

UPPER IOWA UNIVERSITY INDEPENDENT STUDY PROGRAM

BA 361-09 Human Resources Management

COURSE DESCRIPTION:

An overview of the policies and procedures in personnel administration in American business, including uses, sources, motivation and maintenance of employees, with major emphasis on the dynamics of social organization. Prerequisite: BA 210. Three semester credits.

COURSE GOALS/LEARNING OBJECTIVES:

1. Identify how firms gain sustainable competitive advantage through their employees.
2. Explain the reasons behind passage of EEO legislation and describe the major laws affecting equal employment opportunity.
3. Using job analysis methods, develop job requirements, contracts and performance expectations.
4. Recognize a legally defensible, effective job interview and selection process.
5. Explain how compensation and benefits help organizations achieve their strategic goals.
6. Define the legal requirements of a safe and healthy work environment.
7. Interpret the collective bargaining process and the bargaining goals and strategies of a union and an employer.

SKILLS:

1. Reading critically and writing clearly.
2. Understanding the challenges associated with Human Resources Management.
3. Ability to identify strategies associated with human resources planning.
4. Ability to identify and enforce key laws as regulated and enforced by the Equal Employment Opportunity Council (EEOC).
5. Understanding the difference between a job analysis and a job description.

6. Knowing how to differentiate talented employees from average employees; how to search out talented employees, and how to develop solid training programs and performance evaluation methods.
7. Understanding compensation packages and which package has the best chance to maximize employee productivity.
8. Understanding employee rights and the role of labor unions.
9. Understanding the challenges associated with international job assignments.

REQUIRED COURSE MATERIALS:

1. *Managing Human Resources*, George Bohlander and Scott Snell, South-Western, 14th edition, 2007.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the links and when you get to the "Select Campus" screen, select "Independent Study" as your campus.

WRITING PROFICIENCY:

All papers and research are to be completed via APA style. I expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is also recommended that all students purchase the *Publication Manual of the American Psychological Association* listed on the UIU website for \$28.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

COURSE OVERVIEW:

This introductory undergraduate management course is designed to help you identify, explain and apply the important concepts in the study of human resources. The selected text is well written, easy to understand, and mostly self-explanatory. The course consists of four study units, a proctored midterm exam covering the first two units, and a final exam covering only the remaining two units. Each of the units will include a reading assignment, multiple-choice

questions, five questions requiring short written answers, **and a case study**. The midterm and final exams will include multiple choice and short answer questions only.

Unit	Unit Description	Chapters
1	Human Resources Management in Perspective & Meeting Human Resources Requirements Case study: "Misplaced Affections: Discharge for Sexual Harassment" pages 133-134	1-4
2	Developing Effectiveness in Human Resources Case study: "Siebel: Forcing the Issue" pages 389-390	5-8
Midterm Exam Chapters 1-8		
3	Implementing Compensation and Security Case study: "Safety Training at Pro's Choice: It's Not Working" pages 543-544	9-12
4	Enhancing Employee-Management Relations & Expanding Human Resources Management Horizons Case study: "Union Drive at Apollo Corporation: ULPs and Organizing Tactics" pages 632-633	13-16

Final Exam Chapters 9-16

I do accept – and encourage – assignments sent to me via e-mail as an attachment(s). If you would like me to e-mail you the Excel file that has all of the answer sheet forms so that you can highlight the specific box via a different color font – or fill it in with yellow – just send me an e-mail and I will e-mail you the file that has the answer sheet forms for all 4 units. If sending me your assignments via e-mail – please note the course number and unit number in the subject line of your e-mail - example: **BA 361-09 Unit 1**. I will accept – **but do not prefer** – PDF attachments (documents you scan in) as I cannot go in and make notations on a PDF file as to which problems you answered incorrectly.

The best approach to this course is to **read the assigned chapter** in the text, **answer the multiple-choice questions** and then address the **short discussion questions**. Responses to the short discussion questions should be typewritten unless you have no access to a word processor. Emphasis should be placed on the quality of the answers and not on the length. Be concise, yet complete in your response. Generally, one or two paragraphs will be sufficient.

The **case studies** will allow you to apply the theories and principles of human resources management you have learned to actual situations which have taken place in a variety of organizational settings. All the questions which are posed at the end of the case should be addressed in your narrative but you need to provide much more than just an answer. The case studies require thought and analysis and I will be looking for your ideas and the benefit of your experiences. One to two typewritten pages will generally allow you to cover the required material.

In all your written work, it is important to remember that you will be evaluated on the extent to which the answers adhere to the accepted principles of proper English expression (i.e. grammar, word usage, spelling and punctuation) as well as the clear organization of ideas.

EXAMINATION INFORMATION:

You should begin studying for the examinations as you complete each unit. Upon nearing the completion of the first two units, you should request that the midterm exam be mailed to your approved proctor (be sure to request it **three weeks in advance**). The midterm exam will contain multiple choice and “short answer” questions similar to those you have completed in your lessons. There will be no case studies on the exam. You can use your corrected lessons to prepare for the exam. **I have provided "study guides" later on in this syllabus to further help you prepare for the midterm and final exams.** I have found that those students who utilize my study guides generally do exceptionally well on the exams (hint, hint – nudge, nudge).

After completing the rest of the course you will request that the final exam be mailed to your approved proctor. It will be similar to the midterm but will cover only the second half of the course (units 3 and 4 only). **No notes, books, or other materials are allowed when taking the proctored exams.** The exams are not easy but if you have properly prepared the previous assignments and have studied the material in a timely and efficient manner, you should not suffer undue stress or hardship.

NOTE: Students will need to pass at least one of the two proctored exams to pass this course.

COMPOSITION OF GRADE:

Each Unit consists of:

5 short discussion questions @ 5 points each	25 points
50 multiple choice questions @ 1 point each	50
1 case study @ 25 points	<u>25</u>
TOTAL POINTS PER UNIT	100 points

Each of two proctored exams consists of:

5 short discussion questions @ 20 points each	100 points
75 multiple choice questions @ 2 points each	<u>150</u>
TOTAL POINTS PER EXAM	250 points

GRADING:

The percentage of points received out of a possible 900 will determine the final grade:

Unit 1 Chapters 1-4	100 points
Unit 2 Chapters 5-8	100
<i>Midterm exam Chapters 1-8</i>	250
Unit 3 Chapters 9-12	100
Unit 4 Chapters 13-16	100
<i>Final exam Chapters 9-16</i>	250
TOTAL POINTS FOR COURSE	900 points

POINTS ALLOCATION:

Activity	Total Points	Percent of Total
Multiple choice questions	200	22.2%
Short discussion questions	100	11.1%
Case studies	100	11.1%
Exams	500	55.6%
TOTAL	900	100.0%

Percent/Grade	Total Points Earned
90 – 100% = A	900 – 806
80 – 89% = B	805 – 716
70 – 79% = C	715 – 626
60 – 69% = D	625 – 536
≤59% = F	≤ 535

UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:

A=All work is excellent, shows exceptional understanding of material, participates in class in a way that benefits all learners, logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B=Understanding material is good to very good, class participation demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C=Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D=Quality and quantity written and oral work is below average and barely acceptable.

F=Quality and quantity written and oral work is unacceptable.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the

Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the

University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

http://www.uiu.edu/catalogs/eu/policies_1.html#conduct

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work

aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at library@uiu.edu.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.