

MGT 394.01W
Human Resource Management
Summer 2, 2014 Course Syllabus

Instructor: Dr. Kendra Ingram
E-Mail: Kendra.Ingram@tamuc.edu
Phone: 903-886-5701
Fax: 903-886-5702
Office: BA 309
Office Hrs: By appointment as needed

***Important information regarding e-mail *** (I suggest you read this carefully.)

E-mail is the best method of contact for me. I check e-mail regularly. This is an online course; therefore, expect most communication to be online. I do not frequent the Virtual Office, but you may feel free to use it if you have a question that you think will benefit the entire class. If I do not respond in a timely manner to a question you've posted there, please e-mail me.

Each time you send an e-mail the subject line should read MGT 394 to ensure that I receive the message. If you follow these directions exactly I will respond to emails within a 48 hour time period. If you do not follow these instructions exactly, I cannot assure you that I will respond as quickly because your e-mail will be lost in a sea of other e-mail messages.

Textbook: Managing Human Resources, 15th Edition, by Bolander & Snell,
ISBN 978-0-324-59331-0 ~or~ 0-324-59331-7

Course Description: This course provides a study of principles, policies, and practices related to staffing, employee development, compensation, employee and labor relations in profit, non-profit, domestic and international organizations.

Objectives:

- To identify and explore the primary areas of human resource management, including the legal framework for each of those areas.
- To develop an appreciation for the complexity of managing human resources in organizations and the critical role it plays in organizational success.
- To become innovative and creative in addressing human resource problems through case studies.

Grading:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 00-59

Exams:	60% (200 points possible)
Journal Articles:	20% (120 points possible)
<u>Term Paper:</u>	<u>20% (100 points possible)</u>
TOTAL	100%

Exams: 60% of overall grade. There are 4 exams with 50 questions each.
Each exam is worth 15%.

Exam 1: Opens Thurs., July 10th at 12:00am - Closes Sun., July 13th at 10:00pm.
Exam 2: Opens Thurs., July 17th at 12:00am - Closes Sun., July 20th at 10:00pm.
Exam 3: Opens Thurs., July 24th at 12:00am - Closes Sun., July 27th at 10:00pm.
Exam 4: Opens Thurs., July 31st at 12:00am - Closes Sun., Aug. 3rd at 10:00pm.

The exams **will be timed** and can only be accessed once; therefore, once you begin, you may not stop and come back to it later. *A missed exam equals a missed exam grade regardless of the reason unless you contact me immediately. If, for any reason, you miss a scheduled exam, you may take a make-up exam in my office within one week of the missed exam. **To clarify, this also means that I will not reset any exams. You need to make sure that you have a secure connection upon beginning the exam. If you lose connection, then you will need to contact me immediately to schedule a time to take the exam in my office.** I will warn you that the make-up exam is purposely more difficult than the scheduled exam because it means you have had more time to prepare. You will need to e-mail me (**always remember to put MGT 394 in the subject line**) to set up a day and time that works for both of us.*

Term Paper: 20% of overall grade.
Due Wednesday, August 6th by 8:00a.m.

Instructions for the term paper can be found by clicking on COURSE MATERIALS and TERM PAPER. Student papers will be submitted to the Term Papers Drop Box. Please do not e-mail these papers to me. If you can see it in your drop box, then I can also see it. **Any papers that are received past 8:00am will automatically drop at least one letter grade.** (In other words, just get your paper in on time or feel free to submit it as early as you'd like. Procrastination is not recommended!)

****NOTE**** All papers will automatically be submitted to Turnitin.com when uploaded to the dropbox. If your paper is above 25% on the similarity index, it will be reviewed for plagiarism. I highly recommend that you avoid direct quotes, but rather you use your own wording and cite all sources.

Journal Entries: 20% of overall grade. There are 6 required journal entries.

Topics will be posted each week related to the assigned journal entries for the week.
Instructions: You should post your Journal Entry in the Journal section of eCollege by the deadline each week.

You must have your COMPLETE JOURNAL uploaded to the DROPBOX by **Monday, August 4.** Your complete journal will consist of all of your journal entries compiled into **ONE** Microsoft Office document. In other words, you submit your assignment each week, but your final journal assignment is to place all 6 articles into one document and upload into the dropbox. If you do not submit each journal by the deadline, it will not be graded. Feel free to work ahead and complete the assignments early.

Formatting: Times New Roman, 12 point font, single-spaced. When you compile your complete set of journal articles, please use appropriate headings to distinguish between each section.

Extra Credit: I DO NOT ASSIGN EXTRA CREDIT WORK. PLEASE DO NOT ASK.

First time eCollege users: eCollege is user-friendly, but I do recommend that you complete the tutorial that is on the same page where you enter the course (the welcome page). For any technical questions you may contact the eCollege Help Desk at 1-866-656-5511 or by e-mail at helpdesk@online.tamuc.org.

Comment on Academic Honesty: There seems to be a belief among many that anything found on the Internet is free to use as one wishes. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. If you have any questions, please let me know.

MGT 394 - Tentative Schedule – Summer 2, 2012

Week:	Dates:	Chapter:	Assignment:
1	July 7-13	Introductions Ch 1 – The Challenge of HRM Ch 2 – Strategy & HR Planning Ch 3 – EEO & HR Ch 4 – Job Analysis, Employee Involvement, & Flexible Work Schedules	EXAM 1 (Ch. 1-4) Open: 7/10 @ 12am Close: 7/13 @ 10pm Journal Entry 1 due by Sun., 13 th
2	July 14-20	Ch 5 – Expanding the Talent Pool: Recruitment & Careers Ch 6 – Employee Selection Ch 7 – Training & Development Ch 8 – Appraising & Improving Performance	EXAM 2 (Ch. 5-8) Open: 7/17 @ 12am Close 7/20 @ 10pm Journal Entries 2 & 3 due by Sun., 20 th
3	July 21-27	Ch 9 – Managing Compensation Ch 10 – Pay-for-Performance:	EXAM 3 (Ch. 9-12) Open: 7/24 @ 12am

		Incentive Rewards Ch 11 – Employee Benefits Ch 12 – Promoting Safety & Health	Close: 7/27 @10pm Journal Entry 4 due by Sun., 27th
4	July 28-Aug 3	Ch 13 – Employee Rights & Discipline Ch 14 – The Dynamics of Labor Relations Ch 15 – International HRM Ch 16 – Creating High-Performance Work Systems	EXAM 4 (Ch. 13-16) Open: 7/31 @ 12am Close: 8/3 @ 10pm Journal Entries 5 & 6 due by Sun., 3 rd
5	Aug 4-7		Complete Journal due Mon., Aug. 4 th Term Paper due by Wed., Aug. 6 th , at 8:00am

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu