



Lincoln University

BA 308 – Human Resource Management COURSE SYLLABUS

Spring, 2020

Instructor: Dr. Ken Germann
Lecture Schedule: Tuesday, 12:30 PM – 3:15 PM
Credits: 3 units / 45 lecture hours
Level: Mastery 1 (M1)
Office Hours: Tuesday, 12:00 PM – 12:30 PM
E-mail: kengermann@att.net
Phone: (510) 531-3082
Textbooks: Gary Dessler, Human Resource Management, 13e, Pearson;
ISBN: 13: 978-0-13-2666821-7; 2013
Prerequisites: *None*
Last Revision: January 2, 2020

CATALOG DESCRIPTION

This course is concerned with those concepts pertaining to the prudent management of a firm's human resources. It deals with those being considered for positions, those parts of the firm, and those leaving. The concepts are found in the application of principles and norms for recruiting, selection, training, evaluation, and performance appraisal. The value of intra-firm contacts and discussion for matters of discipline and the negotiation of salary and wage matters is emphasized. Also covered are: labor relations, safety, supervision, incentive programs, federal and state regulation, particularly regarding discrimination, harassment, and environmental concerns. (3 units)

COURSE LEARNING OUTCOMES¹

	Course LO	Program LO	Institutional LO	Assessment Activities
1	Understand the roles of recruiting, training and compensating.	PLO 1	ILO 1b, ILO 2b	Homework, Written Group Project.
2	Develop employee relations.	PLO 2	ILO 2b, ILO 7b	Homework, Written Group Project.
3	Design human resource strategies.	PLO 4	ILO 4b, ILO 5b,	Oral Group Presentation.

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

	Utilizing selection tools in hiring. Appreciating labor relations and collective bargaining.		ILO 6b	
4	Creating a safe and healthy work place. Managing human resources.	PLO 6	ILO 3b	Homework, Written Group Project, Oral Presentation.

INSTRUCTIONAL METHODS

Lecture method is used in combination with marketing case studies. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

GRADING POLICY

Your grade will be determined as follows:

Grade Structure	Points
Case Studies	200
Group Plan: written and oral presentation	200
Midterm Exam	100
Final Exam	100
Total Points	600

Grades will be earned as follows:

564-600	A	444-461	C
540-563	A-	420-443	C-
522-539	B+	402-419	D+
504-521	B	379-401	D
480-503	B-	360-378	D-
462-479	C+	359 + below	F

LECTURES AND HOMEWORK

I will lecture on both assigned readings and supplemental lectures. You will be responsible for both reading the assigned chapters in advance and word processing the questions at the end of each of the chapter's case studies.

GROUP ASSIGNMENT

You will form teams of four students, for the purpose of developing a human resource plan for an actual company. The written group project is due the next to last class and the oral presentation is due on the last class.

EXAMS

For your midterm you will have a take home essay exam covering the first 9 chapters. For the final you will have the same assignment covering chapters 10-18.

CLASS SCHEDULE

Date	Focus of Discussion	Assignment
Week 1:	Chapter 1: Introduction to Human Resource Management	No case studies
Week 2:	Chapter 2: Equal Opportunity and the Law	Case studies
Week 3:	Chapter 3: The Manager's Role in Strategic Human Resource Management	Case studies
Week 4:	Chapter 4: Job Analysis	Case studies
Week 5:	Chapter 5: Personnel Planning and Recruiting	Case studies
Week 6:	Chapter 6: Employee Testing and Selection	Case studies
Week 7:	Chapter 7: Interviewing Candidates Chapter 8: Training and Developing Employees	Case studies
Week 8:	Chapter 9: Performance Management and Appraisal	Case studies, Take Home Midterm: 1-9
Week 9:	Chapter 10: Coaching, Careers, and Talent Management	Case studies
Week 11:	Chapter 11: Establishing Strategic Pay Plans	Case studies
Week 12:	Chapter 12: Pay for Performance and Financial Incentives	Case studies
Week 13:	Chapter 13: Benefits and Services Chapter 14: Ethics, Justice, and Fair Treatment in HR Management	Case studies
Week 14:	Chapter 15: Labor Relations and Collective Bargaining Chapter 16: Employee Safety and Health	Case studies
Week 15:	Chapter 17: Managing Global Human Resources Chapter 18: Managing Human Resources in Entrepreneurial Firms Written Group Project and Oral Presentation	Case studies, Take Home Final: 10-18

COMMENTS

- * Participation is required. What you put into the class will determine what you get out of it - and what others get out of it.
- * Please come on time. Late arrivals disturb everyone else.
- * If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- * To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- * Questions and comments during the class are welcome. Do not hesitate to ask questions - do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester.

Announcements of any changes will be made in the classroom.

Instructor's Bio

Instructor has the greatest job in the world: teaching for the past 45 years. During that time he has also worked in operations; been an attorney; actor; a senior manager; and consultant. He has been lucky to work and traveled to 193 countries.