

**MGNT 4620-02D**  
**Fall 2019**  
**M/W 11:00 AM -12:15 PM**

Instructor: Mrs. Samantha White                      Office Hours: By Appointment  
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**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.

**Grading:**

Graded Event	Percentage of Final Average
Exam 1	20%
Exam 2	20%
Exam 3	20%
Exam 4	20%
HRM Activities	15%
Online Quizzes	5%
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

<b>Week of:</b>	<b>Topic</b>	<b>Assignments Due</b>
August 12 <sup>th</sup>	Orientation/Introduction	Complete Profile on CourseDen Complete Orientation Module
August 19 <sup>th</sup>	Chapter 1 – HRM Processes	<b>*Orientation Quiz must be completed with a score of 100% by 8/21 to be counted as “attending”.</b> Students who have not completed the Orientation Quiz or who have a score of less than 100% will be counted “never attending”*
August 26 <sup>th</sup>	Chapter 2 – Strategy Driven HRM Chapter 3 – Legal Environment	
September 2 <sup>nd</sup>	Labor Day Chapter 3 – Legal Environment	<b>Quizzes Due 9/8 by 11:59 PM</b>
September 9 <sup>th</sup>	<b>Exam 1 (Chapters 1-3)</b>	<b>Monday, 9/9 11:00 AM – IN-CLASS: Exam 1 &amp; HRM #1 Due</b>
September 16 <sup>th</sup>	Chapter 4 – Matching EE & Jobs	
September 23 <sup>rd</sup>	Chapter 5 - Recruiting	
September 30 <sup>th</sup>	Chapter 6 - Selection	<b>Quizzes Due 10/6 by 11:59 PM</b>
October 7 <sup>th</sup>	<b>Exam 2 (Chapters 4-6)</b>  Chapter 7 – Training & Development	<b>Monday, 10/7 11:00 AM – IN-CLASS: Exam 2 &amp; HRM #2 Due</b>
October 14 <sup>th</sup>	Chapter 8 – Performance Appraisal	
October 21 <sup>st</sup>	Chapter 10 – Compensation Chapter 11 – Incentives & Benefits	<b>Quizzes Due 10/27 by 11:59 PM</b>
October 28 <sup>th</sup>	<b>Exam 3 (Chapters 7-8, 10-11)</b>	<b>Monday, 10/28 11:00 AM – IN-CLASS: Exam 3 &amp; HRM #3 Due</b>
November 4 <sup>th</sup>	Chapter 9 - EE Rights/Labor Relations	
November 11 <sup>th</sup>	Chapter 12 – Safety & Health	
November 18 <sup>th</sup>	Chapter 13 – Ethics & Sustainability Chapter 14 – Global Issues for HRM	
November 25 <sup>th</sup>	Thanksgiving Break	<b>Quizzes Due 12/1 by 11:59 PM</b>
December 2 <sup>nd</sup>	<b>Exam 4 (Chapters 9, 12-14)</b>	<b>Monday, 12/2 11:00 AM – IN-CLASS: Exam 4 &amp; HRM #4 Due</b>
December 9 <sup>th</sup>	<b>Exam Make-Up Day</b>	<b>Wednesday, Dec. 11<sup>th</sup> 11:00AM – 1:00 PM</b>