

SOUTHEAST MISSOURI STATE UNIVERSITY

COURSE SYLLABUS

Department of Management & Marketing

Masters of Science in Applied Management

Course No.: BA656

Title of Course: Applied Human Resource Management

New: Fall 2008

I. Catalog Description and Credit Hours of Course:

Study of applied human resource management in the field of equal employment law, diversity, recruitment process, training and development, performance appraisals, and employee rights (3)

II. Prerequisites: Accepted into a Graduate Program in the Harrison College of Business and MG301 with a minimum grade of “C” or consent of the Program Director of Graduate Studies.

III. Purposes or Objectives of the Course:

- A. To provide the student with the knowledge and understanding of human resource practices to effectively apply them in managing an organization in an increasingly global society.
- B. To prepare the student for application of human resource management theory to practice through case studies, experiential exercises, and field studies to identify problems, causes of problems, analyze solutions, and make decisions.
- C. Application of critical thinking and advanced research skills to solve management problems and ethical dilemmas. Use critical thinking to reach decisions by: a) identifying a business problem/issue; b) presenting and assessing relevant information; c) identifying and evaluating the alternatives; d) resolving the problem/issue; with justification based on ethical principles, discipline-specific understanding, and professional judgment.

IV. Expectations of Students:

- A. To attend classes and participate in classroom discussions and exercises; to turn in assignments when due; and to complete exams when given throughout the semester.
- B. To be aware of current HR issues which will extend student knowledge of the field of human resource management.

V. Course Content:*

A. Introduction and Background 3 hours

1. The concept of human resource management
2. The roles of human resource management in the modern organization

Case Studies

Experiential Exercises

B. Legal Framework for Equal Opportunity and Diversity 8 hours

1. Equal employment opportunity
2. Civil Rights Acts of 1964 and 1991
3. Executive Order 11246
4. Americans with Disabilities Act
5. Age Discrimination in Employment Act
6. Immigrant Reform and Control Acts
7. Pregnancy Discrimination Act
8. Equal Pay Act
9. Uniformed Services Employment & Reemployment Rights Act
10. Sexual Harassment
11. Affirmative Action and Diversity
12. Uniform Guidelines on Employee Selection Procedures
13. EEO Compliance internal and external guidelines

Case Studies

Experiential Exercises

C. Enforcement Agencies

1. Equal employment opportunity commission (EEOC)
2. Office of Federal Contract Compliance Programs (OFCCP)
3. State and local enforcement agencies
4. Evolving nature of EEO enforcement

D. Analyzing and Staffing Jobs 6 hours

1. Job analysis and job design
 - a. Job description
 - b. Job specification
 - c. Job design
2. Motivation and retention
 - a. Human resource management and motivation

- b. Absenteeism
 - c. Turnover and retention
- 3. Recruiting human resources
 - a. Internal and external recruiting
 - b. Methods and cost of recruitment
- 4. The selection process
 - a. Applications
 - b. Interviewing
 - c. Testing
 - d. Selection criteria and justification

Case Studies

Experiential Exercises

- E. Training and Development of Human Resources 3 hours
 - 1. Training
 - a. Purpose of training
 - b. Training process
 - c. Training methods
 - 2. Employee development
 - a. Purpose of development
 - b. Methods of development

Case Studies

Experiential Exercises

- F. Evaluating and Compensating the Performance of Human Resources 12 hours
 - 1. Performance Management
 - a. Purpose of performance appraisals
 - b. Performance standards
 - c. Problems associated with performance appraisals
 - d. Performance appraisal process
 - e. Methods of performance appraisals
 - f. Performance appraisal interviews and use of data
 - 2. Compensation of human resources
 - a. Goals of compensation
 - b. Types of compensation
 - c. Fair Labor Standards Act of 1938
 - d. Variable pay for performance

3. Benefits
 - a. Benefits Needs Analysis
 - b. Unemployment compensation
 - c. Retirement and Social Security benefits
 - d. Pension plans
 - e. Employee Retirement Income Security Act
 - f. Health care benefits
 - g. Consolidated Omnibus Budget Reconciliation Act
 - h. Health Insurance Portability and Accountability Act

Case Studies

Experiential Exercises

G. Employee Safety, Health, and Security 2 hours

1. Occupational Safety and Health Act
 - a. OSHA compliance
 - b. Unsafe work assignments
 - c. OSHA record keeping and inspections
2. Worker's compensation
3. Employee assistance programs
4. Wellness programs
5. Employee security
 - a. Security audits
 - b. Controlling access to facilities
 - c. Workplace violence

Case Studies

Experiential Exercises

H. Ethics and Fair Treatment in Human Resource Management 5 hours

1. Ethics and fair treatment at work
2. Privacy Act
3. Employment contracts
4. Employment at will
5. Wrongful discharge
6. Whistle blowing
7. Electronic monitoring of employees
8. Employee discipline
9. Termination
 - a. Termination interviews
 - b. Proper documentation and processes
 - c. Common termination mistakes

Case Studies
Experiential Exercises

- I. Field Projects and Presentations 6 hours
 - 1. Field study and presentations of HR practices in real-world companies
 - 2. Various topics approved by instructor

*All hours are approximate and will be adjusted to meet the needs of current students.

VI. Textbook(s) and/or Other Required Materials or Equipment:

A. Textbook

Dessler, G. (2009). A Framework for Human Resource Management, 5th ed.
Pearson, Prentice Hall.

B. Periodicals and Other Sources as needed

- 1. Human Resource Management Journal
- 2. HRMagazine
- 3. Personnel Management
- 4. Harvard Business Review
- 5. Business Week
- 6. Business Horizons
- 7. Fortune
- 8. Industry Week
- 9. Forbes
- 10. The Journal of European Business
- 11. HR News
- 12. Human Resource Planning
- 13. The Human Resource Professional
- 14. Personnel Journal

VII. Basis for Student Evaluation:

- A. Regularly scheduled quizzes/tests 15-20%
- B. Final examination 15-20%
- C. Experiential exercises 10-15%
- D. Case analysis and discussions 10-15%
- E. A field project 20-25%
- F. Class discussions 5-10%
- G. Total 100%

VII. Grading Scale

A	90% and above
B	80-89%
C	70-79%
F	69% and below

The weight of evaluation criteria may vary at the discretion of the instructor and will be indicated at the beginning of each course.

IX. Academic Honesty

Students are expected to adhere to the Policy on Academic Honesty in the University Graduate Bulletin of Southeast Missouri State University. This statement includes expectations concerning cheating and plagiarism.

X. Disabilities

Reasonable accommodations for students with disabilities may be arranged by contacting the instructor of this course on an individual basis.