HUMAN RESOURCE MANAGEMENT SYLLABUS

HRM 305
Boise (Section 1, 116 SMITC) and Twin Falls (Section 5530, 209 Shields)
Kaupins 6-9 p.m. Monday Fall 2009

Description

Objectives
Experience major features of human resource management:

Strategic Management: Includes the processes and activities used to formulate HR objectives; the practices and policies required to meet short- and long-range organizational needs and opportunities; to guide and lead the change process; and to evaluate human resource contributions to organizational effectiveness.

Workforce Planning and Employment: Includes the processes of planning, developing, implementing, administering, and performing ongoing evaluation of recruiting, hiring, orientation, and organizational exit to ensure that the workforce will meet the organization's goals and objectives. Also covers human resource information systems and employee retention.

Human Resource Development: Includes the processes of ensuring that the skills, knowledge, abilities, and performance of the workforce meet the current and future organizational and individual needs through developing, implementing and evaluating activities and programs addressing employee training and development, change and performance management and the unique needs of particular employee groups.

Compensation and Benefits: Includes the processes of analyzing, developing, implementing, administering and performing ongoing evaluation of a total compensation and benefits system for all employee groups consistent with human resource management goals.

Employee and Labor Relations: Includes the processes of analyzing, developing, implementing, administering and performing ongoing evaluation of the workplace relationship between employer and employee (including the collective bargaining process and union relations) in order to maintain effective relationships and working conditions that balance the employer's needs with the employees' rights in support of the organization's strategic objectives.

Occupational Health, Safety, and Security: Includes the processes of analyzing, developing, implementing, administering and performing ongoing evaluation of programs, practices, and services to promote the physical and mental well-being of individuals in the workplace, and to protect individuals and the workplace from unsafe acts, unsafe working conditions, and violence.
Outcomes

1. Provide initial preparation for the human resource certification exam.
2. Receive an overview of human resource management to prepare students for higher level human resource management courses in Boise State's human resource management program.
3. Understand and apply analytical and disciplinary concepts and methods related to business and economics in business policy and strategy, international environment of business, legal environment of business, and management.
4. Communicate effectively. Write messages and documents that are clear, concise, and compelling.
5. Solve problems, including unstructured problems, related to business and economics.
6. Resolve ethical issues related to business and economics.

Measurement of Outcomes

1. Through testing.
2. Through successful completion of projects.

Professor

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Office Hours

1:30-3:00 pm Tuesdays and Wednesdays
or by appointment or whenever I am in the office (you are always welcome)

Course Details

Text

Grades

This class does NOT operate on a 90% = A, 80% = B grading system. Course grades are a function of how students do relative to each other, relative to previous sections of this course, and relative to the 2.75 GPA standard of a typical 300-level course at the College of Business and Economics. I don’t have to provide D’s or F’s but they might be earned if there is a sufficient difference between your score and the bulk of the class.

Performance

First Exam 1 @ 128 points
Final Two Exams 2 @ 160 points
Live Case 1 @ 120 points
In-class Assignments 7* @ 5 points
Guest Speakers 2* @ 10 points
*Approximate

Exams

100% multiple choice, each question is worth 2 points
50% from lecture 50% from text 25% overlap
Eight test questions per chapter. Eight test questions per lecture.
Exams have about a 60-70% average. A week after the exam, you receive and keep the answer sheet and the exam.

Exam Review

Before each exam, there will be a review session using a game show format. All terms provided in the game show will be appearing on the exam as part of the test question or a right or wrong answer. The review session will not cover all test questions.

In-Class Assignments

In-class assignments will be given 5 points a piece and will be done periodically throughout the semester. In-class assignments provide a simulated human resource experience.

Makeup Exams

All students are expected to take exams on the dates scheduled. If a student does not take the exam on the scheduled time for any non-BSU sponsored activity, he or she must take a makeup within one week of the missed exam. The makeup is harder.
Late Papers

Late assignments will be penalized at least 10 percent. Students are responsible for making extra copies of their work in case of lost copies.

Live Case

Live cases involve companies coming to class to have the students work on current company problems. Students will be divided into groups and will write an employee handbook (or something related to an employee handbook) and provide supplemental human resource materials.

Blackboard

Blackboard will be used as a supplement for all students at http://blackboard.boisestate.edu. The following are locations of various resources:

Assignments
  - Syllabus
  - Live Case Assignment

Course Documents
  - PowerPoint Slides of Every Lecture
  - Old Exams With Answers

Services

All students deserve resume reviews, course and career advising, graduate school counseling, and just plain recognition that they are #1.

Mission of the College of Business and Economics

The mission of the College of Business and Economics is to advance the success of individuals and organizations of Idaho by providing responsive, accessible, and high-quality services in business and economics.

Disclaimers

This syllabus is not a contract and can be changed by the professor at any time. PowerPoint slides can be changed at any time.
HRM 305 CALENDAR

August

24  Chapters 1 and 3  Syllabus ///// Introduction and Strategic HR ///// Groups Tentatively Formed
31  Chapter 2  Equal Employment Opportunity ///// Groups Formally Formed

September

7   Labor Day Holiday  No Class
14  Chapter 4  Recruiting
21  Exam 1 Chapters 1-4  //// Lecture on Live Cases
28  Live Case Visit //// Chapter 5  Selecting Employees

October

5   Chapter 6  Training and Developing Employees
12  Chapter 7  Performance Management and Appraisal
19  Chapter 8  Compensating Employees
26  Chapter 9  Ethics, Employee Rights, and Fair Treatment at Work

November

2   Exam 2 Chapters 5-9  //// Chapter 10  Working with Unions
9   Chapter 11  Safety, Health, and Security
16  Live Case Visit //// Chapter 12  HR in Entrepreneurship Firms
30  Chapter 13  Managing HR Globally

December

7   Chapter 14  Measuring and Improving HR Management’s Results //// Live Case Due
14  Exam 3 Chapters 10-14  //// Live Case Returned

LEARN TO PARTICIPATE, PARTICIPATE TO LEARN