

**COURSE SYLLABUS**  
**MGMT 3313 – HUMAN RESOURCE MANAGEMENT**  
**Spring 2015**

**INSTRUCTOR:** R. Evan Davis, Ph.D.  
**OFFICE:** 010 Classroom Building  
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**OFFICE HOURS:** 2:00 – 4:00 pm W (and by appointment)  
**VIRTUAL HOURS:** By appointment only (I am willing to meet via skype or other technology if it is more convenient)  
**COURSE SITE:** D2L (Online Classroom): <http://oc.okstate.edu>

**Technical and Enrollment Support:**

Spears School of Business Distance Learning Office, 108  
Gundersen, [spearsdistance@okstate.edu](mailto:spearsdistance@okstate.edu) or call (405)744-4048

**Required Text:** Noe, Hollenbeck, Gerhart, & Wright (2015). Human Resource Management: Gaining and competitive advantage (9<sup>th</sup> Edition). McGraw-Hill: New York.

**Other Materials:** Additional course materials will be posted to the online classroom site. Be sure to check regularly for updates.

**Course Objective:** This course is designed to provide an overview of Human Resource Management. There will be an emphasis on application throughout the course. The course title implies that human capital is a “resource” that can add economic value to an organization. Indeed, human capital is the largest investment of most organizations and arguably the most important resource of any organization. Successful management of human capital helps organizations maintain a competitive advantage. Therefore, we will cover topics such as recruitment, selection, training, performance management, compensation and benefits, the legal environment, and the strategic role of HRM in organizations.

**Teaching Assistant:** TBA

There are 4 course objectives that fit within 4 of the program learning goals

Course Objective	Program Learning Goal
Students should be able to recognize and be able to apply techniques and practices of human resources (HR)	Business knowledge and competency
Students should be able to evaluate the reliability and validity of tests and measures to make HR decisions (e.g., selection, recruitment, performance)	Critical thinking
Students should understand the laws, executive orders, and court cases related to making HR decisions	Ethics Business knowledge and competency Critical thinking
Students should be able to conduct a job analysis, selection system, and performance appraisal and write up the results in a technical report	Business knowledge and competency Written communication

**BY THE END OF THE COURSE, THE STUDENTS ARE EXPECTED TO BE ABLE TO:**

- think critically;
- employ evidence-based HR practices;
- align HR practices with company strategy;
- conduct a job analysis;
- develop legally defensible selection systems and performance appraisals;
- compare and contrast different approaches to managing labor shortages and surpluses;
- motivate employees;
- manage human capital to develop a competitive advantage.

**Course Structure:** The course will consist of video lectures, reading the text book, and discussions on D2L. The material covered in the lectures will be organized in a similar fashion to topics covered in the textbook but will NOT necessarily duplicate the text word-for-word or topic-for-topic. In other words, the lectures and text will supplement each other to produce a more complete coverage of the material than either would by itself. The approach you should take is to read the relevant chapters in the textbook before watching the video lectures and take detailed notes during the lectures.

Watching *EVERY* lecture and reading *ALL* assigned material is the best advice I can provide. There is a teaching assistant assigned who will be available to answer questions, provide suggestions for studying, or review test material. PowerPoint slides are available on D2L. You are welcome to print these slides. However, please be aware that these slides are not the complete lecture but instead are outlines used to guide the lecture.

### **Testing and Grading Policies:**

Grades will be posted on D2L in a timely fashion by your GTA. If you notice any grading problems please contact your GTA first to get it resolved. Please check D2L regularly to ensure that your grades are posted and correct.

Your final grade will consist of: three (3) tests covering material from the lectures and textbook (300 pts; 75% of grade); Job analysis, selection, and performance appraisal project (100 pts; 25% of grade).

Three tests will be combined to count 75% of your grade and points so I will weight each deliverable as a percentage of 100 points. Each test will be scaled to 100 and I will obtain the sum of the 3 tests. The test grades (out of 300) will be added to the project grade (out of 100) to obtain your final course grade (out of 400 points). I will round up to the nearest 10ths place. Therefore, a grade of 89.5 will be rounded up to a 90, but a grade of 89.45 will not be rounded to a 90.

There will be three (3) tests during the semester that are non-cumulative and will measure your knowledge of the topics listed for each test in the course schedule. You must take the tests within 24 hours of the assigned date unless you have an excused absence. If you do not have an excused absence you will receive a zero. Excused absences are defined in the “General Comments” section below. We can schedule around your work schedule. If you are unable to attend a scheduled test due to an excused absence, you **MUST** e-mail me immediately. If I approve another date, then you can forward my approval e-mail to the Spears School distance learning office to reschedule the exam. In the event of an emergency that would prevent you from attending a scheduled test, you must contact me as soon as possible. Missed make-up tests require an additional university-approved excuse. You have 1 week (5 school days) to make up a missed test. If you miss a test you must provide a verifiable excuse.

You may take the exam in two ways: (1) I will proctor an exam on campus; (2) you may schedule to take the exam at a testing center. If you take the exam at a testing center, please contact the Spears School distance learning office who will help you locate and schedule the exam at a testing center that is convenient for you. The Spears School distance learning office will also be responsible for making sure the exam is at the testing center. I will offer to proctor the exam on the OSU Stillwater campus for those students who choose to take the exam in Stillwater. Please note that this is a courtesy, and that as an online student, it is your responsibility to ensure that you take the exams during the allotted time frame. The location and time of the exam will be posted on D2L prior to the exam. I and your GTA will be responsible for grading the exams and posting the exam grades on D2L. The exam dates are listed on the course schedule below. There will be a comprehensive (cumulative) final exam given on the date listed on the course schedule. The final exam is comprehensive which means it will cover all of the chapters from the three previous exams. The comprehensive final may be used to replace your lowest test grade or may be used as a make-up test. If you take all four tests (three noncumulative tests and the final exam) then I will count your three highest test grades of the four grades and drop your lowest test grade from consideration.

The deliverables for the job analysis, selection, and performance appraisal project must be turned in by 11:59 pm on the due-date. Please upload your deliverable to dropbox. For late papers, I will deduct 4 points for each day after the due-date that a paper is late. Writing the reports is not a last minute event.

**Grade Assignment:**

Grade assignments will be based on the following scale:

<b>Grade</b>	<b>Raw Scores</b>	<b>Scale Scores</b>	<b>Grade</b>	<b>Raw Scores</b>	<b>Scale Scores</b>
A	358-400	90-100	D	238-277	60-69
B	318-357	80-89	F	Below 238	Below 60
C	278-317	70-79			

## **Deliverables:**

### **JOB ANALYSIS, SELECTION, AND PERFORMANCE APPRAISAL PROJECT**

The bedrock foundation for all HR practices is a job analysis. Perhaps most importantly, selection and performance management is based on job analysis information. Therefore, I want you to have hands-on experience in conducting a legally defensible job analysis, identify and design a selection system, and develop a performance management system. This will be a semester-long project in which you will work in teams to complete project deliverables. Teams will be assigned by me by the second week of class and due dates for deliverables are noted on the course schedule. Each deliverable is due by 11:59 pm on the due date. Please upload your deliverable to dropbox. You will partner with a real company and identify a particular job to analyze. I will provide feedback for each deliverable to build upon for the next deliverable. You will turn in a final technical report at the end of the semester which includes all deliverables. Therefore, it is expected that you take the feedback I give you for each deliverable during the semester, modify that section of the document and integrate them into a complete technical report with bibliography, executive summary, and recommendations to the organization. Each deliverable (including the final technical report) will be presented in written form and graded in terms of (1) organization, (2) content, and (3) grammar and syntax. In addition, you will complete an evaluation of each team member's contribution to the project (including yourself) at the completion of each project and then again after the final report is submitted. Therefore, peer reviews count 30% of your project grade. Please make sure you stay engaged and do your part! The project is broken down into the following deliverables:

1. Deliverable #1: Written permission from a company to work with (5 points)
2. Deliverable #2: Job analysis (20 points; peer review 5 points)
3. Deliverable #3: Selection system (20 points; peer review 5 points)
4. Deliverable #4: Performance appraisal system (15 points; peer review 5 points)
5. Deliverable #5: Final technical report (15 points; peer review)
6. Overall Peer performance reviews (10 points)

#### **Extra Credit:**

You will have the opportunity to earn up to 12 points of extra credit (i.e., 3% of your final grade in the course) by participating in research or completing homework assignments. Each hour of participation is worth 2 points. Extra credit opportunities are optional and the points you earn are not part of the formal grading policies. There will be no penalty for not doing the extra credit and they cannot be made up if missed. The purpose of the extra credit is to help boost your final grade in the class if you finish with a borderline grade at the end of the course.

**Academic Policy:** Students are expected to follow the OSU Policy regarding academic dishonesty and/or misconduct. Academic dishonesty in any shape, form, or fashion will be addressed immediately and presented to University authorities.

**Students with Disabilities:**

Please notify the instructor immediately if you require ANY special accommodations.

\*\*For additional information regarding the Academic dishonesty policy and the policy for students with disabilities please visit the Academic affairs website: <http://academicaffairs.okstate.edu/>