



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

Instructor: Dr. Alex Williams
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Office: CBT
Office Hours: Tuesdays 9:30am – 12:00pm and by Appointment (or send me an email anytime!)
Phone: 903-886-5686 (you will receive a quicker response by email)

REQUIRED TEXTS:

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). *Human Resource Management: Gaining a Competitive Advantage (Sixth Edition)*. McGraw-Hill Irwin: New York. ISBN: 978-0-07-353020-8. **New: \$202.80; Used: \$162.25.**

COURSE OVERVIEW AND OBJECTIVES:

This course is designed to provide an analysis of current human resource management issues, emphasizing their impact on an organization's success. Upon completion of this course, you should be able to:

- Identify current issues facing human resource management.
- Develop strategies for dealing with these issues.
- Examine emerging issues in human resource management and assess their potential impact on organizations.
- Develop skills in solving human resource problems.
- Develop an understanding of the complex nature of human resource management problems.

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do. PowerPoint slides and mini-lectures will be available for each of the Robbins et al. book chapters, either within the Lesson and/or under the "Doc Sharing" tab. We will also utilize the "Discussion Board" feature of eCollege (See the "Discussion Board" section for more details). I will post topics and/or questions to generate discussion among you and your classmates. This is the main way in which everyone (regardless of your location, time zone, etc.) can actively participate in this course. ALL assignments will also be posted on eCollege, under the Doc Sharing tab. You should submit all of your work in a format that is compatible with **Microsoft Office** and post it in the appropriate "Dropboxes" it is due.

COURSE SCHEDULE:

A course schedule is within this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or

something of that nature). If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the “Doc Sharing” tab. You should read this document, initial it, and submit it to me via its corresponding “Dropbox” (see the course schedule for the due date).

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132**

**Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148**

StudentDisabilityServices@tamU-commerce.edu

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via eCollege and e-mail. It is your responsibility to become aware of any such changes.
- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class. I check my e-mail several times a day, so this is the best way to reach me. I strive to respond to any email within 24 hrs (even if it just to acknowledge receipt of the email while I continue to work on the request).
- **Back-ups Are Required:** You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **Discussion Boards:** For some of the chapters, discussion questions/topics will be posted online for class participation. Each student is required to make thoughtful posts as well as replies to other students’ posts, and follow explicit instructions for posting requirements.

The discussion boards are an important part of your learning – plan to participate throughout the semester. These are considered assignments, and will be graded. In order to achieve the highest possible score for discussion board posts, please post an original response to the topic and more than two replies to show active engagement in the discussion.

Postings will be graded on two elements: critical thinking (addresses the question completely and in-depth; points are clearly made and evidence supports arguments/rationale; shows a clear grasp of content and elaborates with explanation and relevant examples); and responses to classmates (offers meaningful responses to the posts of others, more than simply “good post” or “I agree”).

I suggest that you read the issue posted in the discussion board, write your response to the issue offline, then copy/paste your response into the discussion board. Afterwards, read through the responses of your classmates and make meaningful comments on their posts (perhaps giving an example to support their view or offering an alternative explanation).

Once the discussion boards have been closed, they *will not* be re-opened. See the tentative schedule of due dates at the end of this document for the scheduled discussion posts.

ASSIGNMENTS:

- Throughout the semester, you will be required to analyze four cases that can be found in the custom edition of the Robbins et al. text. The case work is worth a total of 300 points (60% of your course grade), so take it seriously. Specific instructions for each case will be posted on eCollege, under the “Doc Sharing” tab. The analyses should be submitted to the “Dropbox” designated for that case. The document must be compatible with Microsoft Word. A grading rubric for the case assignments can be found at the end of this syllabus.
- **Assignments (General Comments):**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 592 should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it. In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM CST** to submit the work that is listed in the far right, “Work Due” column of the course schedule provided on the fifth page of this syllabus. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.
 3. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don’t turn in work that is only “half-finished”.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

GRADE COMPONENTS:

Component	Type	Value
Discussion Board Assignments (2 @ 50 Points Each)	Individual	100 points (17%)
Legal Exercise Assignment	Individual	50 points (8%)
O*Net Assignment	Individual	50 points (8%)
Quizzes (4 @ 25 Points Each)	Individual	100 points (17%)
Exams (2 @ 150 Points Each)	Individual	300 points (50%)
Course Total		600 points

GRADING SCALE:

A	90 – 100%	540-600 points	D	60-69%	360-419 points
B	80 – 89%	480-539 points	F	Below 60%	Less than 360 points
C	70-79%	420-479 points			

Incomplete - Must be previously agreed upon by student and instructor.
Withdrawal - Must be initiated by the student administratively.

QUIZZES:

There will be four quizzes given to assess your understanding of course material via a mixture of multiple-choice, fill-in-the-blank and short answer. **Please note: If a student misses a quiz, the student will earn a grade of zero. Makeup quizzes will not be given.**

EXAMS:

Each exam will test your comprehension of the Robbins et al. text and your case analysis skills (essay format).

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT.**
- ❖ **ON THE COURSE SCHEDULE THAT APPEARS ON THE NEXT PAGE, THE GENERAL ASSIGNMENTS (APA FORMATTING AND ARTICLE), ALL FOUR CASE ASSIGNMENTS, AND THE FINAL EXAM ARE DUE BY 11:59PM (CST) ON THE DATE APPEARING AT THE BEGINNING OF THAT ROW. ALL OF THE DATES IN THE FIRST COLUMN FALL ON WEDNESDAYS.**

LESSON	WEEK & DATE DAY OF WEEK: WEDNESDAY	TOPIC	MATERIAL TO READ & ASSIGNMENTS DUE
1.	August 29	Introduction & Course Overview HRM: Gaining a Competitive Advantage	Chapter 1 Academic Honesty Policy Questionnaire
2.	September 5	Part 1: Strategic Human Resource Management Legal Issues Exercise Available	Chapter 2
3.	September 12	Part 1: The Legal Environment: EEO and Safety Part 1 Quiz Available	Chapter 3 Legal Issues Exercise Due
4.	September 19	Part 1: The Analysis and Design of Work	Chapter 4 Part 1 Quiz Due
5.	September 26	Part 2: HR Planning and Recruitment O*Net Exercise Available	Chapter 5
6.	October 3	Part 2: Selection and Placement Part 2 Quiz Available	Chapter 6 O*NET Exercise Due
7.	October 10	Part 2: Training Exam 1 Available	Chapter 7 Part 2 Quiz Due
	October 17		EXAM 1 Due
8.	October 24	Part 4: Pay Structure Decisions	Chapter 11
9.	October 31	Part 4: Recognizing Employee Contributions with Pay Part 4 Quiz Available Discussion Board Assignment Opens	Chapter 12
10.	November 7	Part 4: Employee Benefits	Chapter 13 Part 4 Quiz Due Discussion Board Assignment Closes
11.	November 14	Part 3: Employee Development	Chapter 9
12.	November 21	Part 3: Performance Management Part 3 Quiz Available	Chapter 8
13.	November 28	Part 3: Employee Separation and Retention Discussion Board Assignment Opens	Chapter 10 Part 3 Quiz Due Discussion Board Assignment Opens
14.	December 5	FINAL EXAM ASSIGNED	
15.	December 11		FINAL EXAM DUE