Eastern Oregon University

**Course Syllabus**

**Number of Course**: BA 451

**Name of Course**: Human Resource Management

**Catalog Description**:

Study of the personnel function and its relationship to the objectives of the organization. Examination of human resource management as a primary function of all managers. Analysis of personnel problems involved in the selection, appraisal, and development of the work force in business organization. Prerequisite: BA 321. Student must have at least junior standing to register for this course.

**Credit Hours**: 5

# **Instructor**:

Laurie Yates, DMgt

MHCC, AC 3334D

503-491-7583

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Office Hours: Mon: 8:30-1:30, Tues: 8:00-2:00, or by appointment

**Time and place of the course**: Campus, On-site, Online

**Required Texts or Suggested Materials**: Human Resource Management: Functions, Applications, Skill Development, R. N. Lussier and J. R. Hendon, 2013, SAGE Publications, ISBN: 978-1412992428.

**Prerequisites**: BA 321, Principles of Management

**Learning Outcomes**:

College of Business Program Outcomes (CK)

Difference, Power, and Discrimination (DPD)

Upon completion of the course each student should be able to:

1. Examine and apply the legal side of Human Resource Management (HRM), including FMLA, HIPPA, ADA, cultural diversity, workplace harassment, and employment legislation. (CK, DPD)
2. Critically assess and evaluate traditional HRM functions and HRM’s role as a strategic partner, including its role in global operations involving diverse cultures. (CK, DPD)
3. Analyze interviewing tactics, training and development, performance evaluation, and compensation planning. (CK)
4. Consider and assess the triple constraint of change, motivation, and conflict management. (CK)
5. Develop skills in employment, including recruiting, interviewing, negotiation, and resume building. (CK)
6. Identify potential discriminatory practices in HRM and provide proactive solutions to prevent and correct situations that result in adverse impact. (CK, DPD)
7. Identify key issues and assumptions impacting human resource management including corporate social responsibility, ethics in the workplace, and workforce diversity. (CK, DPD)

# **Course Requirements**:

**Discussion Forums (20%)**

Discussion and analysis of relevant topics will form the foundation of the course. Topics will be selected from the textbook and additional materials delivered by the instructor. These discussions will take place in the forums provided by EOU’s Blackboard online delivery system. Detailed instructions will be provided on the site. Active participation in the online Blackboard discussions is an important supplement to in-class sessions and will be graded according to quality of input and level of participation. Students will be required to log onto Blackboard at least four times a week to check for announcements, assignments, and dialogue with teammates.

**In-Class Participation (8%) (Hybrid and on campus)**

Participation in class discussion will be critical to the learning process. Students are expected to carefully read all assigned material prior to each class session and be prepared to actively and critically participate in all class discussions. This is an opportunity for the student to show mastery of the subject matter. The student's grade on class participation is something to be earned by contributing his or her assessments and judgments to the discussion. Merely coming to class and listening to the discussion of chapter curriculum or the assigned cases is not sufficient; attendance is not participation.

**In-Class Activities and Quizzes (12%)**

In-class quizzes and exercises will be assigned at the discretion of the instructor. Delivery for online courses will take place on the BlackBoard course site.

**Games2Train Exercise (15%)**

Students will access an online training delivery program, Games2Train, and design a specific training activity. The training activity will be shared with the class in a brief presentation/demonstration or posted on BlackBoard.

**HR Law Team Presentation (15%)**

In teams, students will research and present on an HR law. The instructor will offer a list from which to choose. In essence, the teams will teach the class as experts on their chosen law. This exercise should be informative but also delivered in a format that will capture students' attention. Skits, debates, dramatizations, and formal presentations are just some of the forms that the presentations might take.

**Business Article Selection and Review (10%)**

Students will select an article related to Human Resource Management and write a review of the article. This review will include a critique of the situation using the student's growing knowledge of HR and will also discuss the importance of the information presented in the article.

**HR Interview and Special Topic Paper (20%)**

Students will choose a subject within Human Resource Management to research and discuss in a final topic paper. Included in this paper, will be the results of an interview with an HR professional. The interviewee can be a generalist or a specialist, from a large or small company, and may be a junior or senior employee. Students will begin by designing a series of questions to ask that will focus the interview on an area of interest of the student. Students will then combine their field research with their readings, course discussions, and outside materials to write an expert paper on the importance of the topic and related best practices.

**Grading Policies**:

Original work is mandatory. Cheating or plagiarism is not tolerated and will result in failing the course. Civil and respectful discourse is a must. This is not to say you cannot disagree, challenge, and attempt to persuade or debate.

Prompt attendance is a must. Missing any class sessions will hamper your ability to master the material. Should a student miss a class due to *truly exceptional* circumstances, he/she will not be excused from any assignment work or knowledge of what was discussed in class. Late assignments will not be accepted in this course.

## Letter Grades are determined as follows:

A 940-1000

A- 900-939

B+ 870-899

B 840-869

B- 800-839

C+ 770-789

C 740-769

C- 700-739

D+ 670-699

D 640-669

D- 600-639

F 000-599

**Means of Assessment**:

Discussion Forums/Participation (LO: 1, 2, 3, 4, 5, 6, 7)

In-Class Activities and Quizzes (LO: 1, 3, 5, 6)

Games2Train Exercise (LO: 3, 4, 6, 7)

HR Law Team Presentation (LO: 1, 6, 7)

Business Article Review (LO: 1, 2, 3, 4, 5, 6, 7)

HR Interview and Special Topic Paper (LO: 1, 2, 3, 4, 5, 6, 7)

**Brief Outline of Course:**

This course examines the functions of human resource development within a business environment. Current issues and problems are analyzed through case studies, reading, interactive activities, and videos. Topics to be covered include identifying functions of the human resource manager, as well as issues of ethics, social responsibility, and workforce diversity. Key human resource laws are explored. Recruitment and selection, as it applies to human resource management are discussed and evaluated. Critical aspects of training and development are examined, including related concepts of employee motivation and job performance.

This course is intended for delivery as an on campus, online, or hybrid blend of in-class and online venues, all designed to create a highly interactive environment in which students will be expected to actively engage.

Example of Hybrid Class Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Class Date | Reading | Assignments Due | Points |
| 1 | 9/29-30 | Chs. 1-3 | BlackBoard | 50 |
|  |  |  |  |  |
| 2 | 10/13-14 | Chs. 4-7 | HR Law Presentation | 150 |
|  |  |  | Discussion Board | 50 |
| 3 | 10/27-28 | Chs. 8 -11 | Games2Train | 150 |
|  |  |  | Discussion Board | 50 |
| 4 | 11/17-18 | Chs. 12-14 | HR Article Review | 100 |
|  |  |  | Discussion Board | 50 |
| N/A | 11/26 |  | HR Final Paper | 200 |
|  |  |  | Quizzes/Activities | 120 |
|  |  |  | Participation | 80 |
|  |  |  | Total Points Available | 1000 |

**General Education Category and Outcomes**: N/A

**University Writing Requirement Outcomes**: N/A

**Statement on Academic Misconduct**:

Eastern Oregon University places a high value upon the integrity of its student scholars. Any student found guilty of an act of academic misconduct (including, but not limited to, cheating, plagiarism, or theft of an examination or supplies) may be subject to having his or her grade reduced in the course in question, being placed on probation or suspended from the University, or being expelled from the University—or a combination of these. Please see Student Handbook at: <http://www.eou.edu/saffairs/handbook/honest.html>

**Statement on Americans with Disabilities**:

If you have a documented disability or suspect that you have a learning problem and need accommodations, please contact the Disability Services Program in Loso Hall 234. Telephone: 962-3081.

**Syllabus Prepared By**: Laurie Yates, DMgt

**Date**: 01/02/13