

MGT 394—01W: Human Resources Management

Texas A&M University-Commerce

Summer 1 2020

Course Syllabus

Instructor: Tom S. Brown, Distinguished Lecturer
Classroom: Web Based Class
Meeting: Online, No Specific Meeting Times
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Office: McDowell Administration Bldg. 337A
Number: (903) 303-9558
Please leave a clear message when leaving a voice mail.
Office Hours: *Scheduled as needed (or email anytime).*

COURSE OVERVIEW AND OBJECTIVES:

This course is designed to provide a study of principles, policies, and practices related to staffing, employee development, compensation, and employee and labor relations in profit, non-profit, domestic, and international organizations. Upon completion of this course, you should be able to:

- Identify and explore the primary areas of human resource management, including the legal framework for each of those areas.
- Develop an appreciation for the complexity of managing human resources in organizations and the critical role it plays in organizational success.
- Become innovative and creative in addressing human resource problems through case studies.
- **Option:** Become familiar with the HRIS function of the SAP ERP Software or Complete an in-depth case analysis of a case from Harvard Business School.

REQUIRED TEXTS AND MATERIALS:

Snell, S.A., Morris, S.S., & Bohlander, G.W. (2013). *Managing Human Resources* (18th Edition). ISBN on the 18th is 9781337738125. **New: \$173.65; Used: \$138.95*.**

**NOTE: These are the campus book store prices for this particular edition of the book. You might be able to find the book for a lower cost (for purchase or rent) on Amazon or another website. Editions other than the 18th are also acceptable, though I would discourage *much earlier* editions. Loose-leaf or digital versions are always permitted.*

If you choose the Case study option, there is an additional cost of the case, from Harvard Business Education. These cost about \$6.00 and are purchased online by the student. SAP Required License:

SAP Login to TAMU-C University test bed. This is free to TAMU-C business students but requires downloading the tool onto your computer.

COURSE FORMAT:

This is an online class. The class will predominantly consist of recorded presentations lectures, written case studies, and online discussion, designed to make students familiar

with the way HRM is practiced. Student participation in the form of online logins and participation in discussions is expected, encouraged, and graded.

Additional outside work will involve case studies and assignments where the student's opinion is key, but papers are graded via a rubric that requires original research. For these assignments, spelling and grammar certainly count (just like they do at work).

SAP or an Additional Written Case Study?

Your first decision is whether to select the case study or SAP option. This course ordinarily builds in an SAP module which is one of three modules required for an SAP certification available through the College of Business. This summer course also offers the SAP option. However, because of the extremely short summer session, the fact that you will have to work on this largely on your own, and the challenge that this is due to complexity of the assignments, I am also offering a second option which is an additional written case study, available through Harvard Business Education. **That case costs about \$6.00, and is purchased online by the student**, if you choose this option. Both of these choices will be discussed more fully at our introductory session.

The SAP assignments include downloading the client software onto your own computer and creating, then making changes to employee records in the SAP HRIS. The final project involves a payroll administration exercise. Successful completion of this part of the course gives the student 1/3 of the credit needed for their SAP certification, and is worth 30% of your course grade if you choose this option. The value of this cannot be understated. However, because of the extremely short summer session, this is being offered with a second option which is an additional case study, available through Harvard Business Education. For the case study, students will purchase and download the case, do independent research and answer the case according to the same grading rubric we are using for the other written cases in this class.

Attendance

Excessive absences (logins) can result in an administrative drop from the course. A contact or an attempt to contact a student regarding being administratively dropped from the course will be made. Students with any concern regarding absences/inactivity should discuss their specific situation directly with the instructor.

Class participation points will be based on online discussions, assignments, and preparedness. Students are responsible for having read the relevant material and demonstrating that in the online discussions. Online discussions when assigned require an original post and at least two posts in response to those of other students. Posts are expected to be on more than one day of the discussion, using more than one login. See more detailed guidelines below for online discussions.

Plagiarism

Plagiarism and other forms of academic dishonesty will not be tolerated. The university will not condone plagiarism in any form. This instructor uses Turnitin software religiously, so this is considered fair warning. The faculty, administration, and students are expected to uphold and support the highest academic standards in this matter. Plagiarism is handled initially by the instructor. If the instructor feels the problem

warrants more attention, it will then be pursued through the department head. If the department head wishes, it will be brought to the attention of the dean of the college for study and review before meeting with the standing University Discipline Committee.

See 13.99.99.R0.03

<http://www.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/academic/13.99.99.R0.03Plagiarism.aspx> Plagiarism

Notes and Reminders

Exams may consist of a combination of multiple guess, definition, true/false, case answers, and short essay questions. A grade of 0 will be assigned for a missed exam.

Student Conduct

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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-Gee Library (903) 886-5150 or (903) 886-5835; Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers.
- **Assignments:**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 394 should have at least some skill with software for

word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!

2. **Assignments must be turned in on time.** Assignments are due at the date listed. Start working on each assignment as soon as you can and make sure that you have the all assignments submitted by the specified due dates. You **MUST** turn in all written assignments **ON TIME**. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade.
3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Work that is only “half-finished” gets a “half grade”.
4. **Please submit assignments in a format that is compatible with Microsoft Word.**
5. **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.
6. **Discussions online** The “Discussions” option from the “Activities” dropdown menu on D2L is where these will take place. I will post topics, cases and/or questions to generate discussion among you. You are encouraged to respond to your classmates’ questions and comments. In grading these I am more interested in quality than quantity, but there is a quantity component. Students should respond to the questions directly and should expand the dialogue by responding to postings from other students. I read them all and in doing so, I first categorize them generally into:
(**Poor**) “Me too” and “I agree” responses, or hollow responses that miss the point or express an uninformed opinion; or responses that merely echo what another student has already expressed; (**Good**) responses that communicate an understanding of principles, or the unique aspects of a business practice that underlies the discussion question; (**Excellent**) responses that provide cogent analysis, evaluation or examples that characterize a point of view. **The second part of discussion assessment** involves the timing of your participation. I like to see students that check and write and check again throughout the week to respond to other students and to monitor reactions to their own posts. Expected participation is writing your own response and responding to at least two other student posts. A student who logs onto the discussion once, posts all three times as required and logs out never to be heard of again is graded poorly. Those who do this all on the last day are my least favorite and are graded accordingly.
7. **Changes to Syllabus & Schedule:** While I plan to stick to the syllabus plan and class schedule, there might be occasions to modify them. In these cases, all changes will be announced in class and e-mail. It is your responsibility to become aware of any such changes.

GRADE COMPONENTS:

Component	Type	Value
Four exams	Individual	30%
Three Case Assignments	Individual	20%
Class Attendance & Participation	Individual	20%
SAP Exercises & Cases or Harvard Case	Individual	30%
Course Total		100%

GRADING SCALE:

A	90 – 100%		Satisfactory
B	80 – 89%		Satisfactory
C	70-79%		Satisfactory
D	60-69%		Unsatisfactory
F	Below 60%		Unsatisfactory

WEEK & DATE	CHAPTER Reading & Exams	Notes
1st Week	Course Introduction; Syllabus Review; Chapter 1: The Rewards and Challenges of HRM	
(June 1-7)	Chapter 1: The Rewards and Challenges of HRM	
	Chapter 2: Strategy and Human Resource Planning	1st (Optional) SAP Assignment
	Chapter 3: Equal Employment Opportunity and HRM	
	Chapter 4: Job Analysis and Job Design	
	Quiz 1	Quiz, Chapters 1-4
2nd Week	Chapter 5: Recruitment and Careers	
(June 8-14)	Chapter 6: Employee Selection	2nd (Optional) SAP Assignment
	Chapter 7: Training and Development	1st Written Case Due
	Chapter 8: Performance Management	
	Quiz 2	Quiz, Chapters 5-8
3rd Week	Chapter 9: Managing Compensation	
(June 15-21)	Chapter 10: Pay-for-Performance: Incentive Rewards	2nd Written Case Due
	Chapter 11: Employee Benefits	3rd (Optional) SAP Assignment
	Quiz 3	Quiz, Chapters 9-11
4th Week	Chapter 13: Employee Rights and Discipline	
(June 22- 29)	Chapter 14: The Dynamics of Labor Relations	
	Chapter 15: International Human Resource Management	3rd Written Case Due
	ALL PROJECTS DUE	All Remaining SAP Assignments Due Case Analysis Due
5th Week	Finals Week	
(June 29-July 2)	Quiz 4	Quiz, Chapters 13-15