EASTERN KENTUCKY UNIVERSITY
COLLEGE OF BUSINESS AND TECHNOLOGY
Department of Management, Marketing & Administrative Communications
Course Syllabus
Spring, 2012

COURSE NUMBER: Management 320 Tues and Thurs 2:00 -3:15 BTC 102

COURSE TITLE: Human Resource Management 3 Credit Hours CRN: 20421

INSTRUCTOR: Allen D. Engle, Sr. BTC 120
622-6549 (Office), or 622-1377 (Secretary)
Email: allen.engle@eku.edu Web: www.people.eku.edu/englea/

OFFICE HOURS: Tues & Thurs 8:00-9:30, 11:30-2:00; Wed. 4:30-6:00.


CATALOG COURSE DESCRIPTION: Prerequisite-MGT 300 or MGT 301. Survey of principles and practices in the areas of human resource planning, job analysis, recruitment, selection, training and development, performance appraisal, compensation, labor relations, safety and health, equal employment opportunity and personnel research.

STUDENT LEARNING OUTCOMES: This course is designed to give the undergraduate student an in-depth overview of the systemic responsibilities of the human resource function. The typical areas of responsibilities listed in the catalog course description outlined above will be presented as they impact both the line manager and the human resource staff specialist. By a combination of reading, in depth library research and discussions, the student will:

1) evaluate the various human resource areas of responsibility both from a theoretical and a practical perspective. Particular emphasis will be placed on the relationship between these practices in concert with each other and in relation to the implementation of corporate strategy.

2) Students will be able to discuss the unique problems and concerns of global firms as they provide HR functions and attempt to integrate differing cultures and expectations within corporate strategy.

LIBRARY ASSIGNMENTS: Readings on international HR topics may be assigned from Reserve in the library. Topic research papers will require significant library work.

STUDENT ACTIVITIES: 1) Students will be required to read the daily assignments on a timely basis and be able to respond meaningfully to questions from the instructor. 2) Students will be required to take a series of three short answer and essay exams on the chapters outlined in the syllabus as well as the assigned readings. 3) Teams of two to three students will be required to research a functional topic in HR as it applies to international human resource problems,
Or practices and write a research paper in APA style with ten reference citations from ten different sources.

**GRADING AND EVALUATION:** Students will be evaluated on the following criteria set. There will be no test curve, assignments will not be accepted late and no extra credit will be possible.

- Examinations (2) 100 points each
- In Class Participation and Leadership 50 points
- Research Topic Paper 100 points
- Final Exam 150 points

Total Points 500 points

Scale: 90% = A; 80% = B; 70% = C; 60% = D; < 60% = F

**STUDENT PROGRESS REPORTING:** Drafts, reports and examinations will be returned to the student as soon as possible.

**USE OF STUDENTS’ MATERIALS:** The professor reserves the right to retain for pedagogical reasons either the original, or a copy, of any student’s test, written assignment, paper, video, or similar work submitted by the student, either individually or as a group project, for this class. Student’s names will be deleted from any retained items.

**ATTENDANCE POLICY:** Students are expected to attend all classes. Examinations will largely be drawn from materials presented in class, so an inability to consistently attend class will negatively impact on test scores. Make-ups for exams will be given only for a legitimate, documented reason. The instructor will be final judge of what makes up a legitimate excuse. Professional participation in class, as individuals and in groups, during as well as out of class will contribute to the participation grade.

**ACADEMIC INTEGRITY STATEMENT:** Students are advised that EKU’s Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku](http://www.academicintegrity.eku). Questions regarding the policy may be directed to the Office of Academic Integrity.

**ACADEMIC ACCOMMODATION:** If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building, Room 361, by email at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.
ADVISING: In order to better serve students’ advising needs, all MMIB students must meet with their advisors during the MMIB advising period. All GBU, MGT, MKT, and BME majors are required to come for an advising session with their academic advisor during the advising period, March 26-30, 2012. To help you register as early as possible, please sign up for an appointment with your advisor on the sign-up sheet outside each advisor’s office. Any student who does not take advantage of this advising opportunity during the focused advising week of March 26-30 will be advised based on the availability of his/her advisor during faculty office hours. The last two days of the advising period are April 16 and 17.

ENGLE 1/12
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<thead>
<tr>
<th>Date</th>
<th>Topic(s)</th>
<th>Reading Assignment/Work Due</th>
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<tbody>
<tr>
<td>Tues 1/10</td>
<td>Overview, Definitions and Assumptions</td>
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<tr>
<td>Thur 1/12</td>
<td>Intro. to HRM Chapter 1</td>
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<td>Tues 1/17</td>
<td>HR Strategy and HR Planning Chapter 2</td>
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<td>Thur 1/19</td>
<td>Cont.; Legal Issues and HRM Chapter 3</td>
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<td>Tues 1/24</td>
<td>Ch. 3, cont.</td>
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<td>Thur 1/26</td>
<td>Jobs and Job Analysis Chapter 4</td>
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<td>Tues 1/31</td>
<td>Human Resource Planning Chapter 5</td>
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<td>Thur 2/2</td>
<td>Review and Catch Up</td>
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<td><strong>Tues 2/7</strong></td>
<td><strong>EXAM ONE (CHAPTERS 1-5)</strong></td>
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<td>Thur 2/9</td>
<td>Recruitment Chapter 6</td>
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<td>Tues 2/14</td>
<td>Ch. 6, cont.; Selection Chapter 7</td>
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<td>Thur 2/16</td>
<td>Cont.</td>
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<td>Tues 2/21</td>
<td>Training Chapter 8</td>
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<td>Thur 2/23</td>
<td>Cont.; Talent Management Chapter 9</td>
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<td>Tue 2/28</td>
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<td><strong>Thur 3/1</strong></td>
<td>Performance Management Chapter 10; <strong>RESEARCH PAPER DRAFT DUE IN</strong></td>
<td>Week of 3/6 and 3/8 ACADEMIC HOLIDAY</td>
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<td>Tues 3/13</td>
<td>Cont.; Review and Catch Up</td>
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<td><strong>Thur 3/15</strong></td>
<td><strong>EXAM TWO (CHAPTERS 6-10)</strong></td>
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Fri 3/16  LAST DAY TO DROP

Tues 3/20  Strategic Compensation Chapter 11
Thur 3/22  Cont.
Tues 3/27  Compensation and Incentives Chapter 12.
Thur 3/29  Cont.
Tues 4/3  Benefit Programs Chapter 13
Thur 4/5  Cont.; Health, Safety and Security Chapter 14
Tues 4/10  Cont.; Employee Due Process Chapter 15
Thur 4/12  Cont.; Employee Rights and Discipline Chapter 16

**Tues 4/17**  Cont.; **RESEARCH PAPERS DUE IN**

Thur 4/19  Unionization, Industrial Relations Chapter 17
Tues 4/24  Cont.
Thur 4/26  REVIEW AND CATCH UP

**COMPREHENSIVE FINAL EXAM WILL BE TUESDAY, MAY 1, 1:00 – 3:00 p.m.**

ENGLE 1/12