



Syllabus



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MGMT 518: Human Resource Administration

Credits: 4, CRN #: 40183

Summer Term 2008, July 12th - September 5th

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Course Description

Overview

Mgmt 518: Human Resource Administration is a course designed to develop skills in interviewing, recruiting, hiring, disciplinary action, motivating employees, supervisory leadership, job evaluation, and administration of fringe benefits and wage and salary programs. Students will learn how to communicate an understanding of the function of personnel officers in the overall business community and also learn how skills in personnel management can assist all levels of managers in various supervisory positions.

Prerequisites

None.

Blackboard Orientations

There are no face-to-face sessions for this course. If you have never taken an Online Interactive Course (OIC) at the college, we highly recommend that you attend one of the [2-hour Blackboard Orientation sessions](#) available throughout the state. If you choose not to attend a face-to-face session, you are encouraged to view our new [Online Orientation with audio](#) at your own convenience.

Required Resources

Textbook:

- Gomez-Mejia, Balkin & Cardy, (2007). **Managing Human Resources**. 5th Edition. Upper Saddle River, NJ: Prentice-Hall. ISBN: 0-13-187067-X

The textbook is available online at MBS Direct at: <http://bookstore.mbsdirect.net/gsc.htm> (The course-CRN number for ordering this textbook is: 40183). Textbooks can also be purchased from MBS via phone, mail or fax. For additional information, visit the [Online Bookstore](#) section of the college web site.

PLEASE NOTE: It is the learner's responsibility to have purchased all required course materials before the start of the course. Learners are expected to meet all course expectations even if the shipment of a required textbook or other learning resource is delayed. Be sure to choose the shipping option that will get your text/resource delivered in a timely manner.

Learning Outcomes

Upon completion of this course, learners will demonstrate knowledge and understanding of the application of the following:

- Recognizing and judging organizational structures
 - Writing effective job descriptions
 - Assess and utilize effective selection techniques
 - Analyze and carry out performance evaluations; supervise and train others in the same
 - Understand, apply, and integrate motivation techniques and theory
 - Analyze a specific business concern in at least three of the following areas:
 - Sources of recruiting
 - Testing techniques/types
 - Training development and actualization
 - Organizational climate and culture
 - Communication techniques and effectiveness
 - Leadership styles
 - Administering/fostering/managing change
 - Union activity
 - Compensation and benefits programs
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Course Learning Tools

As an online interactive course, much of the learning in this course will be self-determined and self-directed.

Self-determined learning refers to that which you choose to take on: additional research and readings above and beyond that which is merely required and the extent to which you participate in the interactive online class discussions and activities.

Self-directed learning refers to the self-motivation and drive that is necessary to succeed in this course. Without traveling to a class each week, it is easier to put off readings and assignments. Do not let yourself get behind. Self-directed learners will keep up with reading and other assignments, and check into the Course Content pages and Discussion Board Forums on a regular basis.

Specific tools utilized in this course include:

- **Readings:** Text, online instructor's notes and outside readings.
 - **Internet Searches:** Designed to expand your knowledge while sharing that newfound information with other learners, may be part of your discussion board assignment in selected modules.
 - **Papers:** There are two papers due in this class. Each requires some outside research and application of the course concepts (from the text and possibly elsewhere) to a situation. You will be asked to discover a current scenario about a particular assigned topic and present, research, and analyze it.
 - **Quizzes:** Designed to test your knowledge of the reading and your ability to assimilate and integrate the detail into the bigger picture of organizational operation. Very short, just 10 multiple choice questions, every week, except the first and last two.
 - **Final Exam:** There will be a final exam at the conclusion of the course. It will be a combination of objective (Multiple choice/ True-False) and short essay questions.
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Evidence of Accomplishment

Although necessary to learning in all academic topics, online learning in particular requires active participation and involvement from all learners. You will not only learn from your professor and your studies, but from one another. Engaging in active debate and discussion will provide different viewpoints and information that you would not otherwise come to understand. It is important that we keep our minds open to other opinions, even as we develop our own! Therefore, the evaluation weights are heavily invested in your participation.

Activity	% of Final Grade
Quizzes	30%
Written Postings (Discussion Board Forum and Chat Room)	30%
Papers	30%
Final Exam	10%
Total	100%

Course Grading Scale: The letter grade is representative of Granite State College's grading system.

A: 100-95	B: 86-84	C: 76-74	D: 66-64
A-: 94-90	B-: 83-80	C-: 73-70	D-: 63-60
B+: 89-87	C+: 79-77	D+: 69-67	F: 59-0

NOTE: Students must receive a grade of "C" or better for all courses in their major.

Academic Honesty

An academic community is based on honesty and integrity. All work that you submit should be your own. When summarizing or explaining ideas that are based on another's work, make sure to cite references appropriately. (For more information on proper citation, see the Library's website: <http://granite.edu/library/citing.htm>). Plagiarism will not be tolerated. Plagiarism is using another's words or even paraphrasing another's work without giving proper credit through the use of citations. For questions regarding Granite State College's academic honesty policy, see pages 65 of the college catalog.

Online Discussion

Each week you will be required to respond to questions on either the Discussion Board Forums or the Chat Room. The Discussion Board is not a synchronous discussion, meaning it is not real time. Your discussion assignments will be via the Discussion Board every week except for Units 2 & 6, when you will respond in the chat room, a synchronous discussion; or all of us at the same time.

Discussion Board

I will post the questions at the latest by Sunday night at 8:00 pm at the start of each week. Please make every effort to respond before the following Sunday night. This will prevent your falling behind and ensure lively and interesting discussion.

The Discussion Board forum postings are like mini-papers. **You are expected to respond to the two questions asked each week in a thoughtful, well-planned way.** Your response to each question should be fewer than 100 words.

You are also **required to respond to at least two other learners' responses**; these postings will be more spontaneous and have no length requirement. Remember, this is your homework. It is expected that all learners respond consistently and in a timely manner. Be prepared, and then have fun; discuss, debate, stimulate one another and you'll enjoy your learning.

Remember to check in to the Discussion Board often, as I will post announcements and any changes on the Main Forum.

Chat Room

In the 2nd and 6th modules (weeks) there will be no postings to the Discussion Board, but rather a synchronous discussion in the chat room.

There will be two times available for learners to enter the room and discuss the topics provided in the course content for that unit. Be prepared and have fun with a real time discussion and debate. I have tried to vary the times to assist with your scheduling.

You will need to send me a "message" in advance to let me know which session you will sit in on, if there is a problem with both the times for any of the units, please contact me.

Papers

The number of pages may vary widely dependent on your writing style, the size and composition of your chosen topic. In general, the papers should be approximately 4-8 pages. You will deliver the paper via the specific assignment's Assignment Link found in the corresponding Module in Course Contents. I will return it the same way. When you receive it back you will see your grade. Click on your name (it is a link) to open the paper and see the feedback and my comments. You can then save the graded paper to your computer if you wish.

The papers should be **double-spaced** and **include appropriately cited references**. This means citing sources within the text of the document, as well as a reference list at its conclusion. The APA method is the citation format normally used in business today. There is a good deal of help regarding APA style via the [www](#) or on the virtual library link located via the "library" link in the course menu. The specific paper assignments can be found in the course content pages online. They will be in the assignment section of modules 3 and 6.

Quizzes and Final Exam

There will be a quiz at the end of each week to test your comprehension and make sure you keep up with the reading. I will "open" the quiz at the beginning of each module. You may take it any time before the following Sunday evening when we will have begun the next module. These quizzes will be multiple choice, and short essay. You may use your book, but there will be a time limit. You will not "find" the answer in the book, but rather you will need to know the information well enough to think about the question. They will not be "recall" type questions, but rather integrative and applicative type of questions. Be smart: read the chapters well prior to attempting the quiz!

The final exam will be a combination of multiple choice, True/False and short essay. You will take this online in the final week of the class.

Assignment Delivery

In keeping with the online nature of this course, your papers should be delivered to me through the Assignment Links found in Course Contents. The document should be saved into **Word** or text format.

I will generally return your papers within 2-3 days, unless I notify you otherwise.

Outline of Course Structure & Content

Lectures and specific details of the assignments should be referenced via the course content icon that includes an assignment page for each module. Assignment due dates can be found by clicking on the Tasks List.

Module	Readings and Assignments
Module One July 12-18	Organizations & Human Resource Administration What is it? Organizational Design, delegation, authority <ul style="list-style-type: none"> • Reading: Text Chapter 1 & 2; Read the instructor's notes online • Assignment: Complete the Treasure Hunt Assignment. Introduce yourself on the Discussion Board early in the week. Respond to the Discussion Board Assignment in Module 1
Module Two July 19-25	Legal Issues: What legislation impacts HR activities <ul style="list-style-type: none"> • Reading: Text Chapter 3 & 4 and review the instructor's notes online. • Assignment: Perform an Internet search on current legal issues • Sign up for and participate in a synchronized discussion • Quiz: Don't forget to take the quiz on the readings
Module Three July 26-August 1	Recruitment and Selection How does a firm find the right people? How are they selected? What impact does legislation & regulation have on this process? <ul style="list-style-type: none"> • Reading: Text Chapters 5 & 6 and review the instructor's notes online. • Assignments: Respond to the Discussion Board Assignment for Module 3. • Due: Paper #1 by Saturday the 28th at Midnight • Quiz: Don't forget to take the quiz on the readings
Module Four August 2 - 8	Training, Orientation, Performance Evaluation, Motivation, Leadership & Conflict Management What methods are available to train new hires? What value does an orientation program give to new employees as well as the firm as a whole? What can a firm do to help its employees keep pace with technological change and advanced knowledge, skills, and ability requirements. How can a supervisor motivate subordinates? Understand the differences between intrinsic and extrinsic motivation. Discuss the use of power and influence and its positive and negative impact on the workforce. <ul style="list-style-type: none"> • Reading: Text Chapters 7 & 8 and review the instructor's notes online. • Motivation and Leadership Readings: Perform an Internet search to find articles or a Web site on motivation and leadership, incorporate your findings into your discussion response. • Assignments: Respond to the Discussion Board Assignment for Module 4. • Quiz: Don't forget to take the quiz on the readings
Module Five Aug 9-15	Compensation and Benefits How do we motivate people via compensation policies and benefit practices. What new practices and tools exist in this arena?

	<ul style="list-style-type: none"> • Reading: Chapters 10, 11 & 12 and review the instructor's notes online. • Assignments: Respond to the Discussion Board Assignment for Module 5. • Quiz: Don't forget to take the quiz on the readings
Module Six Aug 16-22	Organized Labor, Unionization & Collective Bargaining and Safety Issues History and current status. Do we still need Unions? How can we as managers improve relations with Organized Labor? What about OSHA? <ul style="list-style-type: none"> • Reading: Text Chapters 15 & 16 and review the instructor's notes online. • Assignments: Perform an Internet search on a recent strike in the U.S. • Sign up for and participate in a synchronized discussion • Due: Paper #2 by Saturday the 18th at Midnight • Quiz: Don't forget to take the quiz on the readings
Module Seven Aug 23 - 29	Employee Relations <ul style="list-style-type: none"> • Readings: Text Chapter 14 • Assignments: Respond to the Discussion Board Assignment for Module 7.
Module Eight Aug 30 - Sept 5	Change Management; Domestic and International HR Issues and the Future <ul style="list-style-type: none"> • Readings: Text Chapter 17 • Assignments: Final Discussion Board Posting • Final Exam: Available all week. No time limit. You must complete the exam by midnight on Friday August 31st.

I hope you enjoy your online learning experience. I believe it should be educational and enlightening, but fun. Some structure is built into the course in order to provide some guidelines and assistance in completing work in a timely manner, but the format also allows independent study and autonomous learning.

The best advice I can give is to keep up. Try to visit course content and Discussion Board Forums on a daily basis. The more often you sign in, the more current you will likely stay.

Start work on your papers early. Lastly, do not hesitate to call or send me a "message" as needed. I will always respond within 24 hours unless I post otherwise on the Discussion Board. I may not be in front of a classroom, but I am a resource for you, do not hesitate to use me that way! Good luck, learn well, and have fun.

Note: The content of this syllabus is subject to change as needed.

ADA

Granite State College will provide qualified individuals with disabilities the same educational opportunities available to persons without disabilities. When an individual's documented disability creates a reasonable accommodation to remove the barrier. If you need assistance, it is important that you make contact early to ensure that your requests can be reviewed prior to the start of each term. If you wish to apply for accommodations, contact your academic advisor or the dean of learner services in the Administration Offices in Concord. See ADA in the college catalog for details.

Institutional Assessment

Assessment is an ongoing process that enables the College to improve its programs, courses, and teaching methods. Institutional evaluation may be embedded in tests, exams, and other measurements of student learning. As members of a learning community, students, faculty, and staff will be expected to participate in the important process of assessment on occasion. Confidentiality of any data that identify participants is maintained.

Technical Assistance

For assistance with accessing your course or with other technical issues regarding your online course, contact the GSC Technical Assistance Center (<http://bbresources.granite.edu/techassist/help.htm>) or call 1-888-372-4270 (Hours: M-F, 8:30-5:00, on weekends messages are checked daily)

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