

BUS 150 – Fall 2014
Fundamentals of Human Resource Management

1. Course Information:

Instructor: Dr. Joan Torne

Department: School Of Management, College of Business, SJSU, Fall 2014

Course Title:	Fundamentals of Human Resource management
Course Code:	BUS3150 Sec4 Course Number 47511
Class Hours & Location:	M: 6:00-8:45pm, BBC003
Office Hours:	W: 5:30-6:30pm: In-person or phone conference I am also available by appointment
Office Location:	BT 552
Office Phone:	408-924-8040
E-mail:	Joan.torne@sjsu.edu
Preferred Contact:	Email
Department Fax:	408-924-3555

2. Course Overview and Description:

Theories processes and concepts of human resource management; specific topics include EEO, employee motivation, job analysis and work design, strategic human resource planning, recruitment and selection, talent assessment and development, performance management, compensation and benefits, OSHA, and employee rights and discipline.

Prerequisites:

BUS 100W, COMM 100W, ENGL 100WB or LLC 100WB

Required and recommended texts, readers, or other reading materials:

Primary Text Book:

BUS 150/San Jose State University: Managing Human Resources. 16th edition.

Scott A. Snell and George W. Bohlander. ISBN: 978-1-285-12769-9

You have two options:

1) Loose leaf version of the book with Aplia 2) Online version of the book with Aplia

Aplia is part of CengageBrain, which allows you to sign in to a single site to access your Cengage materials and courses. Connect to <http://login.cengagebrain.com/>

Dropping and Adding:

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://www.sjsu.edu/advising/faq/index.htm#add>. Information about late drop is available at <http://www.sjsu.edu/aars/policies/latdrops/>. Students should be aware of the current deadlines and penalties for adding and dropping classes. Last date to drop the class is September 5th without a “W” grade on student’s permanent record.

Student learning objectives for the course:

HR is an exciting and expanding field, arguably one of the most exciting and rewarding potential careers. In addition, regardless of your future career plans (whether in the field of HR or not), you will continually be involved with HR issues as an employee and as a manager, interviewing and being interviewed, performing and evaluating performance, training and being trained. HR is something everyone needs to learn about. The purpose of this course is to help you gain familiarity with a broad array of techniques, facts, theories, and research results in human resource management (HR). The increasing importance of human resource management in virtually all aspects of businesses will be emphasized. Further, new HR issues and findings are continually developing, and HR activities are often in the news.

Specific Objectives:

At the end of the class you should be able to:

- 1) Describe the field of "human resource management" and understand its strategic relevance in the workplace.
- 2) Know government regulation affecting employees.
- 3) Explain the process of job analysis and relate it to recruitment, selection, performance appraisal and compensation.
- 3) Analyze HR practices relating to recruitment, selection, performance mgmt, compensation, and training & development
- 4) Be clear about issues relating to collective bargaining and labor/management relations.
- 8) Demonstrate a basic understanding of issues relating to health and safety including workers compensation.

3. Course requirements:

Classes will be interactive, with both the instructor and students sharing in the process. Students are required to read assigned materials prior to the class date and be prepared for discussions, exercises, quizzes and exams. It is to your advantage to stay current with readings and assignments. Teaching methods may include lecturing, case analysis, experiential exercises, writing assignments, videos, group projects and class discussion. You are responsible for the material in the chapters as well as the materials covered in classes. As part of the learning process, we will discuss many of these items as they occur. You are also encouraged to share current or prior on-the-job experiences as they relate to human resource management.

Classroom Protocol:

Use of a laptop may be made for note taking and viewing PowerPoint slides only. If it is distracting, I will move students who use a laptop to the last row.

The following will result in an automatic F for the class:

- If you miss more than 4 classes
- Dishonesty during exams
- **If you show up more than 10 minutes late for the quizzes and exams, you will not be allowed to take the quiz or exam.**

Midterm Exams:

Midterm Exams will consist of primarily multiple choice questions and may include some short answer, true/false, and/or essay questions. You will need a SCANTRON 882 or 882E for each exam; short answers will be written on green books. Exams will consist of materials in the text, materials covered in class (including exercises, discussions, videos, etc), assignments, and outside reading as assigned. The exams will require you to understand and apply course concepts, rather than simply memorize them. Exams will be returned the next class period and will be posted in canvas.

In Class Assignments and Weekly Quiz:

In class assignments may involve individual or group work and exercises. The quiz will cover the current chapter to ensure you read the materials prior to class and/or most previous chapter covered to ensure understanding.

Class Participation:

You are expected to contribute to discussions in class by providing examples from your experiences at work. Your participation is evaluated on your preparation for class and the quality of contributions you make to discussions and exercises in the classroom. If you miss class, you are responsible for class material and announcements made in class including changes to the syllabus. As classes are interactive excessive absence or tardiness will result in lack of participation and failure to learn from the interactions and discussions.

4. GRADING SYSTEM

	%
Quiz (10)	15 (Each quiz is 15 points)
Midterm (2 at 15% each)	30 (Each midterm is 100 points)
Homework (15%) Group Mini-cases (10%); class participation (5%)	30
Comprehensive Final Exam	25 (200 points)
TOTAL	100

5. Tentative course calendar including assignment due dates, exam dates, date of Final exam:

Date	Topic
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	Date	Assignments Due
Chapters 1-4 Week 1	Aug 25	Introduction & Form Groups Chapter 1: The Challenge of Human Resources Management
	Sep 1	NO Class: Labor Day Holiday
Week 2	Sep 8	Chapter 2: Strategy and Human Resources Planning Homework 1 and Quiz 1: Chapter 1 & 2 Mini Case Presentation: Group A
Week 3	Sep 15	Chapter 3: Equal Employment Opportunity and Human Resources Management Homework 2 and Quiz 2: Chapter 3 Mini Case Presentation: Group B
Week 4	Sep 22	Chapter 4: Job Analysis and Job Design Homework 3 and Quiz 3: Chapter 4 Mini Case Presentation: Group C
Week 5	Sep 29	EXAM 1 (Ch. 1-4)
Chapters 5-8 Week 6	Oct 6	Chapter 5: Expanding the Talent Pool: Recruitment and Careers Homework 4 and Quiz 4: Chapter 5 Chapter 6: Employee Selection Homework 5 and Quiz 5: Chapter 6 Group Activity on Chapters 5 & 6
Week 7	Oct 13	Finish Chapter 5 & 6 Chapter 7: Training & Development HR Professional Guest or Panel Homework 6 and Quiz 6: Chapter 7 Mini Case Presentation: Group D and E
Week 8	Oct 20	Chapter 8: Performance Management & the Employee Appraisal Process Homework 7 and Quiz 7: Chapters 7 & 8 Mini Case Presentation: Group F
Week 9	Oct 27	EXAM 2 (Ch. 5-8)
Chapters 9-12 Week 10	Nov 3	Chapter 9: Managing Compensation Homework 8 and Quiz 8: Chapter 9 Mini Case Presentation: Group G

Week 11	Nov 10	Chapter 10: Pay-for-Performance: Incentive Rewards Homework 9 and Quiz 9: Chapters 9 & 10 Mini Case Presentation: Group H
Week 12	Nov 17	Chapter 11: Employee Benefits Homework 10 and Quiz 10: Chapters 10 and 11 Mini Case Presentation: Group I
Chapters 12-14 Week 13	Nov 24	Chapter 12: Promoting Safety and Health and Chapter 13: Employee Rights and Discipline Mini Case Presentation: Group J
Week 14	Dec 1	Chapter 14: The Dynamics of Labor Relations HR Professional Guest or Panel
Week 15	Dec 8	FINAL EXAM REVIEW
Final Exam Date Week 16		December 15, Monday : 5:15 pm– 7:30pm Do not schedule a vacation or trip away from campus so that you are unable to take the exam per the official SJSU Final Exam Schedule)

University Policies

Academic integrity

Students should know the University's Academic Integrity Policy that is available at

http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf

Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at

http://www.sa.sjsu.edu/judicial_affairs/index.html

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Student Technology Resources (Optional)

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center (Optional)

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at

<http://www.sjsu.edu/larc/>

SJSU Writing Center (Optional)

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges.

Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at

<http://www.sjsu.edu/writingcenter/>

Peer Mentor Center (Optional)

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering "roadside assistance" to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop-in basis, no reservation required. The Peer Mentor Center website is located at

<http://www.sjsu.edu/muse/peermentor/>.

College of Business Program Goals:

I. Business Knowledge

- To understand the fundamental principles of essential business functions and the relationship of business to individuals, government, society, and other organizations
 - To obtain specialized knowledge of a single business discipline or functional area
- Ila. Business Skills - Communication, Leadership and Ethics
- To express ideas clearly, logically, and persuasively in oral and written communication
 - To comprehend the challenges and opportunities of working effectively with other people in a diverse environment
 - To demonstrate awareness of how ethical issues and responsibilities affect decisions and actions
- Ilb. Business Skills - Critical Thinking and Analysis
- To comprehend and critically evaluate information presented in written and numeric form
 - To analyze complex, unstructured qualitative and quantitative problems, using appropriate tools and technology
- Not all program learning goals are covered in every course.

College of Business Policies:

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

Eating:

Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Cell Phones:

Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use:

In the classroom, faculty allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

Academic Honesty:

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.