Lives of Significance and Service
NORTH PARK UNIVERSITY CHICAGO

School of Business and Nonprofit Management

Course Syllabus

Course *SBNM 5030 – Principles of Human Resources*
Academic Year: 2014 **Semester/Quad:** *Spring A*
Credit Hours: 2
Prerequisites: None

Instructor: Greg Crawford
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Availability:

Please contact me via e-mail. I will reply within 24 hours during the week and within 48 hours on weekends. Also, if necessary telephone conversations can be requested (send e-mail with requested time)

Course Description:

This course examines current theory and practice of human resource management in the context of ethical strategic management. As more organizations recognize that people are a major source of competitive advantage, human resources has taken on a more strategic role. As a result, decisions made in organizations about how to identify and hire top talent, what training to provide and how to reward them has become more critical than ever before. These decisions are just not made by the hr department. Managers are also responsible for selection, performance management and compensation decisions and therefore should have a good understanding of hr practices. Throughout this course we will view human resources as a fully functioning strategic partner in developing and implementing the mission and vision of an organization as well as developing human resources strategies that support the bottom line. As part of the practitioner model, specific tools for human resources compliance, recruitment, selection, performance appraisal, discipline and compensation/benefits will be provided throughout the text, through lecture, video clips and presentations. During this course we will also identify, analyze and present solutions for several current human resources related issues.

Introductory Comments:

Welcome to the fascinating world of human resources. This course is designed to give you a "real world" perspective on the importance and significant value that human resources can bring to an organization and be instrumental in helping to meet corporate goals.

Course Materials:

REQUIRED

Textbook(s): ***Gomez-Mejia, Balkin & Cardy. Managing Human Resources (2012) 7th Ed.***
ISBN #978-0-13-272982-6

REQUIRED

Textbook(s): ***Maidment Fred, Annual Editions: Human Resources (2013) 21st Ed.***
ISBN-13 9780073528717

Essential IDEA Objectives:

The essential objectives of this course (per the IDEA framework, a nationally recognized assessment tool used by many higher learning institutions) are:

1. Learning fundamental principles, generalizations and theories.
2. Learning to apply course material (to improve thinking, problem solving and decisions).
3. Acquiring an interest in learning more by asking questions and seeking answers.

Specific Course Objectives:

This course is designed to provide students with an overview of the field of human resources. Upon successful completion of SBNM 5030, students will have the ability to:

1. Understand the value and importance of human resources within any size organization.
2. Understand the diversified role and responsibilities of human resources and its impact on meeting organizational goals and objectives.
3. The importance of human resources as a strategic partner in developing and implementing the mission and vision of an organization as well as strategies to support the bottom line.
4. Understand the responsibility of human resources to ensure the business meets legal and compliance requirements.
5. Become familiar with the many functions of human resources that support the needs of employees and employers.

Course Methodology:

Because this course is designed to provide a "real world" present day view of human resources, there will be considerable discussion required by students to present to the class hr related experiences they encountered while employed. Experiences may be current or past situations that involved human resources or was an hr related issue. ***Class participation is a key requirement of this course****. Just reading theory without the opportunity to practice the application of the theory is not very effective. Throughout the course, there will be lectures, power point presentations, videos, class discussions and team presentations to help students understand the principles of human resources. The text and course supplement are the resources to be used to develop a foundation of knowledge regarding the various disciplines associated with human resources.*

Schedule of Weekly Assignments:

Week	Dates	Topics	Assignment(s)
1	*Jan13-19*	*Understand present and emerging HR challenges* *Discuss HR Best Practices and Strategic HR Policies* *Review and discuss Equal Employment Opportunity and the Law*	*Read chapters 1,2,3 Gomez-Mejia* *Read articles 1,2,3,8,25 Annual Editions*
2	*Jan 20 –26*	*Strategic HR Management* *Understanding Job Analysis* *Use Job Analysis tools to develop valid defensible job descriptions* *Understanding the importance of the Recruiting and Selection process*	*Read chapters 4,6 Gomez-Mejia* *Read articles 4,5,9, Annual Editions*
3	*Jan 27-* *Feb 2*	*Employee Testing and Selection* *Recruitment* *Interviewing and Employee Selection*	*Read chapter 5 Gomez-Mejia* *Read article 11,16 Annual Editions* *Conduct Job analysis and write a job description* *Identify topic for final paper*
4	*Feb 3-9*	*Performance Management & Appraisals as an integral part of HR strategy* *Establishing Strategic Pay Plans*	*Read chapter 7 Gomez- Mejia* *Read article 15,22 Annual Editions*
5	*Feb 10-16*	*Pay for Performance & Financial Incentives* *Benefits and Services*	*Read chapters 10,12 Gomez-Mejia* *Read articles 26,27,28 Annual Editions* *Annual Editions presentations*
6	*Feb 17-23*	*Labor Relations* *Employer Relations* *Employee Safety*	*Read chapters 13,14* *Read article 6,29, Annual Editions* *Annual Editions presentations*
7	*Feb 24-* *March 2*	*Ethics in Human Resources* *HR Technology* *HR Outsourcing*	*Read chapters 15,16 Gomez-Mejia* *Read articles 13,31, 33,34 Annual Editions* *Annual Editions presentations* *Final paper is due*

Grading:

Assignment	Points	Grade %
Class Participation/Discussion	60	30%
Team Presentation	40	20%
Final Paper	100	50%
adequate research/issues identified = 20% explanation of current HR relation issue = 20% development of viable HR strategy = 20% steps for strategy roll-out evaluation = 20%		

Assignment	Points	Grade %
paper is succinct, concise logical and well written = 20%		
Total	*Enter total number of points possible*	200

Grade Mapping:

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
190-200	A (95-100%)	160-164	B- (80-82%)	<140	F (70%)
180-189	A- (90-94%)	155-159	C+ (77-79%)		
175-179	B+ (87-89%)	145-154	C (73-76%)		
165-174	B (83-86%)	140-144	C- (70-72%)		

Assignment Grading Policies:

Please be aware that any late submission of an assignment will incur a penalty. A late submission received within 24 hours of the deadline will be assessed an automatic 10% point deduction and a submission received 24-48 hours after deadline will be assessed an automatic 20% point deduction. No submissions will be accepted over 48 hours past the deadline.

Student Responsibilities:

Participation in class discussions and the completion of assignments is required for this course. You cannot successfully complete this course without completing the weekly reading assignments. It is imperative that students complete the weekly assigned readings before participating in class discussions.

If you have questions, concerns or issues, please contact me via e-mail. But you may also contact me by phone.

Instructor Responsibilities:

As your instructor I will:

Facilitate a participant centered course experience to focus on student learning
Provide updated information on relevant resources for the various topics
Respond to all e-mails within 24 – 48 hours of receipt.

ASSIGNMENT SPECIFICATIONS

Overview:

Assignments consist of readings, class discussions, team presentations and a final paper. Due dates are indicated in the schedule of weekly assignments.

CLASS PARTICIPATION

The learning experience is enhanced when class participants share comments, ask questions and offer real world examples of situations/experiences where concepts and principles have been applied or can be applied

Your class participation will be graded on a weekly basis according to the following criteria:

Participation	10 -9 points	8-6 points	5-3 points	2-0 points
	Comments and questions are insightful, demonstrates Grasp of course material	Comments /questions aid discussion providing some understanding of course material	Few contributions Comments/questions have little relevance to topics discussed	Minimal or no participation

Team Presentations

Assignment Specifications:
Teams of 2 students will be formed and required to prepare a presentation to the class of an assigned HR topic from the Annual Editions text.

Criteria:	*[point range for outstanding assignment]*	*[point range for good assignment*	*[point range for less than stellar assignment*	*[point range for poor assignment*
Content	10 -9 points	8-7 points	6-5 points	<5
Knowledge of Topic	10-9 points	8-7 points	6-5 points	<5
Presentation	10-9 points	8-7 points	6-5 points	<5
Response to Questions	10-9 points	8-7 points	6-5 points	<5

Final Paper

Assignment Specifications:
Using your own organization or one of your choosing, in a 7-9 page paper, identify the following:

The organizations' Vision and Mission
An existing organizational HR related issue (preferably one covered in class)
Analyze the internal environment (SWOT analysis)
Identify HR objectives and strategies that would address the issue (your recommendations)
Identify the policies and procedures to roll out your plan (implementation process)
Summarize and close

Criteria:	*[point range for outstanding assignment]*	*[point range for good assignment*	*[point range for less than stellar assignment*	*[point range for poor assignment*
Adequate research/issue identification	20-18 points Effectively references course content and applies principles appropriately to the situation	17-15 points References course content but application of principles is only partially appropriate for the situation	14-12 points References course content but principles are not correctly applied or unsuited for the situation	<11 Little or no application of course content
Explanation of HR issue	Effectively addresses the specific hr issue and impact it has had on the organization. Fully addresses the situation	Addresses the hr issue with adequate description of the impact on the organization	Partially describes the hr issue with inadequate description of impact on the organization	Inadequate description of hr issue and impact on the organization
Development of viable HR strategy	Thorough analysis of situation and application of appropriate recommendations. Sound understanding of issues and demonstrates a strong grasp of the course content and principles	Good analysis of situation with sufficient application of principles to support recommendations. Good understanding of course content	Adequate analysis of situation and adequate application of recommendations though some are unclear or questionable.	Inadequate explanation of situation and recommendations are inappropriate
Steps for strategy rollout/evaluation	Well thought-out steps to implement strategy with appropriate time lines	Appropriate steps to implement recommendations	Although steps are adequate, process was no sufficiently detailed to evaluate effectiveness. Not enough detail	Poor description of process. Insufficient detail.
Clear writing	Well organized, concise,	Organized, concise with some	Not well organized with	Not well written

Criteria:	*[point range for outstanding assignment]*	*[point range for good assignment*	*[point range for less than stellar assignment*	*[point range for poor assignment*
	grammatically correct, clearly written in understandable language	inconsistencies or inaccuracies	grammatical errors	

POLICY STATEMENTS

Academic Honesty

In keeping with our Christian heritage and commitment, North Park University and the School of Business and Nonprofit Management are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another's work as one's own without giving credit to the individual. This includes using materials from the internet.
2. Copying another's answers on an examination.
3. Deliberately allowing another to copy one's answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of group work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well.
For further information on this subject you may refer to the Academic Dishonesty section of the University's online catalog.

In conclusion, it is our mission to prepare each student for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Attendance Policy for Graduate Courses

The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a penalty may be applied at the instructor's discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student

who misses three classes (or the equivalent for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a course will be held responsible for tuition, based upon the current North Park University policy outlined in the University Catalog (found on the NPU website).

Attendance Policy for Undergraduate Courses

Attendance and participation are vital. Thus, students are expected to attend every class session and to arrive on time – tardiness is undesirable and disruptive to your fellow classmates. This course has a strict requirement of documented, advance notification. If you are unable to attend any class session, you are to inform me (preferably by email) ***prior to*** that session. You need to provide a reason for your absence. Failure to provide advance notification will result in an unexcused absence. Be advised that poor attendance can affect your grade adversely.

APA Requirement

The School of Business and Nonprofit Management (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

1) Improving student's writing skills.
2) Standardizing the required format of all written assignments in all SBNM courses.
3) Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
4) Holding students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact your program's office (Business: 773-244-6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: http://www.northpark.edu/Campus-Life-and-Services/Disability-Resources