| COURSE TITLE | HRM 6023 Human Resource Management (Online)  
Summer 2008 – [http://my.ltu.edu](http://my.ltu.edu) and select CRN 5134 |
|-------------|------------------------------------------------------------------|
| INSTRUCTOR  | Chris Emmons  
Professor, College of Management  
cemmons@aol.com  
248.561.0043  
Office hours by appointment |
| SCHEDULE    | Start Date: 5/14/08  
End Date: 7/24/08 |
| LEVEL / HOURS | Graduate Level / 3 semester credit hours  
No prerequisite requirements |
| PREREQUISITE | No prerequisite requirements |
Available for online purchase through LTU Bookstore at:  
| ADDENDA     | LTU Online student resources [http://www.ltu.edu/ltuonline/currentonline.asp](http://www.ltu.edu/ltuonline/currentonline.asp)  
Course-specific information is provided in the “Course Information” area |
| TECHNICAL SUPPORT | Technical support for using Blackboard is provided by the LTU Help Desk, 248-204-2330 or vitrc@ltu.edu |
| ACADEMIC SUPPORT | Library / APA Standards  
Telephone: 248.204.3000  
E-mail: refdesk@ltu.edu  
Academic Achievement Center  
[http://www.ltu.edu/aac/](http://www.ltu.edu/aac/)  
Telephone: 248.204.4120 |
Educational Goals

The attraction, development and engagement of human talent are critical management skills. Our course philosophy will be to appreciate HRM by participating in these online discussions; by reading assignments; by watching videos; by conducting an interview; by designing a structured interview guide; by evaluating the work of another; and by conducting research.

A brief video overview of this course is available at: http://www.ltuvitrc.com/ltuonline/HRM6023/emmons01.ram as well as in CRN 5134 under Module 0 Pre-course Orientation titled “Introduction to the Course.”

Objectives

The course is designed to provide a broad understanding of the role and importance of human resources as an essential management responsibility.

- Understand the role of HRM as it relates to each member of the management team and as it relates to practitioners in the field
- Comprehend the complexities and subtleties of multi-cultural workforces
- Understand equal employment
- Know where to find information on employment law
- Critique the importance of organizational culture
- Evaluate a wide variety of employee relations interventions
- Understand issues surrounding health, safety, security, employee rights and discipline
- Understand the history and current status of unions
- Understand the importance of HR planning and metrics
- Understand the basics of compensation (pay and benefits)
- Develop and utilize a structured interview guide
- Understand training and development techniques
- Give and receive feedback
- Assess and articulate the future challenges in HRM

Instructional Methods and Course Organization

A variety of instructional methodologies are used in this course, which include but are not limited to:

Blackboard learning environment – Blackboard at my.lt.edu contains the syllabus, all assignments, reading materials, streaming videos, Powerpoint mini-lectures, written lecture notes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages and telephone conference calls (scheduled by appointment).

Required readings – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapter concepts will be discussed online via the discussion forums for each module.

Publisher Web Site – A publisher web site at http://www.thomsonedu.com includes resources to enhance the course.
Class Policies and Expectations

Academic Honor Code
http://www.ltu.edu/currentstudents/honor_code.asp

LTU OL policies
http://www.ltu.edu/ltuonline

LTU College of Arts & Science, Banned Writing Errors
http://www.ltu.edu/arts_sciences/humanities_ss_comm/writing_guidelines.asp

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU e-mail account. If you wish to use a different e-mail address for this course, please change your e-mail address in Blackboard under “Blackboard Tools – Personal Information.”

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge of business.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. If business travel will take you away from regular participation, please clear these dates with me in advance.

All assignments must be submitted via Blackboard using Microsoft Office-compatible software. If you need to submit an assignment via e-mail, contact the instructor in advance. Late work will be reduced in value.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment and course specific grading rubrics are detailed on the LTU Online Blackboard course in the section Assignments.

Be prepared to log into Blackboard at least three times per week. Please focus your on-line correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:

I will be available to you via e-mail and phone, and will promptly reply to your messages.
I will be available to you for face-to-face appointments as requested.
I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
I will return all assignments to you promptly, and will include individualized comments and suggestions.
I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.

If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.
## Course Schedule

This fully online course begins with an online course orientation period to familiarize you with the online learning environment. Each week starts on a Monday and ends on a Sunday.

All topics will be covered during the week they are listed. All readings are to be completed during the week they are listed. All assignments are due on the dates they are listed.

D=Discussion Board Assignments noted by module and A or B
Example: Module One Discussion A = 1DA

<table>
<thead>
<tr>
<th>Dates</th>
<th>Modules</th>
<th>Topics / Readings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of May 14 – May 18</td>
<td>Module 0</td>
<td>Pre-Course Orientation</td>
<td>Complete Module</td>
</tr>
<tr>
<td>Week of May 19 – May 25</td>
<td>Module 1</td>
<td>Introduction to HRM&lt;br&gt;Chapter 1&lt;br&gt;Changing Nature of HRM&lt;br&gt;Why We Hate HR</td>
<td>1DA Exploring HR Resources&lt;br&gt;DUE Tuesday&lt;br&gt;1DB HR: Administrative or Strategic?&lt;br&gt;DUE Thursday</td>
</tr>
<tr>
<td>Week of May 26 – June 1</td>
<td>Module 2</td>
<td>Diversity&lt;br&gt;Chapter 5&lt;br&gt;Managing Equal Employment and Diversity&lt;br&gt;Emmons on Diversity&lt;br&gt;Emmons on Workplace Mental Health&lt;br&gt;Forget Diversity&lt;br&gt;Employment Law&lt;br&gt;Chapter 4&lt;br&gt;Legal Framework of Equal Employment&lt;br&gt;Video 4: Equal Employment Opportunity</td>
<td>2DA Diversity: Current and Future Role in the Workplace&lt;br&gt;DUE Tuesday&lt;br&gt;2DB Diversity or Cross-Cultural Communication?&lt;br&gt;DUE Thursday&lt;br&gt;Review employment law folder</td>
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<tr>
<td>Week of June 2 – June 8</td>
<td>Module 3</td>
<td>Organizational Culture&lt;br&gt;Chapter 3&lt;br&gt;Organizational/Individual Relations and Retention&lt;br&gt;News Analysis: It’s the Culture</td>
<td>4DA Outsourcing and Offshoring&lt;br&gt;DUE Tuesday&lt;br&gt;4DB The Importance of Corporate Culture&lt;br&gt;DUE Thursday</td>
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<tr>
<td>Week of June 9 – June 15</td>
<td>Module 5</td>
<td>Employee Relations&lt;br&gt;Chapter 16&lt;br&gt;Employee Rights and Responsibilities&lt;br&gt;Video 16: Employee Rights and Discipline</td>
<td>5DA Employee Rights&lt;br&gt;DUE Tuesday&lt;br&gt;5DB Employee Relations Case Study&lt;br&gt;DUE Thursday</td>
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</tbody>
</table>
| Week of June 16 – June 22 | Module 6 | **Health and Safety**  
Chapter 15  
Risk Management and Worker Protection  
Video 15: Health, Safety, and Security  
**Union Relations**  
Chapter 17  
Union/Management Relations  
Video 17: Union/Management Relations | 6DA HR in Business Publications  
DUE Tuesday  
7DA The Future of Unions  
DUE Thursday  
Submit topic for research paper.  
DUE Sunday |
| Week of June 23 – June 29 | Module 8 | **Recruitment and Selection**  
Chapter 7  
Recruiting in Labor Markets  
Chapter 8  
Selecting Human Resources  
Video 7: Recruiting in Labor Markets  
Video 8: Selecting Human Resources | 8DA Recruitment and Selection  
DUE Thursday  
Conduct interview  
DUE Sunday |
| Week of June 30 – July 6 | Module 9 | **Compensation (Pay and Benefits)**  
Chapter 12  
Total Rewards and Compensation  
Chapter 13  
Variable Pay and Executive Compensation  
Videos 12 and 13: Compensation Strategy and Practice  
Chapter 14  
Managing Employee Benefits  
Video 14: Managing Employee Benefits | Keep in mind that your paper is due next week.  
9DA Compensation  
DUE Thursday  
Develop structured interview guide (SIG)  
DUE Sunday |
| Week of July 7 – July 13 | Module 10 | **HR Planning and Metrics**  
Chapter 2  
Strategic HR Management and Planning  
Video 1: HR: A New Business Partner  
Video 2: Human Resource Planning  
Chapter 6  
Jobs and Job Analysis  
Video 6: Jobs and Human Resources  
*The HR Scorecard: Linking People, Strategy, and Performance*  
*Blind Investment* | 10DA Measuring HR  
DUE Thursday  
Submit research paper (RP)  
DUE Sunday |
### Student Evaluation

The course has five assignments totaling 100 points (left column). Letter grades are awarded based on the total number of points achieved (right column). Points are deducted for late assignments.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Discussion Board (15 @ 5 points each)</td>
<td>075</td>
</tr>
<tr>
<td>Research Paper</td>
<td>015</td>
</tr>
<tr>
<td>Structured Interview Guide</td>
<td>005</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>005</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Points</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>96 and above</td>
<td>A</td>
</tr>
<tr>
<td>90 – 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
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<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>61 – 70</td>
<td>D</td>
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<tr>
<td>60 and below</td>
<td>E</td>
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*Note: Grades lower than “B” fall below the LTU graduate standard*