

Business 324  
Section 1  
Personnel & Human Resource Management  
Spring 2018 Tentative Syllabus

**Instructor:** Erv Ziese

**Office:** CPS Room 474

**Office Hours:** Before or after each class or by appointment.

**Office Phone:** 715-346-4382

**Home Phone:** 715-344-3603 please call my home number, as you are more likely to reach me at home than my office phone number.

**The best way to reach me is via e-mail:** [eziese@uwsp.edu](mailto:eziese@uwsp.edu)

**Note:** Course policies and due dates are subject to change.

**Text:** Fundamentals of Human Resource Management by Noe, Hollenbeck, Gerhart and Wright. Text Rental. **You must bring this book to every class.**

**Course Objectives:** This course will focus on the managerial concepts and practices that allow leaders to effectively achieve organizational success. We will study the critical managerial responsibilities of planning, leading, organizing, and controlling. We will use a multi-disciplinary approach to study organizational structure and human relations management. By the end of this course you should have gained an insight into your leadership and managerial strengths and weaknesses and how to apply these to your future career.

**Class Expectations:**

- **Attendance:** Regular class attendance is expected. Your attendance will be extremely important to the learning process of the class and to yourself. By interacting and participating in class discussions, experiential exercises, and integration cases you will enhance your learning process. Class **attendance** will be considered in your **participation grade**.

**Participation:** Participation in class activities and discussions is expected. Be an ACTIVE LEARNER by the sharing of ideas, asking questions, and sharing your reflections on course materials. Your active participation in the class will enhance your understanding of key concepts. The level of participation will be considered in your participation grade. There will be peer review of your participation in the group discussions and the field interviews. **Note: I will review participation points and may adjust them if there is non-participation.**

- **Preparation:** The quality of learning will be enhanced by proper class preparation. Please come prepared to class by having read all associated readings for the week. This will help facilitate the effectiveness of the exercises and cases.
- **Written work:** Formal written assignments must be typewritten/word processed and grammatically correct and **submitted in word format**.

Five points will be deducted from each homework assignment that is hand written. Ideas that are taken from other sources must be referenced accordingly.

- In-class assignments and any homework assignment that is so designated, may be hand written, and can contain highlights and bullet points, but must be legible.
- **Assignments:** All written assignments are due on the date indicated. **IT IS YOUR RESPONSIBILITY TO HAND YOUR ASSIGNMENTS IN ON TIME. FIVE POINTS WILL BE DEDUCTED FOR EACH WEEK THAT AN ASSIGNMENT IS LATE. NO EXCEPTIONS WILL BE GRANTED. NO WORK WILL BE ACCEPTED AFTER THE LAST DAY OF CLASS.**

**ADA Statement:** UWSP is committed to providing reasonable and appropriate accommodations to students with disabilities and temporary impairments. If you have a disability or acquire a condition during the semester where you need assistance, please contact the Disability and Assistive Technology Center on the 6<sup>th</sup> floor of Albertson Hall (library) as soon as possible. DATC can be reached at 715-346-3365 or [DATC@uwsp.edu](mailto:DATC@uwsp.edu).

## Course Deliverables

**Exams:** There will be five exams including the final. They will be primarily true/false, multiple choice, and matching, with the possibility of some fill in the blank, and short essay. The final exam will emphasize the final chapters with some essay questions that are comprehensive. There will be no make-up exams. In the event that you are unable to take an exam when it is scheduled, the non-comprehensive portion of the final will count double. **Your score on the Chapter Exams will be the best 4 out of 5.**

**Homework/Class Exercises:** Over the course of the semester we will work on the exercises and case studies from the text and other sources during class. You will work in groups and report back to the class as a group with your response. You may be asked to turn in your notes on homework and/or a bullet point list of the points raised by your group. Thus, it will be important to review the exercises and cases that will be discussed prior to class. This will help facilitate the learning process. Points will be earned for participating in each exercise. If you are unable to attend a class session, you may **at the instructors discretion**, receive partial credit for that week by turning in short answers to any questions that were discussed that week.

**Outside Readings:** A key part of your learning will be how you apply and integrate the key concepts from this class into your everyday professional and personal life. To facilitate this process you will need to locate 2 articles from newspapers such as The Wall Street Journal or magazines such as Business Week, or trade journals relevant to your professional discipline. Write a 1-2 page executive summary on how this article integrates the key concepts we have discussed in class. **You must provide me with either a copy of the article or an internet link to the site where you found the article. Failure to provide this information will result in the loss of at least 5 points for the assignment.** (Note: the regular articles may not be from the same source. If you decide to do an article for extra credit, you may repeat a source.)

**Field Interviews:** To gain some insight into how Human Resource principles are applied in businesses and other fields, you will interview two HR professional to see how they function within their organization and how

others in their competitive environment conduct their HR activities. Your team will write a 6-10 page double spaced paper stating how the theories and concepts discussed in class are integrated into this HR professionals day-to day responsibilities, the nature of their competitive environment, or other pertinent information. The paper should focus on your perspective on how the HR professional's comments and/or approach to management can be integrated into the theories and concepts we have discussed in class. Compare and contrast the work environment, duties, etc. of the people you interviewed.

You may also choose to do to an individual interview of a different professional and write-up for individual credit. It should be 3-5 pages double space with discussion and content similar to the group interview.

Key Dates:

**Due February 16, 2018:** Hand in the managers' names, and companies, for the two people your team will be interviewing. Please include a list of tentative topics, and questions. I will review these and add comments and suggestions based on the manager's field.

**Due April 20, 2018:** Group Final Manager Interview Paper.

**Presentations:** Your group must present their interviews during the last weeks of class.

Also anyone wishing extra credit may present their managerial review, a journal article, or an article from "Taking Sides" edited by Marc Smith to the class. To qualify you must sign -up by **April 27**. Presentations will be scheduled for Apr 30, May 2, 4, 7, 9, and 11. **You may only make two individual presentations to the class for extra credit. Note: Presenters are expected to dress in a professional manner. Failure to wear clothing that meets the standards of business casual will result in a lower grade.**

**Grading:** Grades are based on a variety of assessment sources:

1. Mid-term Exams (480 points, 4 @ 120 points) 480
2. Final Chapter Exam (120 points)  
**Your score on the Chapter Exams will be the best 4 out of 5.**
3. Homework/Class Exercises (25 points) 25
4. Evaluate other groups presentations 5 points 20
5. Outside Reading Reports (40 points, 2 @ 20 points each) 40
6. Class Participation (200 points) Points will be awarded as follows  
50 points for peer assessment of group work on corporate team project  
50 points for peer assessment on group discussion questions  
50 points for class participation and attendance  
50 points at instructor's judgment and discretion. 200
7. Corporate Team Project (60 points) 60
  - a. Written paper discussing corporate interview (30 points)
  - b. In-class presentation of HR project
    - i. Student assessment of presentation (20 points)
    - ii. Instructor assessment of presentation (10 points)
8. Final Cumulative Exam (75 points)  
**Total points for the semester (excluding extra credit) are 910.**
9. Extra Credit (You may earn up to 70 points You may sign up for a maximum of 80 points)

- a. **HR Article from Taking Sides (20 points)** “Taking Sides- Clashing Views on Controversial Issues in Management” is available at the Library. Each article is available to only two students per class. The assignments are given out on a first come, first serve basis.
- b. **Additional Journal Article Write-up (20 points)**
- c. **Class presentation of Article. (25 points)**
- d. **Individual Field Interview (30 points)**
- e. **Class presentation of Field Interview (25 points)**
- f. **Write-up of presentation from Stevens Point Area Human Resources Association meeting (25 points)**
- g. **Class presentation of Article from Taking Sides. (25 points)**

Total points for the semester (excluding extra credit) are **910**.

The total points you have accumulated during the semester will determine your final grade. There will be a curve and you will receive periodic updates on your rank in the class.

### **Tentative Schedule**

<u>Date</u>	<u>Topic</u>	<u>Prep</u>
Jan 22-26	Managing Human Resources Trends in HR Management	Chapter 1 Chapter 2
Jan 29- Feb 2	Trends in HR Management Providing Equal Employment Opportunity and a Safe Workplace Analyzing Work and Designing Jobs	<b>Chapter 2</b>  <b>Chapter 3</b> <b>Chapter 4</b>
Feb 5-9	Analyzing Work and Designing Jobs <b>DUE: 1<sup>st</sup> Write-up from Outside Reading</b> Planning for and Recruiting Human Resources	<b>Chapter 4</b> <b>Chapter 5</b>
Feb 12-16	<b>EXAM ??</b> Planning for and Recruiting Human Resources Selecting Employees and Placing Them in Jobs	<b>Chapters 1-4</b> <b>Chapter 5</b> <b>Chapter 6</b>
Feb 19-23	Selecting Employees and Placing Them in Jobs Training Employees <b>DUE: Field Interview Data (see syllabus)</b>	<b>Chapter 6</b> <b>Chapter 7</b>
Feb 28- Mar 2	Developing Employees for Future Success	<b>Chapter 8</b>
Mar 5-9	<b>EXAM ??</b> Developing Employees for Future Success Creating and Maintaining High-Performance Organizations	<b>Chapters 5-7</b> <b>Chapter 8</b>  <b>Chapter 9</b>
Mar 12-16	<b>DUE: 2nd Write-up from Outside Reading</b> Managing Employee Performance Separating and Retaining Employees	Chapter 10 Chapter 11
Mar 19-25	<b>EXAM ??</b>	<b>Chapter 8-10</b>

	Separating and Retaining Employees Establishing a Pay Structure	Chapter 11 Chapter 12
<b>Mar 26-30</b>	<b>Spring Break</b>	
<b>Apr 2-6</b>	Recognizing Employee Contributions with Pay Providing Employee Benefits	Chapter 13 Chapter 14
<b>Apr 9-13</b>	Providing Employee Benefits Collective Bargaining and Labor Relations	Chapter 14 Chapter 15
<b>Apr 16-20</b>	<b>EXAM ??</b> Collective Bargaining and Labor Relations <b>Due: Field Interview Written Paper</b>	Chapters 11-13 Chapter 15
<b>Apr 23-27</b>	Managing Human Resources Globally 3 <sup>rd</sup> Write-up/Review <b>Last Day to Schedule Extra Credit Presentations</b>	Chapter 16
<b>Apr 30-May 4</b>	Managing Human Resources Globally  <b>Extra Credit &amp; Regular Presentations</b>	Chapter 16
<b>May 7-11</b>	<b>Extra Credit &amp; Regular Presentations</b> <b>DUE: Extra Credit Write-up from Outside Reading</b>	

**Note: Unless an extension is given all work turned in after the last regular day of class will receive the same score ZERO**

**Section 1 Final Chapter Exam ON LINE  
Comprehensive Take Home**

<http://www.uwsp.edu/centers/rights/RRBOOKLET8-2005-06.pdf>

**Note: any item on this syllabus is subject to change at my discretion with appropriate notification of the class.**