Doane College
BUS 361  Contemporary Issues in Human Resources Management
3 Credit Hours
WinterFlex Term, 2013

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                 Tel:  256.617.0435

Classroom Location:  TBD

Course Schedule:  This course will meet Sunday, January 6, 2013 from 1:00 – 7:00 pm;  
Monday through Friday, January 7 through 11, 2013 from 6:00 – 10:30 pm; and Saturday, 
January 12, 2013 from 9:00 am – 5:00 pm.

COURSE OVERVIEW

The overarching objective of this course is to examine in detail the Human Resources 
function within organizations including recruitment, selection and retention, employee 
performance evaluations and discipline, compensation programs (tangible and intangible 
rewards), workplace discrimination and employment policies, and recent issues raised by the 
American with Disabilities Act.  The course presents an understanding of what makes the 
“people-side” of organizations effective or ineffective, and will help students understand the 
various models which have been viewed as contributing to organizational success and to 
employees’ well-being.  It is important to remember that this course is designed to analyze 
major human resource issues from the perspective of the top management of an organization.

This course will be taught primarily by utilization of the case method and general discussion 
of selected topics related to current issues in human resource management.  Much of the class 
time will be devoted to discussions within small groups. Students will be expected to 
integrate theory, research and personal experience to successfully complete course 
assignments.

PREREQUISITES:  
There are no prerequisites for this course.

COURSE OBJECTIVES:

After completion of this course, the student will be able to:

- list and explain the requirement of the primary employment laws,
- identify specific discriminatory management practices related to employee 
  recruitment, selection, promotion, transfer, layoffs, and benefits,
- discuss the requirements of the Americans with Disabilities Act,
- discuss performance appraisal and the role that feedback plays in that process, and
- explain how to ensure fairness in the discipline process and the ramifications of a 
  poorly designed program.

COURSE LEARNING STRATEGIES TO ACHIEVE OBJECTIVES

- Class Lectures and PowerPoint presentations
- Videos
• Written quiz
• Group discussion/presentation of cases (analysis)
• Individual written assignment(s)

TEXT:

OTHER USEFUL/RECOMMENDED RESOURCES

HR Magazine and Human Resources Management are monthly periodicals which have brief articles on a variety of HRM related topics.
Workforce –www.workforce.com (Workforce Management Magazine) is another resource
Nebraska Department of Labor—www. dol.nebraska.gov
Department of Social Security-- www.socialsecurity.gov
Human Resource Association of the Midlands (HRAM)-- www.hram.org
Society for Human Resource Management (SHRM)
WorldatWork (AKA American Compensation Association) -- www.worldatwork.org

COURSE REQUIREMENTS

The final grade earned by students will be based on written assignments, team presentation and in-class participation. This lecturer personally will mark the written assignment papers and will provide feedback to students about progress in this course. In this course, students will be evaluated based on the following:

Activity | Maximum Percent | Maximum Points
---|---|---
1. Mid-Course Quiz | 20% | 80
2. Team Case Analysis/Presentation | 15 | 60
3. Written Case Analysis | 50 | 200
4. Participation
   -Attendance (3 points daily)
   -Discussions (7 points daily) | 15 | 60
Total: | 100% | 400 points

GRADE ASSIGNMENTS

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<tr>
<th>Grade</th>
<th>Grade Points per credit</th>
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<tr>
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<td>C+</td>
<td>2.3</td>
<td>D-</td>
<td>0.7</td>
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CLASS REQUIREMENTS and NORMS
(These requirements are common to all courses at Doane College.)
1. All reading assignments are to be completed prior to class. Other assignments are due as indicated in the syllabus.
2. Cell phones and beepers: Please turn off your mobile phone in class—no exceptions.
3. Students are expected to attend all classes.
   • Classes start on time and end on time; students are expected to be in class at the start time and to remain until the class ends.
4. Class and discussion topics: With the exception of small group activity, there should be only one person talking in class at a time.
5. Use of course instructor: This instructor expects that students’ submissions will be their best effort, and the instructor hopes to support student achievement to this end. Students are encouraged to contact the instructor any time there are questions, problems, or a desire for advice regarding class/assignment matters.
6. All school policies are to be followed as stated in the student handbook.
7. All course requirements must be met in order to successfully complete the course.

ASSIGNMENT REQUIREMENTS
There will be a total of two written assignments in this course. Each written assignment is expected to be on standard sheets of paper, with legible font (i.e., Arial or Times New Roman) and with a 12 point size. Written academic assignments necessitate that students reflect and develop a position statement, and the statement is to be supported by research and published work. It is imperative when re-stating facts, data, statistics or conclusions published in a text, magazine, newspaper or on a web-site, that the statement be cited, and referenced in a bibliography or reference list at the conclusion of the paper. If you have not used this methodology, or are uncertain of the format to be used, please consult with the available resources in the College Library or with this instructor.

Assignments submitted that do not include citations and references are considered to be incomplete and will be returned to students for re-writing with a penalty of 10 % of the overall point award.

Team Case Analysis/Presentation: Each student will be assigned to a team to develop and present a summary about an HRM area. The purpose of this assignment is to train or educate the course participants about a specific HRM related issue or practice. This may be either training students about a specific skill or educating the students to promote an awareness of new knowledge. The written paper will be 3-5 pages in length; the presentation will be approximately 20 - 30 minutes in length, and both together represent 15% of the final grade. This assignment will be due based on the class schedule/textbook layout.

Case Analysis: This written assignment is intended to be a critical analysis of a case that will be provided to you in class. The purpose of this assignment is to analyse the HRM and other organization performance issues and to provide recommendations as to organization improvement utilizing theoretical concepts discussed in the course. The written paper will be
8 - 10 pages in length; and represents 50% of the final grade. The assignment will be due at end of the term, February 28, 2013

**Course Participation:** This course will provide many opportunities for interaction between participants during class sessions and for individual reflection. In fact, much of the discussion in the class sessions will be generated by the student population. Therefore it is expected that ALL students will be present and prepared for each course session, will participate in the course activities and will provide constructive feedback about the presentations to the presenters in the course. This aspect of the course represents 15% of the final grade.

**Marks on each assignment are earned based on the student’s ability to apply theoretical constructs discussed in class to the assignment, and to include appropriate/relevant work experiences or analogies as support for the student’s point of view. The instructor will be providing feedback to students in an effort to improve the writing experience as well as the quality of the current and future assignments at Doane College. Any feedback provided will NOT be factored into the overall mark on the assignment.**

**This instructor expects that students’ submissions will be their best effort, and the instructor hopes to support student achievement to this end. Students are encouraged to contact the instructor any time there are questions, problems, or a desire for advice regarding class/assignment matters.**

**ACADEMIC INTEGRITY AND DISCIPLINE**

Central to academic integrity is the presentation of one’s own work as one’s own, the acknowledgement of others’ work and the truthful reporting of results obtained. Therefore, the Doane College Academic Integrity Policy will be adhered to in this class. This policy states that

> All projects and tests will represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.

It is expected that students will be familiar with and respect the intent of the academic integrity policy as stated in the Doane College regulations.
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<tr>
<th>DAY</th>
<th>TOPICS / ASSIGNED READINGS**</th>
<th>CHAPTER</th>
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| 1   | Jan. 6 Introduction to Course & Overview of Human Resource Management (HRM)  
HRM’s relation to line management  
Utilization: Human Resources Planning, Recruiting inside and outside organization and Selecting Employees – Behavioral Interviewing | Ch. 1  
TBA |
| 2   | Jan. 7 Appraising, Managing and Improving Performance  
Writing Objectives | TBA |
| 3   | Jan. 8 Compensation, Rewarding Performance  
Incentive Rewards  
Tangible and intangible rewards  
Executive Perks | TBA |
| 4   | Jan. 9 Designing and Administering Benefits | TBA |
| 5   | Jan. 10 Quiz  
Employee Rights and Relations  
Discrimination  
Labor Relations in the Public Sector | TBA |
| 6   | Jan. 11 Safety, and Health and Welfare  
ADA | TBA |
| 7   | Jan. 12 Present and Emerging Strategic HR Challenges  
BUS 361 Course Summary | TBA |

**This schedule is subject to change based on the textbook layout. Students will be informed by mid December as to any changes, or modifications.

Final Paper/Case Analysis Due - February 28, 2013