

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Summer 2019

Course: MGT 350 Human Resource Management

Credit: 4 Quarter Hours

Method of Delivery: eLearning

Course Description:

This course examines the theories and applications of the management of human resources in organizations. The student will study the areas of human resources planning, recruitment, selection, training, performance appraisal, union-management relations, and compensation.

Prerequisite(s): BUS 204 Principles of Management PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology.

Text(s) & Manual(s): Human Resource Management, 3rd edition

Author(s): Greg Stewart and Kenneth G. Brown

Publisher: Wiley

Materials Needed for this Course:

Additional Supplies: n/a

Hardware/Software and Equipment: Microsoft Office 2007

Topics:

- Nature of Human Resource Management
- Strategic HR Planning
- Organization/Individual Relations and Retention
- Managing Equal Employment and Diversity
- Jobs and Job Analysis
- Legal Framework
- Performance Management Appraisals
- Recruiting and Staffing
- Compensation
- Risk Management

Learning Objectives: Upon completion of this course, the student will be able to:

- 1.) Explain how successful human resources management can utilize individuals as a strategic resource by creating value through human resources, making HR management strategic, and ensuring equal employment opportunity and safety.
- 2.) Outline a process for securing effective employees through designing productive and satisfying work, recruiting talented employees, selecting employees who fit, and managing employee retention and separation.

- 3.) Explain how to improve employee performance by measuring performance and providing feedback, training for improved performance, and developing employees and their careers.
- 4.) Identify how to motivate and manage employees through compensation and benefit packages, working effectively with labor, and aligning strategy with practice

ACADEMIC INTEGRITY

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the [Student Handbook](#).

- **Cheating**
- **Deception**
- **Sabotage**
- **Computer Misuse**
- **Copyright Infringement**
- **Plagiarism**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to

reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Contact Student Success:

Room 110

(309) 692-4092, ext. 1100

studentsuccess@midstate.edu

Instructor Information:

Instructor: Dr. Brian Young

Midstate e-mail: bjyoung@midstate.edu

Office Phone: 309-692-4092

Office Hours: Tuesdays at 5:00 P.M.

Policies and Procedures:

1. Late work: Late work is not accepted and will result in a zero percent on any/all late assignments. Only in extreme extenuating circumstances will late work be accepted (and even in such circumstances, the student has the responsibility to notify the instructor in a timely manner and seek approval for extensions). Even if extensions are granted, late penalties in grading will still apply at the discretion of the instructor.

2. eLearning Sessions: In accordance with Midstate College policies, class material will be made available on Monday at 12:00 p.m. of that week (see dates in the Course Outline below) and will remain available until the following Monday until 8:00 a.m. This allows students one

week to access the lecture and related material for that week's session, take the quiz, and participate in the mandatory discussion and summary boards (see my discussion/summary expectations document).

3. All Writing Assignments: This includes, but is not limited to, papers, essays, projects, essay questions on exams, homework assignments, and summaries. These assignments will supplement the textbook, additional readings, and online lectures to further your understanding and application of course material. Assignments may be turned in online via Turnitin (our online plagiarism software). Late papers will not be accepted (see above policy on late work). I expect college-level writing, appropriate for the level of class this is, and such writing will be graded on spelling and grammatical errors (run-on sentences, punctuation, etc) in addition to content.

4. Academic dishonesty: Cheating / plagiarism in any form will not be tolerated in this course and may result in the dismissal/suspension from the course/program/college. Do your own work! Not knowing the rules of plagiarism is not a valid defense. Check with me if you are not clear on what constitutes plagiarism.

5. Syllabi changes: The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Joule and/or via email.

Participation Requirements:

In class: Students are expected to be in class during each on campus session. Attendance is taken for each class session, and reported to the college. Likewise, students may receive credit for attending (and participating in) class. In the event of an absence, even if it was approved by the instructor ahead of time, the student will lose any/all points associated with participation.

eLearning: Students must submit substantial gradable work in order to be marked as present for each week (see the Midstate eLearning policy on attendance in the student eLearning handbook). Each week extends from Monday at 12:00 PM to the following Monday at 8:00 AM. However, the instructor has the right to set due dates at their discretion within each week. For instance, initial discussion posts are due Thursday nights by Midnight. Certain assignments, exams, and papers/projects may be due mid-week at specified days and times.

Instructor's Grading Scale:

25%	Exams & Quizzes
25%	Assignments
15%	Final Project
35%	Weekly Discussion/Summary Boards and/or Participation

Barbara Fields Memorial Library

Contact Information:

Email: library@midstate.edu

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours. The library also subscribes to several online research resources that give immediate access to digitized versions of professionally published content such as books, journal articles, popular magazines, and the like.

Research Guides:

Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business, and writing and citation help. *Plus* you'll find links to websites, videos, tutorials, and more.

Access the Business Research Guides at this location: <http://midstate.libguides.com/business> or follow the steps below:

1. Visit www.midstate.edu
2. Click on Library Resources at the bottom of the page
3. Click on "Click the Cloud" (in light blue color in middle of page)
4. Click on Business Resources

Week-by-Week

MGT 350 Week 1

Topics-

Nature of Human Resource Management
Making an organization effective

Objectives-

Explain how successful human resources management can help a company achieve a competitive advantage.
Analyze how human resources planning fit into an organization's strategic plan.

Assignments

Read Chapter 1 & Supplemental Materials
Review Chapter 1 PowerPoint Lecture
Discussion Case: As assigned by professor
Week 1 Quiz
Week 1 Discussion & Summary

****Please note:** Read the “Discussion and Summary Requirements” document in the introduction of the course in order to earn full points on discussions and summaries!*

MGT 350 Week 2

Topics-

A strategic approach to Human Resource Management
Organization/Individual Relations and Retention

Objectives-

Analyze how human resources planning fit into an organization’s strategic plan.

Assignments

Read Chapter 2 & Supplemental Materials
Review Chapter 2 PowerPoint Lecture
Discussion Case: as assigned by professor
Week 2 Quiz
Week 2 Discussion & Summary

MGT 350 Week 3

Topics-

Equal Employment Opportunity and safety
The laws relating to discrimination and employment

Objectives-

Explain provisions employers may implement to promote better health and safety for their employees.

Assignments

Read Chapter 3 & Supplemental Materials
Review Chapter 3 PowerPoint Lecture
Discussion Case: as assigned by professor
Review Final Project Requirements
Week 3 Quiz
Week 3 Discussion & Summary

MGT 350 Week 4

Topics-

Securing effective employees
Jobs and job analysis
Recruiting and Staffing

Objectives-

Explain the benefits of career development programs for both employees and their organizations

Assignments

Read Chapters 4 and 5 & Supplemental Materials
Review Chapters 4 and 5 PowerPoint Lectures
Discussion Case: as assigned by professor
Week 4 Quiz
Week 4 Discussion & Summary
Continue working on final project

MGT 350 Week 5**Topics-**

Jobs and Job Analysis
Recruiting and Staffing

Objectives-

Outline a process for interviewing, selecting, and hiring employees.

Assignments

Read Chapter 6 and 7 & Supplemental Materials
Review Chapter 6 and 7 PowerPoint Lectures
Discussion Case: as assigned by professor
Week 5 Quiz
Week 5 Discussion & Summary
Continue working on final project

MGT 350 Week 6**Topics-**

Performance Management Appraisals

Objectives-

Identify how needs assessment contributes to establishing training priorities.
Differentiate among training methods that are appropriate for various types of employee training.
Differentiate among methods used for performance appraisal.

Assignments

Read Chapter 8 & Supplemental Materials
Review Chapter 8 PowerPoint Lecture
Discussion Case: as assigned by professor

Week 6 Quiz
Week 6 Discussion & Summary

MGT 350 Week 7

Topics-

Training for improved performance
Strategic employee training

Objectives-

Identify how needs assessment contributes to establishing training priorities.
Differentiate among training methods that are appropriate for various types of employee training.
Explain provisions employers may implement to promote better health and safety for their employees.

Assignments

Read Chapter 9 & Supplemental Materials
Review Chapter 9 PowerPoint Lecture
Discussion Case: as assigned by professor
Final Project Outline Due; Submit to Assignment Dropbox
Week 7 Quiz
Week 7 Discussion & Summary

MGT 350 Week 8

Topics-

Developing employees and their careers
External versus internal labor orientation

Objectives-

Explain the benefits of career development programs for both employees and their organizations.

Assignments

Read Chapter 10 & Supplemental Materials
Review Chapter 10 PowerPoint Lecture
Discussion Case: as assigned by professor
Week 8 Quiz
Week 8 Discussion & Summary

MGT 350 Week 9

Topics-

Motivating employees through compensation
How does compensation motivate people?

Objectives-

Identify challenges to conducting performance appraisals.
Differentiate among methods used for performance appraisal.

Assignments

Read Chapter 11 & Supplemental Materials
Review Chapter 11 PowerPoint Lecture
Discussion Case: as assigned by professor
Week 9 Quiz
Week 9 Discussion & Summary
Complete final project

MGT 350 Week 10

Topics-

Motivating employees through compensation
How does compensation motivate people?

Objectives-

Explain how a strategic compensation package makes an organization effective

Assignments

Read Chapter 12 & Supplemental Materials
Review Chapter 12 PowerPoint Lecture
Discussion Case: as assigned by professor
Week 10 Quiz
Final Project Due; submit to Assignment Dropbox

MGT 350 Week 11

Topics-

Designing compensation and benefits packages
What are common individual incentives?

Objectives-

Explain the benefits of career development programs for both employees and their organizations.

Assignments

Read Chapters 13 and 14 & Supplemental Materials

Review Chapters 13 and 14 PowerPoint Lecture

Discussion Case: as assigned by professor

Week 11 Quiz

Week 11 Discussion & Summary

Posttest

MGT 350 Week 12

Topics-

Final Exam

Objectives-

Complete Final Exam

Assignment

Week 12 Summary

Final Exam (Covers Chapters 1-14)

** Instructor reserves the right to update/revise this schedule as deemed necessary*