



COURSE SYLLABUS

MAN6305: Human Resource Management

School of Information Systems and Management

Muma College of Business, University of South Florida

Semester: Spring 2023

Class Meeting Time: 6:15-10:00pm Mondays (from Feb 6 to May 1, 2023)

Class Meeting Location: BSN 2201

Instructor: Prof. Terry A. Boyd

Office Location: BSN 3516

Office Hours: 5:00 – 6:00PM Mondays (from Feb 8 to April 26, 2021) or by appointment

Email: boyd56@usf.edu

I. Welcome Message

Welcome to Human Resource Management. This course will introduce you to concepts found in the human resource literature that will help you as you progress in your career. This course will help you to become fully acquainted with the academic concepts of HRM and apply them to day to day situations at the workplace. The course will be taught from the perspective that you are or will someday be a leader in an organization with a grasp of the benefits of HRM.

II. University Course Description

Course focuses on the complex decision-making processes involved in the management of human resources within an organizational system geared to meeting both individual needs and organizational objectives.

III. Course Overview

An examination of the theory and practice of human resource management, including assisting students with building skills needed to recruit, select, train, and develop people. The course is design to assist the student with the application of human resource skills developed by presenting the course in five phases: 1) Mission/Values; (2) Producing staffing to achieve organizational goals; (3) Sustaining quality staff; (4) Appropriately supporting employees; and (5) Societal responsibility.

IV. Learning Goals

The course is divided into quarters with each focusing on specific reading assignments and project presentations and possible examinations. To be successful, students should be prepared for each class by reading prior to class time and prepare for participation. Each

class will include discussions that will challenge students to:

1. Comprehend and explain major concepts, and principles of human resource management processes
2. Analyze issues of human resource management using appropriate methods
3. Apply theories, concepts, techniques, and principles of human resource management correctly in new and/or challenging situations
4. Create and evaluate human resource management solutions based on the field of knowledge and evidence from successful practice.

Note: Students are required to subscribe to SQUARECAP (a classroom response application). See the SQUARECAP Assignment on Canvas for instructions.

V. Course Objectives

At the end of this course students should be able to:

1. Demonstrate knowledge of human resource management and related processes that are unique to this field of study.
2. Analyze when change is needed within human resource management programs and target strategies for implementing techniques for change success.
3. Demonstrate knowledge of individual and group engagement methods while adapting to legal guidelines.
4. Recognize and apply strategic steps in building success with an organization's human resources.

VI. Course Topics

Include (but not limited to):

Mission/values of the organization and its relationship to HRM, staffing, employee training/development, compensation, and societal responsibility of the organization.

VII. Textbook

Lussier, Robert N. and Hendon, John R. (2020) Fundamentals of Human Resource Management (2nd edition). Canada: Sage.

VIII. Reading Assignments

Parts (weeks of Course)	Chapters	Topics
Part One: weeks 1-3	1, 2, and 3	HRM Environment: Disciplines, responsibilities, trends and issues
Part Two: weeks 5-7	4, 5, and 6	Staffing: Strategy, culture, structure, management systems
Part Three: weeks 8-10	7, 8, and 9	Developing and Managing: Legal environment
Part Four: weeks 11 – 12	10, 11 and 12 (portion of 13)	Compensation, and Workplace Safety, Health and Diversity

IX. Basis for Final Grade

Assessment Item	% of Grade	Points
Attendance/Participation	20%	100
Quiz (2): on Canvas	20%	100
Mid-term Exam: on Canvas	20%	100
Team Assignment	40%	225
Total	100%	525

Grading Scale		
A+	509 - 525	Exceptional Performance
A	487 – 508	Superior Performance
A-	471 - 486	
B+	455 - 470	Above Average Performance
B	434 - 454	
B-	420 - 433	
C+	403 - 419	Average Performance
C	366 - 402	
D	315 - 365	Below Average Performance
F	< 315	Failure

X. Course Assessment Types

Attendance Participation (20%): Your active participation is vital to the learning process. However, you cannot participate if you are not in class. Participation will include team activity and general classroom involvement that will consist of graded response to timed questions via **SQUARECAP**.

Quiz (20%): There will be 2 quizzes (50 points each) based on the classroom discussions and reading content to ensure you are aware of the main takeaways from the lectures/sessions. These quizzes will be administered on Canvas.

Mid-term Exam (20%) There will be an assignment or exam to demonstrate and measure student learning at the mid-point of the course. Mid-term will be administered on Canvas.

Team Assignment (40%): There will be a final assessment in the form of a paper.

XI. Course Policies on Grades

Grades of Incomplete:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the “I” will automatically be recorded as an “F” on your transcript.

XII. Course Policies on Student Expectations

Disability Access:

Students in need of academic accommodations for a disability may consult with Students with Disabilities Services (<http://sds.usf.edu/>) to arrange appropriate accommodations. Students are required to give reasonable notice prior to requesting any accommodation.

Religious Observances:

Students who anticipate the necessity of being absent from the online environment for more than 1 week due to a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of the course.

Academic Conduct:

Academic Integrity of Students policies for USF are listed below (please be aware that policies for undergraduate and graduate students differ).

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

Disruption of the Academic Process

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Gender-Based Crimes:

Educators must report incidents of gender-based crimes including sexual assault, sexual harassment, stalking, dating violence and domestic violence. If a student discloses in class, in papers, or to an instructor, the instructor is required by law to report the disclosure. The [Center for Victim Advocacy and Violence Prevention](#) (813-974-5757) is a confidential resource where you can talk about such situations and receive assistance in confidence. Additional confidential resources on campus are: the [Counseling Center](#) (813-974-2831) and [Student Health Services](#) (813-974-2331).

Student Academic Grievance Procedures

<http://www.ugs.usf.edu/policy/StudentAcademicGrievanceProcedures.pdf>

Emergency Procedures:

In the event of an emergency, it may be necessary for the USF campus to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to the learning management system (Canvas), email and/or alternative schedule. It is the responsibility of the student to monitor their courses for specific communication, and the main USF, College and department websites, emails and MoBI messages for important general information.

Netiquette Guidelines:**General Communication Guidelines**

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do on a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
3. Proofread and check spelling. Doing this before sending an e mail or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email Guidelines:

1. Please allow 24 hours for a response M-F or 48 hour response on weekends and holidays. If I am not able to get an answer to you within that timeframe, I will at least acknowledge your email. That said – if you do not hear from me within 24 hours/48 hours please feel free to contact me a second time.
2. All emails to have the course ID, Semester Offered as well as something to summarize the content. Example: MAN6055 F2018 – Grade review or MAN6055 F2018 – Exam concern
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore any issues should not be posted there.

XIII. Help Resources

Canvas Technical Support: Include information where students can find technical support.

Example: If you have technical difficulties in canvas, you can find access to the canvas guides and video resources in the “Canvas Help” page in the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa, or emailing help@usf.edu.

XIV. Covid-19 Procedures

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing during in-person classes. Failure to do so may result in dismissal from class, referral to the Office of Student Conduct and Ethical Development, and possible removal from campus.

Additional details are available on the University’s Core Syllabus Policy Statements page: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

XV. Class Recording

Classes will be recorded and streamed online. Student’s voice and video will be included in the class recording. It is the student’s responsibility to make sure the privacy of their surroundings and background is maintained.

XVI. Online Proctoring

Quizzes and examinations will be conducted using online proctoring tools. Keeping the audio and video (microphone and camera) on during such exams and quizzes is a must. If the student is not willing to use these, the student is asked not to register for this course. Any student may elect to drop or withdraw from this course before the end of the drop/add period. Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings, and students with concerns may discuss the location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ at <http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx>