

**MANA 3320-001 Personnel/Human Resource Management**

**Summer 2018**

**July 10th – August 9 2018**

**Instructor: Dennis C. Veit**

Phone: 817-272-3865

dveit@uta.edu

**Office**: COBA 216

 M – TH 10:30 – 12:30

And/or by appointment

**Day/Time/ Location of Class:**

* **Monday - Thursday**
* 8;00 am – 10:00 am COBA 152

**COURSE DESCRIPTION**

This course is an introduction to human resources in the modern corporation. The material describes the practices of the human resource function along with the theory and research that support them. The course draws from many disciplines and includes the dynamics of various individual, group, and organizational processes.

In addition to learning the theory and topics of human resource management through readings and classroom lecture, this course will require you to **model professional workplace behaviors**.

The course material is not only useful for working in human resource departments but to support any leader in an organization who has reporting relationships. At some point in your career, your ability to succeed is likely to depend on your ability to recruit, develop and evaluate others. Ultimately, the tools and skills developed in this course should equip you to obtain a job, plan a career, and become more effective contributors to business. The goals of this course are to:

* Understand the role of human resource managers in modern corporations and how practices are evolving.
* Demonstrate practical skills in writing job descriptions, interviewing, negotiating salary, and conducting performance evaluations.
* Appreciate the legal environment for employers in such areas as hiring, promotion, dismissal, and workplace safety.
* Apply theory to the design of various types of employee development, performance evaluation, and compensation programs.
* Learn concepts and approaches that will enable you to align appropriate HR practices with firm business strategy.

**LEARNING OBJECTIVES**

Upon completion of MANA 3320, students will be able to identify:

* The protected classes covered by the Civil Rights Act
* The types of job evaluation techniques used to develop job descriptions
* The ways in which KSAs are used for employee selection
* The type of validation testing used for a given selection technique
* Different training and development methods
* The appropriate training technique for learning a particular task
* Different types of compensation and compensation systems
* Important bargaining issues for union members.

**REQUIRED TEXT:** ISBN 978-1-259-68670 – 2, Seventh Edition - NOE, Hollenbeck, Gerhart,

 Wright

 ‘Fundamentals of Human Resource Management’

**GRADING**

A grade of A (90%), B (80%), C (70%), D (60%), or F (<60%) will be earned based on:

 **Points: Scale:**

Exam #1 100 390< = A

Exam #2 100 345 = B

Exam #3 100 300 = C

Final Exam #4 100 260 = D

**Quizzes -- 3 during the semester**  30 >260 = F **----**

 **430 Pts**

**As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.**

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|  |  |  | **FOUNDATION OF HR** |
|  | Tuesday  | July 10 | Review Syllabus, -- Chapter 1 Introduction to HR – Managing Human Resource Environment |
|  | Wednesday | July 11 | Chapter 2 -- Trends in HRChapter 3 -- HR – Legal Compliance |
|  | Thursday  | July 12 | Ch. 3 – (cont.) Legal Compliance &Ch. 4 -- Job analysis - Analyzing Work and  Designing Jobs  |
|  | Monday  | July 16 | Ch. 4 –(cont.) Job Analysis (Censue Date) |
| **Exam 1** | **Tuesday**  | **July 17** | **Chapters 1 - 4** |
|  |  |  | ***BUILDING A WORKFORCE*** |
|  | Wednesday  | July 18 | Ch. 5 -- Planning for HR |
|  | Thursday  | July 19 | Ch.5 – (cont)Ch. 6 Employee Selection/ Pricing |
|  | Monday  | July 23 | Ch. 6 – (cont)Ch. 7 – Training & Development |
|  | Tuesday  | July 24 | Ch. 7 (Cont.) Training & DevelopmentCh. 8 Developing EE’s for the future  |
|  | Wednesday  | July 25 | Chapter 8 (Cont) |
|  | **Thursday** | July 26 | **EXERCISE**  |
| **Exam #2** | **Monday** | July 30 | **Chapters 5 - 8** |
|  |  | ***RETAINING*** | ***YOUR EMPLOYEES*** |
|  |  Tuesday | July 31 | Ch. 9 – Creating & Maintaing High Perf Org. \* (Last day to drop)\* |
|  | Wednesday  | Aug 1 | Ch. 10 – Ch 10 – Managing Employee Performance |
|  | Thursday | Aug 2 | Ch. 11 – Separating and Retaining Employees Ch. 12 – Safety and Health |
| **Exam # 3** | **Monday**  | **August 6** | **Chapters 9 - 12** |
|  | Tuesday |  Aug 7 | Ch. 13 – Recognizing Employee Contributions with Pay Ch. 14 – Providing Employee Benefits  |
|  | Wednesday |  Aug 8  | Ch. 14 (cont)Chapter 16 |
| **Exam #4** |  **Thurs** |  August 9 | **Last day of Class: Exam IV****Chapter 13, 15, 16, + Some Comprehensive** |

***Final will be given according to UTA Final Schedule***

Test Dates

Exam #1 Tuesday July 17 Chapters 1,2,3,4

Exam #2 Monday July 30 Chapters 5 - 8

Exam #3 Monday August 6 Chapters,9,10,11, 12

**Exam#4– Thursday August 9, 2018- Chapters 13, 14, 16 /Comprehensive**

**EXPECTED BEHAVIORS**

The classroom is a reflection of professional training and development in the business world. Many times the class size is large; please be thoughtful for the students around you and limit your distractions. Displays of hostility, yelling, throwing books, incivility, disrespectful or disruptive behaviors by students will not be tolerated; you will be asked to leave the classroom. All questions are gladly received, however with large classes, please make certain the questions are relevant to the subject matter we are studying. I will be teaching back to back classes and may not have any extra time at the end of class for individual questions and personal situations, please know that I care about you and want you to be successful. You may always come to my office and speak with me. Email me if you are going to be absent for an exam. Please make every effort to come on exam days.

**ATTENDANCE**

Attendance is not required to be taken except where mandated by Regulations. Attendance will be taken on census day in class is required. You will perform better in class if you make the effort to attend regularly and come in on time. Please do not leave in the middle of class without letting me know before class.

**Make-up Tests.** Missing a test could seriously impact the student's overall course grade. Quizzes and tests may be given outside the normal class time (in other words, make-ups) under extenuating circumstances only, and only then with independently verifiable documentation.

**Electronic equipment.** Students are expected to maintain a classroom environment that is conducive to learning and free from phones, beepers, newspapers, woodland creatures (any size), or any other form of distracting behavior. Laptop computers are permitted for note-taking only.

**LAPTOPS, RECORDING, AND CELL PHONE USAGE**

Recording lectures is by permission by the professor only. No cell phones are allowed on the desk or to be in use at any time during class lectures, again to reflect a professional environment. Earbuds are not to be in use. Laptops with course materials or for note taking are permitted; however, no personal or other work is to be done on the computer during class time.

No Facebook or social media is to be conducted during class. You will be excused from class for that day. Perpetual offenders will need to set up a meeting with instructor.

**EXAMS**

Exams will take place during normal class hours and begin at normal class times. Students arriving more than 15 minutes late will not be permitted to take the exam. Bring #2 pencils and a clean, unwrinkled, unfolded scantron and bluebook as required on test dates. Tests will consist of multiple choice, true/false, and short answer and essay questions about the material covered in the course including all assigned readings, videos, and in class exercises. Makeup exams will be looked at on a case-by-case basis.

**DROP POLICY**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**PARTICIPATION**: Participation comes from group activities and sharing work experiences with the class. We will regularly break into pairs to discuss the day's topics in terms of our own experiences (including vicarious experience, sometimes), then i will call on some teams to share with the class. It helps everyone's learning to consider HR topics in terms of our own experience, as well as to hear about others'. Everyone will need to informally share with the whole class 4 times during the semester to receive full participation credit.

**STUDENT SUPPORT SERVICES**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**AMERICANS WITH DISABILITIES ACT**

**Students with ADA through the Adaptive Resource Center are responsible to notify me and provide the letter given to you by the ARC and to schedule exams with ARC. You will need to email me the Testing Request Form at least 2 days in advance of any exam**.

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**TITLE IX**

The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5CDownloads%5Cjmhood%40uta.edu).

**ACADEMIC INTEGRITY**

Students enrolled all UT Arlington courses are expected to adhere to the UTA Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**ELECTRONIC COMMUNICATION**

**All students must include their student ID number on all correspondence with me AND use the MavMail system exclusively**. UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**STUDENT FEEDBACK SURVEY**

At the end of each term, students will be invited to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**EVACTUATION PROCEDURES** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move towards the south exit of the College of Business. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.



**Department of Management**

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