

# UNIVERSITY OF NORTH CAROLINA – GREENSBORO

## SYLLABUS – FALL 2016

COURSE: MGT 313 – Human Resource Management

INSTRUCTOR: Mark A. Moser

OFFICE: Bryan 344-D

OFFICE HOURS: By appointment

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LINKEDIN PROFILE: <http://www.linkedin.com/in/markmoser>

### REQUIRED MATERIALS

Noe, Hollenbeck, Gerhart, Wright. *Fundamentals of Human Resource Management, Sixth Edition*. McGraw Hill.

iClicker 2

### PREREQUISITES

Admission to an approved program (ACCT, BADM, CARS, ENTR, FINC, INTB, ISOM, MKTG, or STHP).

### COURSE DESCRIPTION

An analysis of how the human resources function contributes to organizational performance, and the management of those human resources including recruitment, selection, compensation, training and development, performance, appraisal, and union/management relations.

## STUDENT LEARNING OUTCOMES

- Student will understand what Human Resource Management is and how it relates to the overall management of the enterprise.
- Student will be able to discuss key HR processes including job analysis, recruiting, selection, compliance, training and development, performance management, compensation and benefits management.
- Student will understand the legal environment, including key pieces of legislation, that impact Human Resource Management.
- Student will be able to discuss the impact of labor organizations on HR Management approaches and will understand employee rights with regard to union activities.

## ACADEMIC HONOR CODE

Academic honesty is central to UNCG's mission. Make sure you understand and adhere to the principles of the University's Honor Policy as described in the Student Handbook and accept your responsibilities as UNCG students.

Signing-in another student or using another student's iClicker device is an honor code violation.

## INAPPROPRIATE BEHAVIOR

The instructor will attempt to make the experience match what you might expect in a professional role. Expectations for students attending this class are the same as expectations for mid- and upper-level managers in company meetings:

- Be on time.
- No hats or caps.
- Don't violate the electronics policy:
  - Taking notes on a laptop or a tablet is allowed
  - Using the laptop or tablet for other than class-related activities is NOT allowed
  - Wearing headphones is NOT allowed
  - Accessing a cell phone or smart phone is NOT allowed, even for taking notes
- Behavior that is inappropriate for a business meeting will not be permitted in this class.

## GRADING

A+	98 – 100
A	90 – 97
B+	88 – 89
B	80 – 87
C+	78 – 79
C	70 – 77
D+	68 – 69
D	60 – 67
F	< 60

## COMPONENTS OF FINAL GRADE

1. Quiz 1	15%
2. Quiz 2	15%
3. Quiz 3	15%
4. Paper	20%
5. iClicker Results	10%
6. Final Exam	25%

Please Note:

- A. Grades will not be discussed over the phone, only via e-mail or in-person.
- B. No extra credit assignments will be accepted.

### 1. Quizzes

The Quizzes will not be cumulative.

Students arriving later than 15 minutes after the start of the quiz will not be permitted to take the quiz and will receive a grade of zero for that quiz.

Quizzes turned in without a name will be penalized 10 points.

Make-up quizzes will only be granted in cases of medical emergencies or deaths in the family. Documentation must be provided before the make-up quiz is taken.

## 2. Paper

Each student will prepare a 2-4 page comparison of two (2) cloud-based applications being used by HR professionals for the administration of an HR function. The instructor will provide combination choices in class.

Papers will be submitted through Canvas and considered late after 6:00 p.m. on November 15. Late papers will be subject to a minimum 10-point deduction and 5 additional points for each day. No papers will be accepted after 6:00 p.m. Nov 22.

## 3. Participation in the class

This course is part of the student's training in a professional business school. Students are expected to conduct themselves as professionals. Professionals are prepared for meetings (class) and actively participate in discussions as appropriate.

iClicker 2 will be used in each class to capture student's level of preparedness and attendance. For each graded iClicker question in class, students will receive 1 point for answering the question and an additional point for answering the question correctly. iClicker will also be used to poll students on ungraded questions to supplement class discussions.

At the end of the semester, students with the top 30% of iClicker points will receive a participation score in the 90s. The middle 50% of iClicker points will earn a score in the 80s and the bottom 30% will receive scores below 80.

## 4. Final Exam

The Final Exam will be cumulative, covering material from the entire semester.

## SCHEDULE

Please note that the instructor reserves the right to modify the course schedule including quiz dates. It is the student's responsibility to monitor Canvas for any changes in the schedule.

Aug 23 – Course Introduction; Chapter 1, Managing Human Resources

Aug 30 – Chapter 2, Trends in HRM; Chapter 3, EEO/Legal

Sep 6 – Chapter 4, Workflow Analysis and Job Design

Sep 13 – QUIZ #1; Chapter 5, Workforce Planning and Recruiting

Sep 20 – Chapter 6, Employee Selection

Sep 27 – Chapter 7, Training Employees; Chapter 8, Developing Employees

Oct 4 – QUIZ #2; Chapter 9, High Performing Organizations

Oct 11 – Chapter 10, Managing Performance

Oct 18 – FALL BREAK – No Class

Oct 25 – Chapter 11, Separating and Retaining Employees

Nov 1 – QUIZ #3; Chapter 12, Establishing a Pay Structure

Nov 8 – Chapter 13, Pay for Performance

Nov 15 – Chapter 14, Employee Benefits

Nov 22 – Chapter 15, Collective Bargaining and Labor Relations;

Nov 29 – Chapter 16, Global HR

Dec 13 – FINAL EXAM

## UNCG DISRUPTIVE BEHAVIOR POLICY

The instructor may withdraw a student for a course for behavior that is deemed by the instructor to be disruptive to the class. The grade assigned will be “W” if the behavior occurs before the deadline for dropping a course without academic penalty, and the instructor has the option of giving a “W” or a “WF” if the behavior occurs after the deadline.

## ACADEMIC INTEGRITY CODE & FACULTY/STUDENT GUIDELINES

Students are expected to uphold and abide by the UNCG Academic Integrity Code in all matters pertaining to this course. Violations of the Code will be pursued in accordance with the code. All written work submitted should include the UNCG Code statement written out, as below, followed by the student’s signature.

*I have abided by the UNCG Academic Integrity Code in completing all aspects of this work.*

This pledge will indicate that you have not used information, materials or papers prepared by or given by another individual. For detailed information concerning the academic integrity code, visit: <http://academicintegrity.uncg.edu/complete/>

For information concerning the Bryan School Faculty – Student Guidelines, explore the following website: [http://www.uncg.edu/bae/faculty\\_student\\_guidelines\\_sp07.pdf](http://www.uncg.edu/bae/faculty_student_guidelines_sp07.pdf)