



HRM 6023 Human Resource Management (Online) – CRN 5134 – Summer 2008

COURSE TITLE BLACKBOARD SITE	HRM 6023 Human Resource Management (Online) Summer 2008 – 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 PREREQUISITE	Graduate Level / 3 semester credit hours No prerequisite requirements
REQUIRED TEXT (See Blackboard for additional resources)	Textbook: Mathis, R. L., & Jackson, J. H. (2008) Human Resource Management (12th ed.) . Mason, OH: Thompson South-Western. ISBN-10: 0324542755 ISBN-13: 978-0324542752 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDENDA	LTU Online student resources 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 vitr@ltu.edu
ACADEMIC SUPPORT	Library / APA Standards Telephone: 248.204.3000 http://www.ltu.edu/library/index1.asp E-mail: refdesk@ltu.edu Academic Achievement Center 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.ltu.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.

Lawrence Technological University
HRM 6023 Human Resource Management (Online) – CRN 5134 – Summer 2008

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

Dates	Modules	Topics / Readings	Assignments Due
Week of May 14 – May 18	Module 0	Pre-Course Orientation	Complete Module
Week of May 19 – May 25	Module 1	Introduction to HRM Chapter 1 Changing Nature of HRM <i>Why We Hate HR</i>	1DA Exploring HR Resources DUE Tuesday 1DB HR: Administrative or Strategic? DUE Thursday
Week of May 26 – June 1	Module 2 Module 3	Diversity Chapter 5 Managing Equal Employment and Diversity <i>Emmons on Diversity</i> <i>Emmons on Workplace Mental Health</i> <i>Forget Diversity</i> Employment Law Chapter 4 Legal Framework of Equal Employment Video 4: Equal Employment Opportunity	2DA Diversity: Current and Future Role in the Workplace DUE Tuesday 2DB Diversity or Cross-Cultural Communication? DUE Thursday Review employment law folder
Week of June 2 – June 8	Module 4	Organizational Culture Chapter 3 Organizational/Individual Relations and Retention <i>News Analysis: It's the Culture</i>	4DA Outsourcing and Offshoring DUE Tuesday 4DB The Importance of Corporate Culture DUE Thursday
Week of June 9 – June 15	Module 5	Employee Relations Chapter 16 Employee Rights and Responsibilities Video 16: Employee Rights and Discipline	5DA Employee Rights DUE Tuesday 5DB Employee Relations Case Study DUE Thursday

Lawrence Technological University
HRM 6023 Human Resource Management (Online) – CRN 5134 – Summer 2008

Week of June 16 – June 22	Module 6 Module 7	<p>Health and Safety Chapter 15 Risk Management and Worker Protection</p> <p>Video 15: Health, Safety, and Security</p> <p>Union Relations Chapter 17 Union/Management Relations</p> <p>Video 17: Union/Management Relations</p>	<p>6DA HR in Business Publications DUE Tuesday</p> <p>7DA The Future of Unions DUE Thursday</p> <p>Submit topic for research paper. DUE Sunday</p>
Week of June 23 – June 29	Module 8	<p>Recruitment and Selection Chapter 7 Recruiting in Labor Markets</p> <p>Chapter 8 Selecting Human Resources</p> <p>Video 7: Recruiting in Labor Markets Video 8: Selecting Human Resources</p>	<p>8DA Recruitment and Selection DUE Thursday</p> <p>Conduct interview DUE Sunday</p>
Week of June 30 – July 6	Module 9	<p>Compensation (Pay and Benefits) Chapter 12 Total Rewards and Compensation</p> <p>Chapter 13 Variable Pay and Executive Compensation</p> <p>Videos 12 and 13: Compensation Strategy and Practice</p> <p>Chapter 14 Managing Employee Benefits</p> <p>Video 14: Managing Employee Benefits</p>	<p>Keep in mind that your paper is due next week.</p> <p>9DA Compensation DUE Thursday</p> <p>Develop structured interview guide (SIG) DUE Sunday</p>
Week of July 7 – July 13	Module10	<p>HR Planning and Metrics Chapter 2 Strategic HR Management and Planning</p> <p>Video 1: HR: A New Business Partner Video 2: Human Resource Planning</p> <p>Chapter 6 Jobs and Job Analysis</p> <p>Video 6: Jobs and Human Resources</p> <p><i>The HR Scorecard: Linking People, Strategy, and Performance</i></p> <p><i>Blind Investment</i></p>	<p>10DA Measuring HR DUE Thursday</p> <p>Submit research paper (RP) DUE Sunday</p>

Lawrence Technological University
HRM 6023 Human Resource Management (Online) – CRN 5134 – Summer 2008

Week of July 14 – July 20	Module11 Module12	Training and Development Chapter 9 Training Human Resources Video 9: Training Global Employees Chapter 10 Talent Management and Development Video 10: Careers and HR Development Performance Management Chapter 11 Performance Management and Appraisal Video 11: Performance Review and Appraisal	Evaluate Classmate Paper DUE Sunday
Week of July 21 – July 24	Module13	Future Challenges	13DA Globalization DUE Tuesday 13DB Future Challenges DUE Thursday

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.

Assignments	Points
Discussion Board (15 @ 5 points each)	075
Research Paper	015
Structured Interview Guide	005
Performance Evaluation	005
Total Points	100

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D
60 and below	E

Note: Grades lower than “B” fall below the LTU graduate standard