

Instructor: Dr. Stephanie Maynard-Patrick

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Office Hours/Online Meetings:

- **Monday-Wednesday & Friday 9-11am**
- **Twenty four hours via email**
- **Also by special appointment**



COURSE OVERVIEW

The Human Resource Management (HRM) role in the modern organization is increasingly important in a knowledge, wisdom and information-based global environment that depend upon people to create and sustain competitive advantage. The focus of HRM is to create aligned policies, programs, and systems that support an organization's values and culture and that integrate with the strategic objectives of the organization. The empirical evidence makes it clear that organizations that create high trust and high performance work systems are more likely to be profitable than other organizations.

MY COMMITMENT

I am committed to helping each student discover his or her greatness and to develop knowledge, skills, abilities and other factors that are key to success in today's highly competitive work world. I will work with you as owners and partners in the learning process.

COURSE DESCRIPTION

This survey course of human resource management examines human resource planning, equal employment opportunity, staffing, performance appraisal, compensation management, training and development, quality of work life, health and safety, and labor-management relations. The legal environment surrounding human resource management practices is also reviewed. Emphasis will be placed on the skills of case analysis and practical problem solving. Students will be required to read the text and professional journals which pertain to theory and practice of HRM research and to use information from the best available sources in analyzing cases and preparing practical recommendations that are evidence-based.

INSTRUCTIONAL TECHNIQUES

A highly interactive problem solving approach will be the primary instructional technique used in this course. Students will be expected to be active participants in the learning process and will be required to share their insights and skills with other students as individuals and as members of teams. Activities incorporated with this approach will include experiential-based learning, case analysis, video-link interpretations, group projects and critical thinking exercises. Students are expected to be prepared for every class by reviewing the textbook and supplementary reading assignments, including weekly PowerPoint presentations.

STUDENT LEARNING OUTCOMES

As a result of successfully completing this course, students will

1. Acquire an understanding of human resource management and how it relates to the management of the modern organization.
2. Develop insights about the major functional activities performed by the HRM function including:
 - Employment
 - HR recruitment, selection and placement

MAN703 – Human Resource Management (HRM)
August 19th to October 15th

Place: O'Mallia Hall Room 4

- Training and development
 - Performance evaluation
 - Compensation administration
 - Employee benefits and services
 - Employee relations
 - OSHA, safety, and insurance
 - Global human resources
3. Demonstrate their understanding of HRM's role in supporting and executing company strategy.
 4. Examine contemporary issues in a modern global society while acquiring an understanding of the impact of multi-cultural issues upon HRM.
 5. Develop refined skills in writing, team collaboration, and the presentation of information which are critically important in performing the HRM role.

COURSE TEXT (REQUIRED)

OTHER COURSE MATERIAL

Instructions, slides, handouts and activities will all be posted on Canvas. Please make sure you check Canvas several times a week to make sure you have all the materials you need.

COURSE EVALUATION

Students are expected to complete an in class evaluation at the end of the term for each course in which they were enrolled for a particular term. We will ensure there is time in class for this one evening.

STU EMAIL ACCOUNTS

I will be communicating with you via your STU email account. Please make sure you are checking your e-mail as it is one of the main tools of communication that will be used throughout the semester. Failure to check your e-mail is not an excuse for missed assignments or information.

PROFESSIONALISM STATEMENT

Most of the students in this program have had professional work experience and appreciate the importance of being guided by professional standards, integrity, respect for others, and civil and caring consideration for colleagues. These values and behaviors include courtesy, cooperation, active participation, intellectual inquiry, punctuality in attendance, and honoring commitments in working with team members and in completing assignments. Professional characteristics on which you will be judged by your instructor and by your peers in this class includes quality of work, timely completion of work tasks, punctuality in attending class, attendance, collegial attitude, and other supportive team behaviors. Because this course relies on discussion and other class interactions, attendance is crucial to your success and to the success of your classmates. If you are ill or an emergency occurs, contact your instructor PRIOR TO the scheduled class time; otherwise, your attendance and participation are firm expectations throughout this term. Because this course is delivered over a nine-week period, assignment completion and attendance are critical variables to your success.

ACADEMIC INTEGRITY

Place: O'Mallia Hall Room 4

According to the **STU Student Handbook**: “Academic dishonesty is considered to be the representation of another’s work as one’s own, either directly or through complicity in falsification; cheating; plagiarism; facilitating academic dishonesty; or infringing on the academic rights of others.” In addition, “Dishonesty, including: cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage; furnishing false information to a University official, faculty member, campus office or government official; forgery, alteration, or misuse of a University document, key, or identification instrument.; misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries (Student Code of Conduct: Part One: VII. Violation of University Standards, #3). Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz or other assignment will be considered as academic dishonesty. Students who plagiarize the work of others or who engage in academic dishonesty will be required to meet with the Business School administration prior to being readmitted to class and will earn a 0 on the assignment.

SPECIAL NEEDS

Students are expected to communicate with instructors regarding special circumstances (such as illness, emergency, learning disabilities, etc.) which might impact their learning in the course. There is a commitment to the success of each student in this class. Students living with disabilities that require accommodation should contact **Mrs. Martiza Rivera, Director of the Academic Enhancement Services at (305) 628-6564. For more information, visit:**

<http://stu.edu/Admissions/AcademicEnhancementCenter/DisabledStudentAcademicServices/tabid/159/Default.aspx>.

The instructor will work with AEC registered students to ensure that all educational needs are met. If any other special need or concern that may affect student learning and full participation in the course are identified, contact the instructor to discuss how to collaboratively ensure classroom success. Please have your accommodation letter to me as soon as possible so that we can ensure you get the support you need.

CREATING AN ENVIRONMENT FOR SHARING AND LEARNING

This class will rely on various forms of sharing and discussion regarding course topics. It is essential that all class members play a role in creating a supportive, respectful classroom environment that is conducive to sharing and discussion both in class and online. Class members are expected to remain mindful of this issue with respect to their peers’ contributions during class. Course expectations are that you will:

- Attend every class possible and take complete responsibility for preparing class material.
- Conduct yourself with the same high level of professionalism and responsibility as you would in a professional job.
- Be committed to learning as much as possible.
- Be prepared to work hard to reach class goals.
- Treat other class members with the same respect and courtesy you would like for yourself at all times.
- Assume personal responsibility for your own learning and study.
- Help create a safe climate in class for mutual exploration, discovery and learning.
- Share your questions, experiences and concerns freely with the class and the instructor.
- Contact the instructor if you need assistance throughout the course.

MAN703 – Human Resource Management (HRM)
August 19th to October 15th

Place: O'Mallia Hall Room 4

ATTENDANCE

To receive full credit for attending this class, you must attend class weekly and be there on Time.

The course weeks run from Wednesday at 6PM EST to the Tuesday 11:59pm EST. Assignments that are late will not be accepted. All students are expected to attend all classes and fully participate in the classroom discussion.

ASSIGNMENTS & EXPECTATIONS

All written elements of assignments are to be submitted to the appropriate Assignment link. Instructions for each assignment will be available within the Assignment Modules or the syllabus. Your work is to be completed on your own (though you may discuss things with your classmates), and turned in on time on the Tuesday it is due. Below is a description of the assignments.

WEEKLY TEAM ASSIGNMENTS

Each week you all will work in teams for the last half of class to solve a problem in the case provided. You will write up the solutions and send them to me via email or Canvas by the next evening. You can use handwritten notes and scan them in, or type the responses up. It just must arrive by 6pm Friday evening.

EXAMINATIONS: September 13th and October 11th

A midterm examination will consist of a case analysis that you will complete in class on your own. A final examination will be given during Week 9 and will follow the same format as the Midterm.

TRAINING PRESENTATIONS: Due Oct 4th

Each student will give a presentation to the class to train us on how to do something. The topic does not have to be business related, but does need to be tactful and take account of the resources the classroom has and plan accordingly. That does not mean just do a PowerPoint presentation, as I had one student before teach the class how to do the preflight check on a personal aircraft using a video, diagrams, and bringing in components for the class to practice on and demonstrate their mastery. You may present earlier than 10/4, but that will be the last day for presentations.

LEGAL PAPER: Due September 6th

The employment laws that organizations have to follow vary from country to country. You are to pick another country of interest to you, and research the employment laws of that country. In a 5 page (excluding references and title page) paper, summarize the most important laws that you find in that country and explain how they are different than what you have learned the laws are in the US.

LATE ASSIGNMENTS

Place: O'Mallia Hall Room 4

Late Assignment Policy: Submitting assignments on time is key in an environment setting; therefore all assignments must be submitted on Tuesday, one day prior to class or workshop date, no later than 11:59 PM. Assignments that are received after due date will receive a zero.

- **Students may encounter emergencies from time to time.** I will deal with those specific issues on a case by case basis. If such a circumstance arises please contact me prior to the due date of the assignment. Please do not leave messages regarding your circumstances by phone. Again, please contact via email to discuss your issue or circumstance and receive options. Remember, if an assignment is not submitted on time and the professor has not received a message via email regarding late submission of an assignment prior to the due date, a zero will be automatically applied.

GRADING SCALE

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69.9%
F	0 - 59.9%

PREPARATION OF WRITTEN MATERIALS

All written assignments should be double spaced. Use 12 point font for Times New Roman and 1 inch margins (unless given other directions). All pages should be numbered. Each paper should contain the title of the paper, the student's/group's name, name of course, date and the professor's name. At least three scholarly references should be cited in APA format.

CANCELLED CLASS

In the event that any of our classes are cancelled, we will continue with the plan as outlined in the syllabus. Assignments due for the cancelled class will be due the following week as well as materials for the next week. If a class is cancelled, we shall arrange a mutually convenient make-up meeting or we will use Blackboard.

CONTACTING THE INSTRUCTOR

Please communicate with me immediately via email or contact number if a team or personal problem arises. Meetings can be held prior to the beginning of each class or as needed by appointment.

Assignment Summary

	Assignment	Points
1	Weekly Team Assignments	35
2	Legal Paper	15

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3	Training Presentation	20
4	Examinations (2 @ 1 points)	30
Totals		100