

**MANA 3320-001: Human Resource Management
Summer 2018**

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Office Hours: By Appointment

Section Information: MANA 3320-001

Time and Place of Class Meetings: M, T, W, Th 10:30 AM to 12:30 PM, COBA 150

Description of Course Content: Process of effective management of human resources and those elements essential to such a process. The objectives of an adequate personnel program. Effective planning, recruitment, selection, training. Employee compensation and the nature of pay and its relative importance. The nature of union-management relationships. The impact of organized labor upon personnel management.

Student Learning Outcomes: Upon the conclusion of this course, it is expected that you will:

- Understand the basic nature of human resource management practice, including elements of staffing, training, and performance management.
- Understand the nature of ethics in human resources such that you can develop positive ethical standards by which to conduct human resource management.
- Understand the global nature of human resource management and the manner in which it influences management practice worldwide.
- Understand the link between human resource management theory, research, and practice to maximize the effectiveness and efficiency of business ventures through the utilization of human resources.

Required Textbooks and Other Course Materials:

- *Fundamentals of Human Resource Management*, 7th edition. Noe, Hollenbeck, Gerhart, and Wright (2017). ISBN-13: 9781259686702

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance sporadically. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Grading:

Exams and Quizzes	90%
Online Quizzes	15%
Mid-term	30%
Final	45%
<u>Participation</u>	<u>10%</u>
Total	100%

A – 89.5% and up

B – Less than 89.5% and equal to or above 79.5%

C – Less than 79.5% and equal to or above 69.5%

D – Less than 69.5% and equal to or above 59.5%

F – Less than 59.5% and below

All grades are final and non-negotiable. No rounding will take place.

Descriptions of major assignments and examinations:

The online quizzes may consist of matching, multiple choice, true/false, and fill-in the blank styled questions and will draw primarily from material covered in the appropriate chapter. Students will be allowed to attempt each quiz twice. Only the highest grade of both attempts will be used in calculating grades. Technical difficulties will count as an attempt. Please note that in general, quizzes will be due before the material is covered in class.

The mid-term and final exams may consist of multiple choice, true/false, fill-in the blank, short answer, and peer evaluation questions. Questions may be based off all material that can reasonably be expected for the class; this includes all assigned textbook readings, cases, class discussions, PPT slides, etc. Exams will be cumulative.

Participation is a broad category that is meant to be an umbrella term for your active involvement in the course. It will consist of active participation in classroom discussions, completion of class assignments, and other impromptu assignments. The quality of contributions and assignments will be evaluated. There will be no make-up assignments for in-class assignments missed due to absences.

Late Work: All assignments must be handed in by the scheduled due date and time to receive consideration. Late assignments are generally not accepted. If accepted, however, grade penalties will be assessed on late assignments.

Make-up Exams: Make-up test arrangements may be made on a case-by-case basis. If allowed, make-up exams will only be allowed in cases of extreme emergency (hospitalization, jail, and etc). There will be no make-up opportunities for the final exam or quizzes.

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://www.uta.edu/aao/fao/>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: 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 or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington 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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss

plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

Electronic Communication: 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>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at either end of the hall, near the stairs. 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 individuals with disabilities.

Students are encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

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 <http://www.uta.edu/universitycollege/resources/index.php>.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

The IDEAS Center (2nd Floor of Central Library): The IDEAS Center offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

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. Non-emergency number 817-272-3381.

Course Schedule

Date	Tentative Topic	Quiz Due
Mon, June, 04	Syllabus & Introductions	
Tue, June, 05	Ch 1: Managing Human Resources Ch 2: Trends in Human Resource Management	
Wed, June, 06	Ch 3: Providing Equal Employment Opportunity and a Safe Workplace	
Thu, June, 07	Ch 4: Analyzing Work and Designing Jobs	
Mon, June, 11	*** No Class Meeting *** Time to Catch-Up	3 4
Tue, June, 12	Ch 5: Planning for and Recruiting Human Resources	5
Wed, June, 13	Ch 6: Selecting Employees and Placing Them in Jobs	6
Thu, June, 14	Ch 7: Training Employees	7
Mon, June, 18	Ch 8: Developing Employees for Future Success	8
Tue, June, 19	Mid-Term Exam Chs 1-8	
Wed, June, 20	Ch 9: Creating and Maintaining High-Performance Organizations	9
Thu, June, 21	Ch 10: Managing Employees' Performance	10
Mon, June, 25	Ch 11: Separating and Retaining Employees	11
Tue, June, 26	Ch 12: Establishing a Pay Structure	12
Wed, June, 27	Ch 13: Recognizing Employee Contributions with Pay	13
Thu, June, 28	Ch 14: Providing Employee Benefits	14
Mon, July, 02	Ch 15: Collective Bargaining and Labor Relations	15
Tue, July, 03	Ch 16: Managing Human Resources Globally	16
Wed, July, 04	*** No Class Meeting *** University Holiday	
Thu, July, 05	Final Exam Chs 1-16	

* Quizzes are due at 10:30 AM CST on the date listed.

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.