

BA-224 / HUMAN RESOURCE MANAGEMENT

Winter Term, 2015 / CRN: 31393 / M & W 2:30 - 3:50 p.m. // NSH-107

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Required Text: Human Resource Management, Mondy; 13th Edition, © 2014
ISBN: 13: 978-0-13-304354-9

Cell phones must be OFF and OUT OF SIGHT in class!

Topic	Reading	Assignment Due
Week #1		
1-5 Introduction to Human Resources	Ch. 1	
1-7 Strategic Human Resources / Business Ethics	Ch. 2	
Week #2		
1-12 Workforce Change, Diversity & Trends in HR	Ch. 3	
1-14 Equal Employment Opportunity (*)	Ch. 3	Chapter Question
Week #3		
1-19 Monday Holiday		
1-21 Job Analysis and Planning	Ch. 4	Scenario A
Week #4		
1-26 Mid-term #1		Mid-term #1
1-28 Recruitment	Ch. 5	
Week #5		
2-2 Selection (*)	Ch. 6	Chapter Question
2-4 Training and Development	Ch. 7	Scenario D
Week #6		
2-9 Performance Management & Appraisal (*)	Ch. 8	Chapter Question
2-11 Direct Financial Compensation (*)	Ch. 9	Chapter Question
Week #7		
2-16 Monday Holiday		
2-18 Benefits and Non-Financial Compensation (*)	Ch 10	Chapter Question
Week #8		
2-23 Mid-term #2		Mid-term #2
2-25 No Class	Ch. 12	
Week #9		
3-2 Internal Employee Relations (*)	Ch. 13	Chapter Question
3-4 Unions and Collective Bargaining	Ch. 12	Scenario C
Week #10		
3-9 Employee Safety & Health	Ch. 11	
3-11 Catch-up & Review		
Week #11 Final Exam		
Monday - March 16 / 3:00 - 4:50	Room / NSH-107	

Instructor's Web Page - Syllabus, PowerPoint Slides and case study - *The Georges Hotel*

My web page contains a copy of the class syllabus, the case study - *The Georges Hotel* and copies of the PowerPoint slides that I use in class. To locate the material, start at LBCC's home page – From the Quick Links tab at the top of the page, click on *Instructor Websites*, scroll down to "G" and click on *Myrna Gusdorf* and this will bring up the website. Scroll down to the bottom of the page and click on *BA-224 Human Resource Management* to bring up the material for this class. You may want to print off the PowerPoints and bring them to class as this will facilitate note taking.

Classroom Etiquette

During class please turn off your cell phones, iPods (or equivalent), and laptops. If you need to leave your cell phone on for an emergency, please let me know prior to class. I will ask that you turn off the ringer and change the setting to vibrate.

Contacting Your Instructor –

E-mail is generally the best way to contact me. Please identify yourself clearly when sending me an e-mail. In the reference section of your e-mail, identify yourself by your last name and the class designation "HR." For example, if I were sending an e-mail, my reference line would read: Gusdorf – HR. This way I know it's you. I am very cautious regarding spam and computer viruses and I will not open and will delete any e-mail that I cannot identify. Monday through Friday, I will respond as soon as possible.

Written Assignments –

All chapter questions and case study assignments must be typed, stapled and turned in at the beginning of class. Hand-written or late assignments are not accepted for grading. If you are unable to attend class on a day a case study assignment is due, you may send me the assignment electronically. As long as you submit it **prior to class**, it will not be considered late. However, if you do not submit it until after class begins, the assignment will be considered late and will not be graded. Chapter questions are due at the beginning of class on the assigned dates. As these are used for in-class discussion, **you must be present in class to turn in a chapter question.** Chapter questions are not accepted outside of class and are not accepted electronically.

Case Study Analysis - 3 scenarios @ 50 points each 150 points = 34% of grade

You will find a copy of the case, *The Georges Hotel*, on my instructor website. The case consists of introductory material about *The Georges Hotel* and three separate scenarios. Ignore the questions that are found at the end of each scenario. You are to read the case and answer the questions indicated on the instruction sheet. There are two questions asked for each scenario. You will likely need to do some outside research to adequately answer the questions. Be complete but brief in your answers. Confine your writing to two - three pages maximum for each scenario. Please properly reference any sources you use in your research. Papers must be typed and stapled and are due at the beginning of class on the following dates:

- Wed. Jan. 21 / Scenario A - Family owned business
- Wed. Feb. 4 / Scenario D - Equal employment opportunity
- Wed. March 4 / Scenario C - Staffing and employee conduct

Chapter Questions* 5 @ 5 points each 25 points = 6% of grade

Where indicated by an asterisk (*) on the course schedule, you are expected to bring to class a question that the reading for that day's topic raised for you. These will be used for class discussion. Question assignments must be typed and are due at the beginning of class. Late papers will not be accepted. **As**

the questions are used for class discussion, you must be in class on the day the question is due in order to turn in the assignment. To accommodate an unexpected missed class when a student may miss turning in a chapter question, one chapter question will be dropped from the total in tallying the grade points. Therefore, 6 chapter questions are assigned but only 5 questions will count toward the grade total.

In-Class Activities and Homework – 4 @ 10 points each 40 points = 9% of grade

Not all information comes from the textbook, as a great deal of learning takes place through class activities and discussion. Your attendance in class is important, as we will be discussing contemporary workplace issues. A variety of activities will be conducted in class for credit. These activities are not scheduled in advance and will occur when appropriate and at the instructor's discretion. Activities may consist of, but are not limited to; random quizzes, case discussions, homework assignments, games, group activities and written exercises. **You must be present in class when the activity is conducted to qualify for points. There is no make-up of missed in-class activities.** Late arrival and early departure are considered missed classes. Homework activities are due at the beginning of class on the due dates assigned. Late homework will not be accepted. There will be no exceptions.

As with the chapter question assignments, to accommodate an unexpected missed class when a student may miss an in-class activity, one activity will be dropped from the total. Therefore, 5 activities will be conducted during the term, but only 4 activities will count toward the grade total.

Exams – 3 @ 75 points each 225 points = 51% of grade

There will be three exams at 75 points each. Exams will be true/false, multiple choice and short answer essay. They will cover the material from the text as well as information from class discussions and in-class activities. If you have an emergency and cannot be in class on the day of the exam, you must notify me **in advance** to schedule an alternative activity. If you have not made alternative activity arrangements prior to the exam time, there is no make-up for the missed exam. **There will be no exceptions.** Alternative activities must be completed before you return to class after your absence.

Grading Scale

396 – 440 points =	A	/ 90% +
352 – 395 points =	B	/ 80 – 89%
308 – 351 points =	C	/ 70 – 79%
264 – 307 points =	D	/ 60 – 69%
Less than 264 =	F	/ 59% or less

Students who are unable to successfully complete the course should withdraw in accordance with the school's policy and the dates set forth in the catalog. I will not be giving "I" or "Y" grades.

Tracking your Grades

Your papers will be graded with comments and points earned and returned to you as quickly as possible; usually by the next class period. As I don't post scores on either Blackboard or Moodle, it is up to you to keep track of your point accumulation throughout the term. There is a tally chart at the end of this syllabus for tracking or you may want to create a spreadsheet for your own use.

Please do not ask "how am I doing in the class?" or "how many points do I need on the final?" I strongly urge you to keep track of the points earned as the class progresses so that you will know how close you are to your desired grade. You will have ample opportunity to earn that grade based on the assignments

indicated in this syllabus. Therefore, there is no need to ask me to supplement your earnings at the end of the term through extra credit or to request a grade change at the end of the quarter due to your need to either: (1) graduate, (2) avoid academic probation, (3) get off probation, (4) stay in the country, (5) stay in school, (6) keep your scholarship or financial aid, (7) avoid the wrath of your parents, (8) maintain eligibility for sports, or (9) avoid any other grade related calamity. The letter grade assigned to you at the end of the term will be based on points you earn in the class as indicated in the grading scale.

Students who may need accommodations due to documented disabilities; who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 917-4789.

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(for further information go to: <http://po.linnbenton.edu/BPsandARs/>)

Track Your Grades -

	Due Dates		
Mid-term #1	1/26	75 pts.	_____
Mid-term #2	2/23	75 pts	_____
Exam #3 (Final)	3/16	75 pts.	_____
Case Scenario A	1/21	50 pts.	_____
Case Scenario D	2/4	50 pts.	_____
Case Scenario C	3/4	50 pts.	_____
Question - Chap. 3	1/14	5 pts.	_____
Question - Chap. 6	2/2	5 pts.	_____
Question - Chap. 8	2/9	5 pts.	_____
Question - Chap. 9	2/11	5 pts.	_____
Question - Chap. 10	2/18	5 pts.	_____
Question - Chap. 13	3/2 (extra)	_____	_____
In-class activity #1		10 pts.	_____
In-class activity #2		10 pts.	_____
In-class activity #3		10 pts.	_____
In-class activity #4		10 pts.	_____
In-class activity #5 (extra)		_____	_____