazines, Internet websites and personal interviews. Cheating refers to securing or offering assistance during the exam, unauthorized copying of tests, assignments, reports, papers, etc. If deemed appropriate by the instructor, a grade reduction could be imposed as a minimum. This policy applies to material used for grading purposes and does not include notes taken in class sessions.

Cell Phone and Pager Policy

In most professional meetings cell phones and pagers are expected to be turned off. If for an emergency situation, you must have a cell phone or pager on, then it is expected in this class the device will be in vibration or silent mode. Should you receive an important call during class, please leave the room.

Missed Assignments

Students are responsible for submitting work to the instructor at the beginning the class session in which the assignment is due. Any assignment that is not submitted at the assigned time is considered late. The penalty for work not turned in on time will be a letter grade dropped each week that the assignment is overdue.

Americans with Disabilities Act (ADA)

If you have a documented learning, psychological, or physical activity, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, contact the Director of the Resource Center as early as possible.

Assessment: Classroom Assessment Techniques (CAT)

Goals, objectives, and learning outcomes that will be assessed in the class are stated in the syllabus. The instructor will use Pre/Post Testing and Minute papers and/or other classroom assessment techniques as deemed necessary in order to provide continuous improvement of instruction. Students are required to take part to take part in all assessment measures.

Other:

The instructor reserves the right to make changes to the syllabus and any course requirements as needed.

Course Outline:

| Week | Topics & Chapters Covered | Class Activities and Work Due |
|-------------|--|---|
| Week 1 | Read Chapters 1 to 4. Be ready to discuss chapters. | Introduction to the course, grading, syllabus review and distribution. In-class groups formed for team paper and presentation. Start on Chapter 1-4 |
| Week 2 | Read up on Chapter 5-6 | In class discussion Break into groups for case studies and presentation 1 st article review due |
| Week 3 | Read Chapters 7 -9 | Watch Video cases. Test #1 Break into groups and discuss presentation project |
| Week 4 | Read Chapters 10 -12 | Discussion on |

| | | |
|--------|--------------------------|---|
| | | chapters and insights. 2 nd Article Review due Group Project Work. |
| Week 5 | Read Chapters 13, 14, 16 | Discussion Group Presentations Final Exams |

Grade Computation:

| | |
|--|-------------|
| Team Project Paper and Presentation | 30 % |
| Current Events Article(s) | 25% |
| In Class Participation and Attendance | 10 % |
| Midterm Test | 15% |
| Final Test | 20% |

Total **100%**

Current Event Article Managerial Summary and Analysis

Team Paper

Both the current event article managerial summary and analysis and the Team paper are required to link concepts to current events in the business world. The analysis may be a hard copy of an article or Internet published, but a copy of the article must be attached to your written summary.

YOUR GROUP PROJECTS WILL BE ASSIGNED BY THE PROFESSOR.

Requirements:

- 2 to 3 pages analysis – current event articles
- 3 to 5 pages – team paper

Introductory paragraph with a topic sentence, three or more body paragraphs discussing the key issues, and a conclusion paragraph that summarizes the article. Include a brief summary of the main points of the article, discuss how the article applies to the course, the concepts, and then write a summary conclusion of the article.

All direct quotes **MUST** be cited in the body of the paper using any professional scholarly style such as the APA (American Psychological Association) format the AMA (American Management Association) format and MLA style format and a copy of the article must be attached to the printed work.

Grade computation of the papers:

| | |
|---------------------|--------|
| Introduction | 20 pts |
| Application | 40 pts |
| Conclusion | 20 pts |
| Spelling/grammar | 10 pts |
| Professional format | 10 pts |

OPTIONAL (Extra Credit)

This is optional work for extra credit so it is **not required**. For example, if your current performance is a difference of a few points between a B and an A, doing the optional work will help increase your chances of obtaining the higher grade.

Select a case study in the text and do the following:

- Completely read and understand the case
- Identify critical issues in the case
- Determine the concepts, theories and principles that will address the critical issues
- Highlight the key points or limitations of the case
- Determine what information is pertinent and what limitations may restrict solution options
- Review and research outside sources that can be used in the case. Remember to cite your sources
- Develop several possible outcomes
- Select the best option from what you have developed
- Finish with a logical and reasonable conclusion supported by your paper.

Caveats in the case study:

- Avoid overstating the facts. Stick to the basic information that relates to your case.
- Concentrate on what you think is a good solution. Do not use a scattered approach covering all but nothing of substance.
- Keep your work succinct and to the point. Keep it within 3 to 5 pages.