

MGNT 4620 01D - Human Resource Management
Summer 2019
MTWRF 10:00 AM – 12:15 PM

Instructor: Mrs. Samantha White Office Hours: By Appointment
Telephone: (678) 839-4827
Email: sdwhite@westga.edu
Office: Miller Hall 2220

Required Text:

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. You obtain more information here: [Accessibility Services](#).

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.

If I have not responded to your email within 24 hours, please assume that I did not receive it and resend the email. 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.

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 class 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. Exams will be given in-class at the Carrollton Campus.

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 night prior to the exam covering those chapters.

HRM Activities

Working individually, students will complete three assignments designed to help you better understand the HR Function.

Grading:

Graded Event	Percentage of Final Average	Grading Scale
Exam 1	20%	A: 90-100
Exam 2	20%	B: 80-89
Exam 3	20%	C: 70-79
Exam 4	20%	D: 60-69
HRM Activities	15%	F: <60
Chapter Quizzes	5%	
Total	100%	

CourseDen:

You will find CourseDen necessary for this class. To access CourseDen, click [here](#).

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:

“At West Georgia, the student is expected to achieve and maintain the highest standards of academic honesty and excellence. Not only does academic honesty preserve the integrity of both the student and the institution, but it is also essential in gaining a true education. The West Georgia student, therefore, pledges not to lie, cheat, steal, or engage in plagiarism in the pursuit of his or her studies and is encouraged to report those who do. See Connection and Student Handbook, Appendix E, Academic Dishonesty. The Pledge follows:

Pledge:

Having read the Honor Code for UWG, I understand and accept my responsibility to uphold the values and beliefs described and to conduct myself in a manner that will reflect the values of the Institution in such a way as to respect the rights of all UWG community members. As a West Georgia student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found guilty of violations through processes due me as a university community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community if I feel there has been a violation of the Honor Code.” -[Academic Honor Code](#).

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

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	Topics	Assigned Material
Module 1:		
June 3 rd	Introduction, HRM Process	Chapter 1
June 4 th	Strategy Driven HRM	Chapter 2
June 5 th	Legal Environment	Chapter 3
June 6 th	Legal Environment, con't	Online Quizzes Due by 11:59 PM.
June 7th	Exam 1 HRM Activity #1 - DOL Exercise Due	Meet in class
Module 2:		
June 10 th	Matching Employees & Jobs	Chapter 4
June 11 th	Recruiting	Chapter 5
June 12 th	Recruiting	Chapter 5
June 13 th	Selection	Chapter 6 Online Quizzes due by 11:59 PM.
June 14th	Exam 2 HRM Activity #2 - O*Net Exercise Due	Meet in class
Module 3:		
June 17th	Training & Development	Chapter 7
June 18th	Performance Appraisal & Career Management	Chapter 8
June 19th	Compensation Management	Chapter 10
June 20th	Employee Incentives & Benefits	Chapter 11 Online Quizzes due by 11:59 PM.
June 21st	Exam 3 HRM Activity #3 – HR Blogs	Meet in class
Module 4:		
June 24th	Employee Rights & Labor Relations Workplace Safety, Health, & Security	Chapter 9 Chapter 12
June 25th	Organizational Ethics & Sustainability Global Issues for HRM	Chapter 13 Chapter 14
June 26th	Reading Day	Online Quizzes due by 11:59 PM.
June 27th	Exam 4	Meet in class

COURSE CALENDAR: This is an estimated timeline for the course and is subject to amendment at the discretion of the Instructor. Changes will be announced in CourseDen. Unless a change is announced in CourseDen, the material will be covered in the order listed below, even if the class proceeds slightly ahead or behind schedule. Students are responsible for having prepared the next material in the sequence, even if earlier or later than the date listed in this tentative schedule