

# **Lincoln University**

## **BA 217 Personnel Management**

**Course Units: 3 units (45 Lecture Hours)**

**Semester: Spring 2017**

**Class Meeting Time: Monday & Wednesday, 3:30-6:15 PM**

**Dr. Pete Bogue, Associate Professor of Business Administration; E-mail address: [pbogue@lincolnuca.edu](mailto:pbogue@lincolnuca.edu) (checked periodically for messages); Office Hours: Monday/Wednesday 2:30 to 3:30 PM by appointment.**

**Catalogue Course Description: A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and other matters (3 units).**

**Prerequisite: BA 110**

### **Learning Objectives:**

**Upon satisfactory completion of this course, students will be able to:**

- 1. Define the roles and activities of a company's human resource management function.**
- 2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.**
- 3. Define the process of job analysis and discuss its importance as a foundation for human resource management practice.**
- 4. Compare and contrast methods used for selection and placement of human resources.**
- 5. Describe the steps required to analyze, develop, implement, and evaluate an employee training program.**
- 6. Identify and explain the issues involved in establishing compensation incentive systems.**
- 7. Identify how new technology, such as social networking, is influencing human resource management.**
- 8. Discuss what companies should do to compete in the global marketplace.**

**Instructional Materials and References: Dessler, Gary, "Human Resource Management," 14th ed. (Upper Saddle River, New Jersey: Pearson Education, Inc., 2015). ISBN 13: 978-0-13-354517-3.**

**Instructional Methods:** Lectures supported by PowerPoint slides with supervised exercises and business case studies. The emphasis will be on learning by doing. Every student must participate in intensive classroom activities, must complete homework and course assignments, and take the exams.

**Topical Outline:** The course provides a complete, comprehensive review of essential personnel management concepts and techniques such as equal opportunity and the law, job analysis, recruitment and placement, testing, training and development, compensation, benefits and employee services, labor relations, employee safety and health, and International human resources. An integrating theme throughout the course is “The High Performance Organization: Building Better, Faster, More Competitive Organizations through Human Resources.” A second integrating theme is that of creating competitive advantage by fostering employee commitment.

**Course Requirements:** Students will be responsible for completing the textbook chapter readings prior to the lectures, homework and classroom activities, case studies, and examinations.

**Assessment Criteria and Methods of Evaluating Students:**

The basis for the determination of the final grade for the course will be the total weighted score for all activities according to the percentages shown in the table below:

<b>Discussion Questions:</b>	<b>20%</b>
<b>Case Incidents:</b>	<b>15%</b>
<b>Self-Assessment Library:</b>	<b>15%</b>
<b>Internet Search Assignment:</b>	<b>10%</b>
<b>Comprehensive Final Exam:</b>	<b>35%</b>
<b>Attendance:</b>	<b>05%</b>
	<b>100%</b>

**Grading Scale (Point/Grade Conversion):**

<b>100-95 A</b>	<b>76-74 C</b>
<b>94-90 A-</b>	<b>73-70 C-</b>
<b>89-87 B+</b>	<b>69-65 D+</b>
<b>86-84 B</b>	<b>64-60 D</b>
<b>83-80 B-</b>	<b>59 or &lt;F</b>
<b>79-77 C+</b>	

**Attendance:** Regular attendance at classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absences or tardiness may result in loss of credit, lowering of grade, or dismissal from the class. Students are responsible for making up class work missed.

**Examinations:** The final exam will consist of short answer and/or essay questions evaluating the student's understanding of the basic concepts, terms, processes, and issues covered in the course.

**Electronic Devices:** Cell phone ringers must be turned off while in the classroom and placed in a vibrating mode. Smart phone and laptop screens may not be viewed in class while lectures are in progress unless otherwise instructed.

**Integrity and Quality of Scholarship:** Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author's work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in English structure, grammar, spelling, and sophistication of analysis.

**Modification of the Syllabus:** The instructor reserves the right to modify this syllabus at any time during the course. An announcement of any changes will be made in class.

**Spring Semester 2017, 03/20/17 to 05/08/17; Monday & Wednesday, 3:30 to 6:15 PM**

**Homework and Classroom Activities:**

**NOTE:** Students will answer the "Discussion Questions" in advance of lectures, word process the answers, bringing them to class, prepared to respond if called upon by the instructor to summarize the answers to these discussion questions. Satisfactory answers will be scored as a 2 (strong answer), 1 (satisfactory answer), or 0 (unsatisfactory answer or absence). Students will submit the discussion question answers to the instructor at the end of the course.

**NOTE:** Students will analyze and solve the "Case Incidents" under the guidance of the instructor, apply relevant concepts and practical applications found in the respective chapters, word process the answers to the questions following the cases, and submit them to the instructor at the end of the course.

**NOTE:** Students will be given the opportunity to make a presentation before the class of their solution to the "Case Incident" of their choice and their responses to the questions following the Case Incident. Students must be prepared to deliver creditable responses adding value based upon the material in the relevant chapter. Students' presentation skills will be assessed and evaluated for their professional demeanor. Please be prepared to participate. What you put into the course will determine what you and others get out of it.

**NOTE: Self-Assessment Library: Insights Into Your Skills, Interests, and Abilities.** Self-assessment questionnaire handouts will be completed in class in conjunction with the textbook readings. Students will record their self-assessment scores and an analysis/interpretation of them on the questionnaires to be submitted to the instructor in class upon completion of the exercise.

**NOTE: Undergraduate students will conduct an Internet Search Assignment to be assigned by the instructor. Students will summarize the results of their Internet Search Assignment and submit them to the instructor at the end of the course.**

### **Course Schedule**

**M 03/20/17, Chapter 1 Introduction to Human Resource Management**  
Discussion Questions: 1-2, 1-3, 1-4, 1-5  
Case: “Jack Nelson’s Problem,” Questions 1-20, 1-21, 1-22  
Self-Assessment Library

**W 03/22/17, Chapter 3 Human Resource Management Strategy  
And Analysis**  
Discussion Questions: 3-3, 3-4, 3-5, 3-6, 3-7  
Case: “Siemens Builds a Strategy-Oriented HR System,”  
Questions 3-18, 3-19, 3-20  
Self-Assessment Library

**M 03/27/17, Chapter 5 Personnel Planning and Recruiting**  
Discussion Questions: 5-5, 5-6, 5-7, 5-8, 5-9  
Case: “Finding People Who Are Passionate About What  
They Do,” Questions 5-27, 5-28, 5-29, 5-39  
Self-Assessment Library

**W 03/29/17, Chapter 7 Interviewing Candidates**  
Discussion Questions: 7-4, 7-5, 7-6, 7-7, 7-8, 7-9  
Case: “The Out-of-Control Interview,”  
Questions 7-23, 7-24, 7-25  
Self-Assessment Library

**M 04/03/17, Chapter 8 Training and Developing Employees**  
Discussion Questions: 8-3, 8-5, 8-6, 8-7, 8-8, 8-9  
Case: “Reinventing the Wheel at Apex Door Company,”  
Questions 8-29, 8-30, 8-31  
Self-Assessment Library

**W 04/05/17, Chapter 9 Performance Management and Appraisal**  
Discussion Questions: 9-5, 9-6, 9-8, 9-9, 9-10, 9-11  
Self-Assessment Library

**M 04/10/17, Chapter 10 Managing Employee Retention, Engagement,  
And Careers**

**Discussion Questions: 10-3, 10-4, 10-5, 10-6, 10-7**

**Case: "Google Reacts," Questions 10-24, 10-25, 10-26**

**Self-Assessment Library**

**W 04/12/17, Chapter 12 Pay-For-Performance & Financial Incentives**

**Discussion Questions: 12-4, 12-5, 12-6, 12-8, 12-9, 12-10**

**Self-Assessment Library**

**M 04/17/17, Chapter 13 Benefits and Services**

**Discussion Questions: 13-6, 13-7, 13-8, 13-9**

**Case: "Striking for Benefits," Questions 13-18, 13-19, 13-20**

**Self-Assessment Library**

**W 04/19/17, Chapter 14 Ethics, Employee Relations, and Fair  
Treatment at Work**

**Discussion Questions: 14-6, 14-7, 14-11, 14-10, 14-12**

**Case: "Enron, Ethics, and Organizational Culture,"**

**Questions 14-24, 14-25, 14-25**

**Self-Assessment Library**

**M 04/24/17, Chapter 15 Labor Relations and Collective Bargaining**

**Discussion Questions: 15-4, 15-6, 15-8**

**Case: "Negotiating with the Writers Guild of America,"**

**Questions 15-17, 15-18, 15-19, 15-20**

**Self-Assessment Library**

**W 04/26/17, Chapter 16 Employee Safety and Health**

**Discussion Questions: 16-8, 16-9, 16-10, 16-11, 16-12**

**Case: "The New Safety and Health Program,"**

**Questions 16-29, 16-30, 16-31, 16-32**

**Self-Assessment Library**

**M 05/01/17 Case Presentations**

**W 05/03/17 Case Presentations**

**M 05/08/17, Final comprehensive examination (Chapters 1, 3, 5, 7, 8, 9, 10, 12, 13,  
14, 15, 16)**

**ALL ASSIGNMENTS DUE**

**Date Syllabus Was Last Reviewed: January 1, 2017**