

MGNT 4620-02D
Spring 2019
M/W 12:30-1:45 PM

Instructor: Mrs. Samantha White Office Hours: T: 11:30 AM-2:00 PM,
Telephone: (678) 839-4827 W: 10:00 AM-12:30 PM
Email: sdwhite@westga.edu
Office: Miller Hall 2220

Textbook:

Lussier, R. & Hendon, J. (2017) Fundamentals of Human Resource Management, ISBN: 9781483358505
[Publisher Website](#)
[Amazon](#)

Course Description:

This course is designed to introduce you to the fundamental issues associated with Human Resource Management (HRM). During this course we will examine the major topics related to HRM and attempt to better understand the important role of HRM within the organization. Through lectures, videos, exercises, assigned readings and case studies, you will cultivate an appreciation of the many challenges that Human Resource Managers face on a daily basis and of the tools that can be used to function effectively in HRM positions. This course is required for students seeking the Certificate in Human Resource Management as part of their Management degree program.

Course Learning Objectives:

1. Students will demonstrate an understanding of the major functions of Human Resource Management including HR Planning, Legislative Compliance, Staffing, HR Development, Compensation, Health & Safety, and Employee/Labor Relations. (BBA 4, MGT 1)
2. Students will analyze a case that requires them to apply HR concepts and techniques. (BBA 1, BBA 6, MGT 1, MGT 2)
3. Students will demonstrate the ability to use several online resources available to HR practitioners. (BBA 3, MGT 1)

Credit Hour Policy (3 credit hours): For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Requests for Modifications:

Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG Accessibility Services documenting the disability is required in order to receive accommodations.

Communication Expectation

The Management Department and this faculty member believe in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.

Office Hours

My office hours are posted on the syllabus. I will generally be available in my office (Miller Hall #2220) during those times. Outside of those times, students may request an appointment to meet. My goal is effective and timely communication with students, and this may take the format of face-to-face meetings, emails, or other forms of communication.

Attendance:

I have observed a large, positive relationship between students' attendance and their final grades. Students who regularly attend class and actively participate in discussions seem better able to retain the material and apply it during exams. I believe the technical aspect of many HR topics and the interrelationship among HR functions makes the interaction and explanation that occurs in the classroom setting critical to properly conceptualizing HRM issues. Thus, I strongly encourage you to attend each class session. I strongly suggest that you miss class only when it is absolutely necessary and that you arrive on time to class.

Quizzes

Working individually, students will complete quizzes in Course Den. Quizzes will be assigned for each chapter covered. Quizzes will be due by 11:59 PM on the due date.

Exams:

Four exams will be given this semester to allow you the opportunity to demonstrate your understanding of Human Resources Management. Questions will be taken from lectures, assigned readings, videos, and other materials and topics covered during the course. The test will consist of multiple choice and short answer questions. Generally, makeup exams will not be given. With prior approval, a missed exam may be made up on the day of the final exam.

HRM Activities

Working individually, students will complete three assignments designed to help you better understand the HR Function. The three activities and due dates are listed on the schedule.

Group Project:

Working in small groups, you will be required to analyze and present an HR mistake and a solution to the class. I expect your presentations to be well-organized, the content of your presentations to be professional, and for you to use clear, succinct visuals (e.g., PowerPoint slides, Prezi, videos). **More information and detailed instructions for this assignment are located in CourseDen.**

Grading:

Graded Event	Percentage of Final Average
Exam 1	15%
Exam 2	15%
Exam 3	15%
Exam 4	15%
HRM Activities	15%
Group Project	15%
Online Quizzes	10%
Total	100%

CourseDen:

You will find CourseDen helpful in this class. Many of the PowerPoint overheads used in class are posted here as well as your grades. Further, if you lose your syllabus, a copy is posted for your convenience.

Penalties for Breach of Academic Integrity:

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs. Students should familiarize themselves with the Academic Honor Code.

NOTE: Violations of the academic honesty policy may result in expulsion from the University.

Wolf Pact:

Students in this course are expecting to behave ethically and professionally, with integrity and honesty, in all activities.

Important Links:

- [CourseDen \(D2L\) Home Page](#)
- [CourseDen Help & Troubleshooting](#)
- [UWG Online Student Page](#)
- [SITS](#)
- [Ingram Library Services](#)
- [Distance Learning Services](#)
- [University Bookstore](#)

Tentative Schedule

Date	Topic	Assignment
January 7 th	Introduction/Orientation *IN CLASS*	
January 9 th	HRM Processes	Chapter 1
January 14 th	Strategy Driven HRM	Chapter 2
January 16 th	Legal Environment	Chapter 3
January 21 st	MLK Holiday	<i>No class!</i>
January 23 rd	Legal Environment	Chapter 3
January 28 th	Exam Review / Quizzes Due	Online Quizzes Due by 11:59 PM
January 30 th	Exam 1 *IN CLASS*	Chapters 1-3 HRM Activity #1 Due
February 4 th	Matching Employees & Jobs	Chapter 4 Group Contract Due by 11:59 PM
February 6 th	Recruiting	Chapter 5
February 11 th	Selection	Chapter 6
February 13 th	Exam Review / Quizzes Due	Online Quizzes Due by 11:59 PM
February 18 th	Exam 2 *IN CLASS*	Chapters 4-6 HRM Activity #2 Due
February 20 th	Training & Development	Chapter 7
February 25 th	Training & Development	Chapter 7 Media Clip & Project Summary – Due by 11:59 PM
February 27 th	Performance Appraisal & Career Management	Chapter 8
March 4 th	Compensation Management	Chapter 10
March 6 th	Incentives & Benefits	Chapter 11
March 11 th	Exam Review / Quizzes Due	Online Quizzes Due by 11:59 PM
March 13 th	Exam 3 *IN CLASS*	Chapters 7-8 & 10-11 HRM Activity #3 Due
March 18 th	Spring Break	<i>No class!</i>
March 20 th	Spring Break	<i>No class!</i>
March 25 th	Employee Rights and Labor Relations	Chapter 9
March 27 th	Workplace Safety, Health, & Security	Chapter 12
April 1 st	Organizational Ethics & Sustainability	Chapter 13
April 3 rd	Global Issues for HRM	Chapter 14
April 8 th	Exam Review / Quizzes Due	Online Quizzes Due by 11:59 PM
April 10 th	Exam 4 *IN-CLASS*	Chapters 9, 12-14
April 15 th	Presentation Prep	
April 17 th	Presentation Prep	
April 22 nd	Case Presentations (odd groups)	
April 24 th	Case Presentations (even groups)	
April 29 th	Class Wrap-Up	
May 1 st	Exam Make-Up Day	11:00 AM – 1:00 PM