

LINCOLN UNIVERSITY

DEPARTMENT OF BUSINESS AND ECONOMICS

BA 217 – PERSONNEL MANAGEMENT

Course Units: 3 units (45 lecture hours)

Semester: Spring 2014

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Office hours: 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)

Prerequisites: Upper division standing

Co-requisites: None

Instructional Materials and References: Dessler, Gary, “Human Resource Management,” 13th ed. (Upper Saddle River, New Jersey: Prentice-Hall, 2013). ISBN13: 9780133029864 (Be mindful of chapter numbering differences among editions)

Companion Web Site: www.prenhall.com/dessler

This powerful Prentice-Hall Web site offers chapter-specific current events, Internet exercises, online study guide, and downloadable supplements.

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:

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

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

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

Chapter 3 The Manager's Role in Strategic Human Resource Management

Chapter 4 Job Analysis

****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 Coaching, Careers, and Talent Management**

Chapter 11 Establishing Strategic Pay Plans

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

****Chapter 13 Benefits and Services**

****Chapter 14 Ethics, Justice, and Fair Treatment in HR Management**

****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 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, 17)**
- 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 exam covering chapters 1, 2, 5, 7, 8, 9, and the final exam covering chapters 10, 12, 13, 14, 15, 16, 17 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.

Meeting days/times: Tuesday/Thursday, 3:30 PM to 6:15 PM

Monday, January 20, Martin Luther King Jr. Holiday

Tuesday, January 21, Chapter 1, Introduction to Human Resource Management

Thursday, January 23, Chapter 2, Equal Opportunity and the Law

Tuesday, January 28, Chapter 5, Personnel Planning and Recruiting

Thursday, January 30, Chapter 7, Interviewing Candidates

Tuesday, February 4, Chapter 8, Training and Developing Employees

Thursday, February 6, Chapter 9, Performance Management and Appraisal

Tuesday, February 11, Mid-term Exam (Chapters 1, 2, 5, 7, 8, 9)

Thursday, February 13, Chapter 10, Coaching, Careers, and Talent Management

Monday, February 17, President's Day Holiday

Tuesday, February 18, Chapter 12, Pay for Performance and Financial Incentives

Thursday, February 20, Chapter 13, Benefits and Services

Tuesday, February 25, Chapter 14, Ethics, Justice, and Fair Treatment in HR

Thursday, February 27, Chapter 15, Labor Relations and Collective Bargaining

Tuesday, March 4, Chapter 16, Employee Safety and Health

Thursday, March 6, Chapter 17, Managing Global Human Resources

Tuesday, March 11, Final Exam (Chapters 10, 12, 13, 14, 15, 16, 17)

ALL ASSIGNMENTS DUE; NO EXCEPTIONS!

Date Syllabus Was Last Reviewed: January 3, 2014