



# Lincoln University

## BA 308 – Human Resource Management COURSE SYLLABUS

Fall, 2021

**Instructor:** Dr. Ken Germann  
**Lecture Schedule:** Thursday, 9:00 AM – 11:45 AM  
**Credits:** 3 units / 45 lecture hours  
**Level:** Mastery 1 (M1)  
**Office Hours:** Thursday, 8:30 AM – 9:00 AM  
E-mail: [kgermann@lincolnuca.edu](mailto:kgermann@lincolnuca.edu)  
Home Phone: (510) 531-3082  
**Textbooks:** Gary Dessler, Human Resource Management, 13e, Pearson;  
ISBN-13: 978-0-13-2666821-7; 2013  
**Prerequisites:** *None*  
**Last Revision:** August 2, 2021

### 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.

### COURSE LEARNING OUTCOMES<sup>1</sup>

	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.

<sup>1</sup> 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).

3	Design human resource strategies. Utilizing selection tools in hiring. Appreciating labor relations and collective bargaining.	PLO 4	ILO 4b, ILO 5b, ILO 6b	Oral Group Presentation.
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 presentations	200
Midterm	100
Final Exams	100
<b>Total Points</b>	<b>600</b>

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, HOMEWORK AND CLASS CASE STUDIES

I will lecture on both assigned readings and supplemental lectures. You will be responsible for both reading the assigned chapters in advance. In class, students will do the questions at the end of each of the chapter's case studies. In their answers students will identify the key concepts and analyze them, by applying the facts in the case study.

### GROUP ASSIGNMENT

You will form teams of four students, for the purpose of developing a human resource plan for an actual company. You will give an overview of the company; discuss their HR problem; design

a solution and implement the solution. The written group project is due the next to last class and the oral presentation is due on the last class.

### **MIDTERM/FINAL 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**

<b>Date</b>	<b>Focus of Discussion</b>	<b>Assignment</b>
Week 1:	Chapters 1-2	No case studies
Week 2:	Chapters 3-4	Case studies
Week 3:	Chapters 5-6	Case studies
Week 4:	Chapters 7-8	Case studies
Week 5:	Chapter 9	Case studies, Take Home Midterm: 1-9
Week 6:	Chapter 10	Case studies
Week 7:	Chapter 11	Case studies
Week 8:	Chapter 12	Case studies
Week 9:	Chapter 13	Case studies
Week 10:	Chapter 14	
Week 11:	Chapter 15	
Week 12:	Chapter 16	
Week 13:	Final take home exam	
Week 14:	Group project: Written and Oral	

### **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 BIO**

Instructor has the greatest job in the world: teaching for the past 40 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.