

LINCOLN UNIVERSITY

DEPARTMENT OF BUSINESS AND ECONOMICS

BA 217 – PERSONNEL MANAGEMENT

Course Units: 3 units (45 lecture hours)

Semester: Fall Semester 2014

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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)

Prerequisites: Upper division standing

Co-requisites: None

Instructional Materials and References: Dessler, Gary, “Human Resource Management,” 14th ed. (Upper Saddle River, New Jersey: Pearson Education, Inc., 2013). ISBN 13: 978-0-13-354517-3 (Be mindful of chapter numbering and subject matter differences among editions)

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. **Instructional Methods:** Lectures supported by PowerPoint slides, discussion groups, class handouts and accompanying exercises, written and/or video case studies, Internet based exercises and/or quizzes, walking field trips to local businesses and/or government agencies, and guest lectures when appropriate.

Assignments: Various chapter behavioral objectives and readings in the textbook, related course exercises, written cases and selected case questions to be answered will be assigned during the course. Particular attention should be directed to chapter behavioral objectives and summaries containing implications for managers since they help to organize the content of the chapters and to identify the most important information to be included in the course examinations. Completion of reading assignments prior to the class dates is essential not only to understanding the subject matter but also to enhancing the quality of participation in class.

Textbook Chapter 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**

****Chapters to be covered in course. Other chapters may be covered in lectures but will not be included in the content of exams.**

****Chapter 1 Introduction to Human Resource Management**

****Chapter 2 Equal Opportunity and the Law**

Chapter 3 Human Resource Management Strategy and Analysis

Chapter 4 Job Analysis and the Talent Management Process

****Chapter 5 Personnel Planning and Recruiting**

Chapter 6 Employee Testing and Selection

****Chapter 7 Interviewing Candidates**

****Chapter 8 Training and Developing Employees**

****Chapter 9 Performance Management and Appraisal**

****Chapter 10 Managing Employee Retention, Engagement, and Careers**

Chapter 11 Establishing Strategic Pay Plans

****Chapter 12 Pay-For-Performance and Financial Incentives**

****Chapter 13 Benefits and Services**

****Chapter 14 Ethics, Employee Relations, and Fair Treatment at Work**

****Chapter 15 Labor Relations and Collective Bargaining**

****Chapter 16 Employee Safety and Health**

Chapter 17 Managing Global Human Resources

Chapter 18 Managing Human Resources in Small and Entrepreneurial Firms

Assessment Criteria:

Grading (Grade Point Conversion):

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing	1.0
F	Failure	0

Grading Scale (Point/Grade Conversion):

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

Assigned Grade Percentages:

35% Mid-term exam (chapters 1, 2, 5, 7, 8, 9)

35% Final exam (chapters 10, 12, 13, 14, 15, 16)

20% Course exercises and/or case studies

10% Attendance

Course Standards: Students will be responsible to attend all lectures and complete the textbook chapter readings, mid-term examination, final examination, written and/or video case study analyses, Internet assignments and/or quizzes, and participate in class discussions and exercises, and field trips when applicable.

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.

Methods of Evaluating Students:

Attendance: Regular attendance at classes is essential. Excessive absences may result in lowering of the final course grade or even dismissal from class resulting in a loss of credit. Absences due to illness may be excused provided the absence excuses are accompanied by a licensed medical practitioner's signed note or letter attesting to the period of illness. Students are responsible for making up the class work missed.

Examinations: The mid-term and final exams will each 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.

Case Studies: Students may be required to submit assigned case studies. Your case study solutions should cover the case scenarios in some detail, sources in addition to the class text should be used such as outside readings, computer searches, etc., the bibliographies, as well as facts and figures, must be documented by proper annotation and referencing, and you should summarize the outcome or major concluding points of the case studies applying relevant concepts, theories, systems, strategies, and practical applications found in your textbook. You may submit attachments with your case studies, graphs, charts, etc., but sources must be properly documented.

Supplemental Materials: Handouts may be distributed during the class on HRM related topics as deemed appropriate by the instructor. You may be held responsible for the content of handouts on the course examinations.

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.

NB (Note Well): Read all assigned chapters in preparation for the examinations without regard to lectures which may supplement rather than follow the text.

Electronic Devices: Cell phone ringers must be turned off while in the classroom and placed in a vibrating mode. If you must answer a call, please do so in the hallway outside the classroom where you will not disturb other students. Laptops are permitted in class but can only be used to run the textbook chapter outlines and/or take notes while the lectures are in progress unless otherwise instructed.

Fall semester 2014, 08/25/14 to 12/13/14

Meeting days/times: Tuesday, 12:30 PM to 3:15 PM

Tuesday, August 26, Chapter 1 Introduction to Human Resource Management

Case: "Jack Nelson's Problem"

Tuesday, September 2, Chapter 2 Equal Opportunity and the Law

Tuesday, September 9, Chapter 5 Personnel Planning and Recruiting

Case: "Finding People Who Are Passionate About What They Do"

Tuesday, September 16, Chapter 7 Interviewing Candidates

Case: "The Out-of-Control Interview"

Tuesday, September 23, Chapter 8 Training and Developing Employees

Tuesday, September 30, Chapter 9 Performance Management and Appraisal

Case: "Appraising the Secretaries at Sweetwater U"

Tuesday, October 7, Chapter 10 Managing Employee Retention, Engagement, and Careers

Case: "Google Reacts"

Tuesday, October 14, Mid-term examination (Chapters 1, 2, 5, 7, 8, 9)

Tuesday, October 21, Chapter 12 Pay-For-Performance and Financial Incentives

Case: "Inserting the Team Concept into Compensation-or Not"

Tuesday, October 28, Chapter 13 Benefits and Services

Tuesday, November 4, Chapter 14 Ethics, Employee Relations, and Fair Treatment at Work

Case: Enron, Ethics, and Organizational Culture"

Tuesday, November 11 Veteran's Day (Holiday)

Tuesday, November 18, Chapter 15 Labor Relations and Collective Bargaining

Tuesday, November 25 to Sunday, November 30 Fall Recess (Thanksgiving Holiday)

Tuesday, December 2, Chapter 16 Employee Safety and Health

Tuesday, December 9, Final examination (Chapters 10, 12, 13, 14, 15, 16)

ALL ASSIGNMENTS DUE

Date Syllabus Was Last Reviewed: July 6, 2014