

## Management 453 – Human Resource Management

Fall Semester 2012

230 DH MWF 8:00-8:50 am

Instructor: Renata (Jaworski) Tarasievich

Office: 2110 University Hall (available before and after each class and by appointment)

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\* Course information may also be found on **Blackboard**

\* Blackboard contains the following: syllabus; group project and presentation guidelines; review sheets for exams; PowerPoint outlines (*where applicable*); mid-semester and final peer evaluations.

### Course Description

This course is an introduction to the human resource management function in organizations. The core topics covered in class are human resource legal issues, recruitment, selection, performance appraisals, compensation, career management, and labor relations. Globalization and diversity management will be on-going themes throughout the course. Class sessions will include a mixture of lecture, exercises, skill-development, and cases in order to help the student develop his or her managerial skills and understanding of human resource management. Prerequisites include: MGMT 340 and MGMT 350 and junior standing (3 hours).

### Objectives of Course

1. Special attention will be given to enhancing students' own interpersonal skills.
2. Course work will feature material aimed at developing an understanding of effective means to manage employees in organizational settings.
3. The material covered will be pertinent to a wide range of organizations and will include current topic areas relevant to today's work environment. Special attention will be given to enhancing students' own interpersonal skills.

### Course Material

Required: Fundamentals of Human Resource Management 4th ed.

By: Noe, Hollenbeck, Gerhart, & Wright

McGraw-Hill, Irwin ISBN: 978-0-07-353046-8

### Course Requirements

Exam I	20%
Exam II	20%
Exam III	20%
Group Project	20%
Peer Exercises	10%
Group Presentation	5%
Peer Evaluation	5%

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100%

### Grade Allocations

**A** = 90% +      **B** = 80 – 89%    **C** = 70 – 79%    **D** = 60 – 69%      **F** = 59% & below

## **Course Requirements and Annotations**

1. **Peer Evaluations** (5%) Each class member will be working throughout the semester in various group assignments ***in*** and ***outside*** of the classroom. The members of each group will complete two evaluations of each student's participation as a member. The second of these will comprise the peer evaluation grade. (Failure to complete an evaluation of one's peers will result in a loss of **11 points**).
  
2. **Peer Exercises** (10%) Students' class participation will be evaluated by assigning class-time exercises for students to complete with their peers. The dates for these assignments are specified on the syllabus and will involve material previously covered in class. Students arriving after the assignments have been distributed will work on these assignments individually. Each assignment will receive a score (0-100%). Students not in attendance will receive a 0 for that day's assignment. Of the six peer exercise instances, the top five scores will be used to calculate each student's *Peer Exercise* score.
  
3. **Group Project** (20%) and **Presentation** (5%) – The class will be divided into groups to analyze a number of organizations. Specific guidelines will be distributed. The projects are due at the start of class on the assigned date. Any project submitted after the start of class but prior to the end of class will warrant a deduction of **five** points. Any project submitted after class has ended will warrant a deduction of **ten** points. **No excuses will be accepted.** Presentations will take place throughout the semester and will focus only on certain aspects of each individual company.

\*\*Throughout the semester, as groups work to complete the team project, individual members may be dismissed as group members after: one warning and a group meeting with the instructor. In such a case, a subsequently assigned term paper will take the place of the project. The **final** date on which a student may be removed from his or her group is **October 16, 2012.**

**NOTE:** Students not present on the day group assignments are distributed will not be allowed to join a group at a later date. These students will complete the project individually.  
**No exceptions can be made to this policy.**

4. **Exams** (20% each) There will be three exams that will consist of fill-in-the-blank, multiple choice, and short-answer questions. The exams will cover material from the textbook as well as class exercises and case analyses. The exams are designed to further develop students' writing and communication skills, as well as ascertain the level of accumulated understanding of course material.
- No make-up exams (whether completed early or late) will be administered without prior approval of the instructor.
  - **Make-up exams (both early and late) will consist entirely of essay questions.**
  - Exams will only be returned to students during assigned class time.
  - Each student is responsible for retrieving his or her individual exam.
  - **No grades (exam or otherwise) will be distributed via e-mail, the telephone, office hours or other classmates.**
5. ***Plagiarism & the Honor Code.*** Obtaining an idea, a source, a sentence, a paragraph or an entire paper from a book, the internet, any publication, a friend, family member or another student and using it as your own is considered to be an extremely serious academic crime known as plagiarism. The outcomes include: failing this course, being suspended and possibly expelled from the University. Plagiarism is very often easily detected. **If the words are not your own you must cite the source. If the idea is not your own you must instead use your own idea.** Each of you is expected to uphold the Honor Code established by the College of Business Administration. This code applies to behavior pertaining to all exams, project activities, and class sessions. For further information, please see:  
**[www.uic.edu/depts/dos/studentconduct.html](http://www.uic.edu/depts/dos/studentconduct.html)**
6. Important information:
- Statement about UIC disability services -  
**[http://www.uic.edu/depts/oar/campus\\_policies/disability\\_notification.html](http://www.uic.edu/depts/oar/campus_policies/disability_notification.html)**
  - Academic deadlines and religious holidays -  
**<http://www.uic.edu/uic/portals/current-students.shtml>**
  - List of registration and records policies found on Registrar's website -  
**[http://www.uic.edu/depts/oar/current\\_students/campus\\_policies.html](http://www.uic.edu/depts/oar/current_students/campus_policies.html)**
7. ***Distractions & Late Arrivals.*** The instructor reserves the right to confiscate any and all distractions during the assigned class period. Distractions include but are not limited to: cell phones, smart phones, and other text messaging devices, newspapers, magazines, and textbooks or notes from another class. **IF YOU TEXT DURING CLASS, EXPECT TO HAVE YOUR PHONE CONFISCATED.** Attendance will not directly affect your course grade, therefore: **if you do not wish to pay attention and participate in the course, simply do not attend.** If you elect to attend class, you will be expected to give class your fullest attention and participate whenever appropriate. If it appears those arriving after class has begun are causing a distraction, the instructor reserves the right to close each class session at the start of class and not allow latecomers to enter.

**Course Outline**

<i><b>Date</b></i>	<b>Topic</b>	Text	Case
Monday - August 27	<i><b>Course Introduction</b></i>		
Wednesday - August 29	Managing HR & Trends in HR	Chapters 1 & 2	
Friday - August 31	EEO	Chapter 3	
Monday - September 3	<b>Labor Day</b>		
Wednesday - September 5		Chapter 3	
Friday - September 7	<i><b>Group Project Assignment</b></i>		
Monday - September 10	Peer Exercise #1		
Wednesday - September 12	Job Design	Chapter 4	
Friday - September 14		Chapter 4	
Monday - September 17	Recruiting	Chapter 5	
Wednesday - September 19			Apple
Friday - September 21	Peer Exercise #2		
Monday - September 24	Review for Exam I <b>Presentations I</b>		
Wednesday - September 26	<i><b>Exam I Part I</b></i>		
Friday - September 28	<i><b>Exam I Part II</b></i>		
Monday - October 1	Selection	Chapter 6	
Wednesday - October 3	Training	Chapter 7	
Friday - October 5			IBM
Monday - October 8	Managing Performance	Chapter 8	
Wednesday - October 10		Chapter 8	
Friday - October 12			"Facebook-style"
Monday - October 15	Peer Exercise #3		
Wednesday - October 17	Employee Development	Chapter 9	
Friday - October 19			GE and Zappos

Monday - October 22	Separating & Retaining	Chapter 10	
Wednesday - October 24	Peer Exercise #4		
Friday - October 26	Review for Exam II <b>Presentations II</b> Peer Assessment Due		
Monday - October 29	<b><i>Exam II Part I</i></b>		
Wednesday - October 31	<b><i>Exam II Part II</i></b>		
Friday - November 2	Recognizing Contributions	Chapter 12	
Monday - November 5		Chapter 12	
Wednesday - November 7	Benefits	Chapter 13	
Friday - November 9		Chapter 13	
Monday - November 12	Labor Relations	Chapter 14	
Wednesday - November 14			Boeing
Friday - November 16	Global HR	Chapter 15	
Monday - November 19	Peer Exercise #5		
Wednesday - November 21	<b>Group Work Day</b>		
Friday - November 23	<b>Thanksgiving holiday</b>		
Monday - November 26	Review for Exam III <b>Presentations III</b> **Projects due		
Wednesday - November 28	<b>Exam III Part I</b>		
Friday - November 30	<b>Exam III Part II</b>		
Monday - December 3	Peer Assessment Due Final Extra Credit Due <b>Presentations IV</b>		
Wednesday - December 5	Peer Exercise #6		
Friday - December 7	Group Development Day Course Wrap – Up		