



Peru State College BUS 380 – Human Resources Management

Syllabus – Spring 2012

Instructor:	Sheri Grotrian-Ryan, MBA
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Office Hours:	Mon/Wed 9:30-11:00 am; Tues 11:00-12:00 pm, 2:00-3:00 pm
Email Address:	sgrotrian@peru.edu
Course Meets:	Tuesdays/Thursdays 9:30-10:45 am
Required Textbook:	Human Resource Management: Gaining A Competitive Advantage 7 th Edition, by Noe & Hollenbeck; ISBN: 978-0-07-353047-5

Course Description & Objectives

Students will build upon the behavioral theories presented in BUS 373, Organizational Behavior, and learn how to plan and implement strategies to efficiently manage the firm's most critical resources—employees. Recruiting, selecting, evaluating, developing, and compensating employees will be emphasized, while legal issues and managing in a union environment will also be covered.

Upon completion of this course you should be able to:

1. Explain how the human resources function can be a value-added element of an organization.
2. Describe the legal complexity of managing a diverse workforce.
3. Develop appropriate recruitment, selection, evaluation, and compensation strategies for a variety of situations.
4. Explain workforce development planning strategies and techniques.
5. Describe basic collective bargaining and labor relations practices.
6. Apply principles learned in the course to analyze and resolve hypothetical cases.

Expectations and Instructional Approach

Active participation and self-motivation are vital to the learning experience. Consequently, I expect you to read the material and be prepared to partake in the daily class discussions, assignments, quizzes, and exams. In order to foster a climate conducive to learning, please join me in treating your peers with respect. In addition, please be respectful of the instructor. Cell phones should be put away/silenced before class begins. Throughout the term, I encourage students to ask questions, seek my help when they need it, and assist their classmates in understanding the material.

Assessment and Grading Policy

Critical thinking skills are an essential part of any academic program. This class focuses on developing critical thinking skills, developing research and writing skills, public speaking skills, and how to successfully work in a business environment.

You will have the opportunity to earn a total of 600 points. Your final grade will be determined by the number of points you earn as noted below.

Homework Assignments	100 pts.
Quizzes	50 pts.
Midterm "HR in the News" Portfolio	50 pts.
Exams (5 exams)	300 pts.
HR Interview/Presentation	75 pts.
Total Points	600 pts.

Homework Assignments: Various assignments will be assigned during the course, including a case study. Homework must be submitted as on time; late assignments are **NOT** accepted. All assignments should be type-written unless otherwise directed.

Quizzes: Throughout the semester, there will be 6 unannounced quizzes to assess reading and comprehension of textbook material. You will be allowed to "throw out" the lowest score. Chapters are to be reviewed prior to class; these quizzes will help to ensure this occurs.

Midterm "HR in the News" Portfolio: This is an opportunity for students to submit a portfolio of current events relating to HR topics. Along with copies of the actual articles, a brief synopsis of the article and how it relates to the course will be provided by each student. This should be professionally compiled; more information will be announced in class.

Exams: There will be 5 exams over the course of the semester. These will include multiple forms of questions to assess your knowledge and understanding of the subject matter. The last exam will be a cumulative final.

HR Interview/Presentation: A final project will be assigned that includes obtaining detailed responses from an interview with an HR professional. You will then submit the responses in a written format. In addition, you will also make a formal presentation to the class. Additional details will be provided throughout the semester.

Attendance/Participation: It is the responsibility of the student to be present at each class and on time. It is also expected that you read the assigned materials prior to class sessions. Each unexcused class absence or tardiness to class results in a loss of 5 attendance/participation points. PLEASE NOTE: There are circumstances that may merit your being absent. (For example, scheduled PSC extracurricular events, hospitalization, death of a family member or friend, circumstances beyond your control are understandable). In order for the absences to be considered excused, you need to contact me by phone, email, or in person **prior** to the class session you are missing.

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run database and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Student Assistance and Reasonable Accommodations – Title IX Compliance

Students with special needs are encouraged to make them known to the instructor at the beginning of the course. In accordance with the law and the policies of the college, reasonable accommodations will be provided for students with documented disabilities. Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Web-Enhanced Blackboard Shell

There is a BUS 380 Human Resources Management course available on Blackboard. Any pertinent information will be posted on that site as well (such as syllabus/course schedule, lecture notes, slide presentations, etc.).

Modification of Course Syllabus and Course Schedule

The instructor reserves the right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective. Detailed assignment information will be provided in the classroom and on Blackboard.

Tentative Course Schedule

Class Date	Topic Covered in Class	Reading Assigned
January 10	Introduction to the Course	Read Chapter 1
January 12	Chapter 1	Read Chapter 2
January 17	Chapter 2	Read Chapter 3
January 19	Chapter 3	Read Chapter 4
January 24	Chapter 4 & Review	Study for Exam 1
January 26	Exam 1	Portfolio Work
January 31	HR in the News Discussion	Read Chapter 5
February 2	Chapter 5	Read Chapter 6
February 7	Chapter 6	Read Chapter 7
February 9	Chapter 7 & Review	Study for Exam 2
February 14	Exam 2	Portfolio Work
February 16	HR in the News Discussion	Read Chapter 8
February 21	Chapter 8	Read Chapter 9
February 23	Chapter 9	Read Chapter 10
February 28	Chapter 10 & Review	Study for Exam 3
March 1	Exam 3	Portfolio Work
March 6	Mid-term Break	Portfolio Work
March 8	Mid-term Break	Portfolio Work
March 13	Career Fair & Submit Portfolio	Read Chapter 11
March 15	Chapter 11	Read Chapter 12
March 20	Chapter 12	Read Chapter 13
March 22	Chapter 13	Read Case Studies
March 27	Case Study Work	Read Chapter 14
March 29	Chapter 14	Read Chapter 15
April 3	Chapter 15	Read Chapter 16
April 5	Chapter 16 & Review	Study for Exam 4
April 10	Exam 4	Finalize Case Studies
April 12	Case Study Submission/Discussion*	Prepare for Presentations
April 17	Interview Presentations*	Complete Interview Paper
April 19	Interview Presentations*	
April 24	Guest Speaker	
April 26	Final Review	Study for Final Exam
Thursday, May 3	Cumulative Final Exam	8:00-10:00 am

Remember, you must be present at all presentations in order to earn your own presentation points.