

COURSE TITLE BLACKBOARD SITE	HRM 6023 Human Resource Management Summer 2012 – http://my.ltu.edu and select CRN 5134
INSTRUCTOR	Name: Frank Cusmano Telephone: (home) 810-794-2348 E-mail: facusmano@comcast.net Office Location / Hours: As requested by student Office hours by appointment
SCHEDULE	May 16, 2012 – July 26, 2012 Refer to http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for the last date to withdraw and other important registration related information.
LEVEL/ HOURS PREREQUISITE	3 credits. This is a graduate level course. Writing at a graduate level using APA style for in-text citations and listing of references is a requirement.
REQUIRED TEXT (See Blackboard for additional resources)	Mathis, R. L., & Jackson, J. H. (2011). <i>Human Resource Management</i> (13 th ed.). Mason, OH: South-Western, Cengage Learning. ISBN-10: 0-538-45315-X ISBN-13: 978-0-538-45315-8 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDITIONAL RESOURCES	LTU Online student resources: http://www.ltu.edu/ltuonline/
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the Helpdesk. Visit www.ltu.edu/ehelp or 248.204.2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne .

COURSE SCHEDULE FOR COLLEGE OF MANAGEMENT (GRAD) SEMESTER COURSES

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday. Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Please note that you should not submit any assignments to the Blackboard "Digital Drop Box." All assignments are submitted using the Blackboard "Assignments" or "SafeAssign" function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Discussion Board = DB Case Assignment = CA

Dates	Modules	Topics / Readings	Assignments Due
Prior to Semester Start and May 14 – May 20	Module 0	Overview of textbook Online Learning Orientation Course Orientation	DB – Tell us a little about yourself.
Week of May 21 – May 27	Module 1	Chapter 1 – 2 Lecture Video	DB - Case of Janet DePaulo (Note: this discussion board has no assignment points)
Week of May 28 – Jun 3	Module 2	Chapter 3 – 4 Lecture Video	DB1 – Critical Think # w (pate 102) CA1 – Case of Amanda Stein DB 2 – Rowe – Best Buy (page 140) CA2 – The Reluctant Receptionist (page141)
Week of Jun 4 – Jun 10	Module 3	Chapter 5 - 6 Lecture Video	DB3 – Taking a Bite Out of Your Diet Firm Partner CA3 – Recruiting at Kia (page 209)
Week of Jun 11 – Jun 17	Module 4	Chapter 7 Lecture Video	DB4 – Right Nurse for the Job CA4 – Full Disclosure on Sex Offenders? (page 243)
Week of Jun 18 – Jun 24	Module 5	MidTerm Exam	DB5 – What are your rights regarding your Personnel file? H.R. Interview Due
Week of Jun 25 – Jul 1	Module 6	Chapter 8 – 10 Lecture Video	DB6 – Harding Space CA5 – 21 st Century Onboarding (page 279) DB7 – Comment on your Performance Appraisal

Dates	Modules	Topics / Readings	Assignments Due
			process CA6 – Western Savings
Week of Jul 2 – Jul 8	Module 7	Chapter 11 - 12 Lecture Video	DB8 – Pay for Performance (page 390) CA7 – What have you done for me lately? DB9 – Executive Compensation CA8 _ Sodexo Incentives (page 420)
Week of Jul 9 – Jul 15	Module 8	Chapter 13 Lecture Video	DB10 – Delta Electronics CA9 – Strategic Benefits at KPMG Canada (page 460)
Week of Jul 16 – Jul 22	Module 9	Chapter 16 Lecture Video	CA10 – Arbitration Case – Discharge at the Deli Department
Week of Jul 23 – Jul 29	Module 10	Final Exam	Research Report Due
THIS IS A 10 WEEK SEMESTER. THE SEMESTER WILL BE CONDENSED TO INCLUDE REMAINING COURSEWORK AND FINAL EXAMS.			

STUDENT EVALUATION

The course has multiple assignments totaling 100 points. Letter grades are awarded based on the total number of points achieved. There will be no points for late assignments.

EXAMPLES:

Assignments	Percentage
10 Case Discussion Forums @ 1.0% each Graded on 5 point scale Grading Rubric	10
10 Case Assignment Cases @ 1.5% each Graded on Percentage Scale (100% - 0%)	15
H. R. Interview	05
Research Report	20
Mid – Term Exam	25
Final Exam	25
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 (Undergrad Only)
60 and below	E

Note: Grades lower than a "B" fall below the LTU graduate standard

ASSIGNMENT DETAILS

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Please note that you should not submit any assignments to the Blackboard "Digital Drop Box." All assignments are submitted using the Blackboard "Assignments" or "SafeAssign" function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. All assignments are submitted using the Blackboard Assignments.

CASE ASSIGNMENT DETAILS

Assignment information is provided within your course information in Blackboard. The assignments are located in Blackboard; click the button Assignments after entering the course.

Please note ALL assignments are due on Sunday, midnight.
Submit all assignments to the instructor using Blackboard using the “view/complete” function provided for each assignment

Each case assignment is graded on a 0% to 100% scale. There is no page limitation regarding your response to the case questions. Your response to each question is complete when you believe you have made your best effort to answer the question(s).

DISCUSSION BOARD CASE DETAILS

Blackboard discussion / participation requirements include
Each Discussion Forum is graded on a five (5) point scale. The purpose of a discussion in this course is to demonstrate your knowledge of the subject and to communicate with fellow students and the instructor on the selected subject.

- Success in an online course discussion forum requires you to post promptly to the topic presented and participate with at least two other students.
- Example: Review the course “Theory” material listed in the course and review the Topic/Reading requirements listed in the syllabus.
 - **Post your initial response to the instructors weekly Module Discussion by at least Thursday.**
 - Review fellow student's posts and respond to the information presented after the Thursday initial response deadline.

Rubric for Grading Discussion Forum:

Possible Points	Description
2	Applied chapter knowledge in your initial discussion
1	Applied chapter knowledge with fellow student discussion
1	Included assigned course material in discussion, reading and viewing material
.5	Engaged discussion with two other student
.5	Timeliness in post allowed fellow students to participate in your discussion

RESEARCH REPORT

The Research Report will require you to select your topic from a list provided in the document area. The deliverable requirements are provided in the document area. You should select a topic that you have an interest in learning more about the subject area. The report is intended to enhance your knowledge and understanding in this specific human resource area. I will not allow any other topic areas to be selected. The report will be graded on a 0% - 100% scale. I would expect the best practice(s) and current research in the topic to be fully discussed.

Mid-Term and Final Exam

The Mid-Term and Final Exam will be made of multiple choice questions from the following:

Mid-Term Exam: Chapters 3, 4, 5, 6, 7.

Final Exam: 8, 10, 11, 12, 13, 16

The tests are very comprehensive. The tests come directly from the assigned chapter material. Each examination is timed. The time allotment will be given prior to the week of the exam. Because the exam is timed, any use of the text book to answer the questions is not recommended. Once the allotted time has expired – you will be locked out from answer any further questions (and you will be given no points for any unanswered questions). I strongly recommend that you take the time to read and understand the chapter as discussed by the author. The test will be a fair representation of the chapter material. Hopefully, the oral lecture for each chapter will enhance and reinforce your knowledge in the chapter.

HUMAN RESOURCE INTERVIEW

In the document area I have provided a guide to use when you conduct your interview. Please use this opportunity / interview to enhance your understanding regarding your company's human resource department.

SYLLABUS ADDENDA

Please see the LTU Online "Current Students" web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these syllabus requirements.

The LTU Online "Current Students" web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the Safe Assign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the [eHelp web site](#) regarding the use of the SafeAssign product.

EDUCATIONAL GOALS

This course focuses on strategic issues and choices in acquiring, developing, motivating, managing, and retaining a workforce, from the perspective of a general manager or non-HR manager. I would expect many students to view the course from the perspective of their own work experience involving their prior and current employers. You should expect that many businesses do not operate in the same manner involving human resources. The exposure to the following topics should enhance your understanding and knowledge in this discipline. Topics include: employment law, job design and analysis, performance management, HR planning, staffing, training and development, compensation and incentive, and employee and labor relations. Emphasis is placed on how HRM programs can add value and create competitive advantage, and on the need for HR practices to be internally consistent and aligned with the firm's strategy.

STUDENT LEARNING OBJECTIVES / OUTCOMES

It is anticipated that each class participant should gain an enhanced understanding of the human resource function as it relates to various managerial responsibilities and duties.

- Understand the role of HRM as it relates to each member of the management team and as it relates to practitioners in the field
- Understand equal employment and the law
- 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 basics of pay and benefit
- Understand the role of planning and recruitment
- Understand how to interview and its problems
- Understand training and development techniques
- Understand performance appraisal
- Understand the importance of HR metrics

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated PowerPoint mini-lectures, podcasts, written lecture notes, chapter quizzes, 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, telephone conference calls, and IM conversations.

Required Reading – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

CLASS POLICIES AND EXPECTATIONS

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 email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me so I can store your address in my email directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

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

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and 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 with each assignment.
- 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.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester (the Summer semester is compressed into 10 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
 - 8-9 hours preparing your case study review;
 - 24-40 hours working with your group on the three parts of your semester-long project;
 - 8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:

Online Learning Schedule						
MON	TUES	WED	THU	FRI	SAT	SUN
Read Textbook Chapter						
		Take Online Chapter Quiz				
		Participate in Weekly Blackboard Discussions				
Individual and Group Project Work - Coordinate With Colleagues						
Instructor Communication - As Needed						

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Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.