

Mercer University
School of Business and Economics
Spring 2009, Session II
Douglas Center Campus
MGT 429.2D1 – Human Resource Management

Instructor: Alberta Lloyd
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Office Hours: Wednesday 4:15 p.m. – 5:15 p.m. – Please give prior notice.

Course Description

A study of processes, systems, practices and procedures involved in the personnel function. The assumption will be made that the human resources department has the responsibility of developing the human resources of organizations. Topics covered include: recruitment, employee selection, training, performance appraisal, wage and salary administration, employee benefits, safety management and collective bargaining.

Course Outcomes

Upon completion of this course, students will have had an opportunity to:

1. Demonstrate an understanding of the roles of the human resource function, of its departments and of its characteristic organizational structure;
2. Understand strategic and administrative roles of Human Resource managers;
3. Identify and demonstrate knowledge of the legal and ethical issues involving Equal Employment Opportunity (EEO), Affirmative Action Programs (AAP), Presidential Executive Orders (EO), Uniform Guidelines for Employee Selection, The Americans with Disabilities Act (ADA), the Family Medical Leave Act (FLMA), and selected major court decisions;
4. Demonstrate techniques for compensating members, analyzing and staffing jobs, and maintaining safety, health, and security in the organization.

Prerequisite MGT 363

Text

Dessler, Gary: A Framework for Human Resource Management (5th Edition), Upper Saddle River, New Jersey --- Pearson Prentice-Hall.

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Assignments and Evaluation

Instructional methods employed during this course will include the active participation of students, large and small group discussion, possible guest speakers, interactive exercises, possible case studies and videos.

Presentation of Articles

Each student will be responsible for selecting two (2) articles covering concepts contained in the text and/or in-class discussions. A three (3) minute oral presentation on the articles will be required for each individual. A 2 – 3 page paper summarizing both articles and connecting the information to one or more concepts is to be submitted at the time of the presentation. No PowerPoint slides are required. The article or a copy of it must be attached to the paper but will not be included in the page count. Students should be prepared for questions from the class on their presentation.

Research Paper and PowerPoint Presentation

Students will work in teams to select an organization and produce a single 7 – 8 page paper plus title and reference pages. Each team will deliver a 15-minute PowerPoint and verbal presentation divided among the team members. The paper and a copy of the Power Point slides should be submitted at the beginning of the presentation. The paper will be graded as a team paper (the same grade for each member) and individuals will be graded separately for his/her presentation delivery.

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Team members are to share the following sections.

- A. Hiring procedures: Covering internal and external procedures, job postings, advertising, recruiting, outsourcing and other practices the company uses.
- B. Labor union relations: Covering whether they exist, the types that exist, the history of union relations in the company, the impact of the union(s) within the company and relevant issues.
- C. Ethical issues and/or dilemmas: Reviewing whether there have been issues, what they were, how issues were (or are being) handled, the impact of the issues internally and externally, and identification of the consequences inside and outside of the organization.
- D. Global perspective: Identification of locations, special HR issues, internal and/or external adjustments required, information on expatriates (the number, location(s), special HR issues, etc.) necessary legal requirements, and other issues that are covered in Module A of the text.

The team may select any organization. If a team member volunteers his/her organization of employment that is acceptable as long as the entire team participates in gathering information about the company so that one member does not have a disproportionate amount of work to complete for the project. Here is also a list of possible organizations you may want to review for selection:

- | | |
|--------------------|--------------------------|
| a. Lockheed-Martin | g. Georgia Power |
| b. Amazon.com | h. AT&T |
| c. UPS | i. Wachovia/Wells Fargo |
| d. Google | j. The Coca-Cola Company |
| e. Lowe's | k. Microsoft |
| f. Delta Air Lines | l. American Red Cross |

If none of these companies appeal to the team, please submit the name of the desired organization to the instructor.

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Submission Details

Please provide a hard copy of the research paper and the accompanying PowerPoint slides. All papers must be on word-processor equipment, double-spaced and in a 12-pitch font size. Each paper should contain a title page with the team member names, course name, number and the date (not included in the page count). Please staple the paper and PowerPoint slides packages. Place both in a folder, nothing fancy required. The length of the paper refers to the text of the paper only; it does not include reference page(s), graphics, coversheet, presentation visuals or other attached material.

Course Evaluation Criteria

• Class Participation	15 points
• Presentation of Articles	20 points
• Mid-term Exam	15 points
• Team Research Paper	20 points
• Individual PowerPoint Presentation	10 points
• Final Exam	20 points
Total	100 points

Attendance

Students are expected to attend all class meetings. However, it is recognized that emergencies do occur both personally and professionally. Please contact me as soon as possible when you will not be able to attend class. You will be responsible for the work missed due to absence from any class. A portion of your grade is based on class participation and it should be expected that any missed class would affect your grade for class participation and eventually your final grade.

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Grading Structure

A = 92 – 100 points: An “A” signifies an exceptionally clear and creative grasp of the concepts of the course with demonstrated ability to apply this knowledge to specific problem situations. It also means that the student has actively participated in class activities and has completed all material in a neat and timely manner. The material indicates that the student spent extra time, personal energy and critical reflection in an effort to demonstrate exceptional work.

B = 80 – 85 points (B+ = 86 – 91 points): A “B” signifies a solid understanding of the major concepts of the course and the ability to apply those concepts. It also means that the student’s effort and class participation have exceeded the minimal basic requirements for the course. All assignments were judged to be solid in content and were completed in a timely manner.

C = 70 – 75 points (C+ = 76 – 79 points): A “C” signifies a satisfactory understanding and application of the concepts of the course as well as minimal participation in class activities. It also indicates that the student completed the appropriate assignments that satisfied the basic course requirements.

D = 60 – 69 points: A “D” signifies a below average demonstration and application of the concepts of the course and/or inadequate preparation in class activities. It may also indicate that assignments were not completed in a satisfactory or timely manner.

F = 59 points and below: An “F” signifies that the student has not demonstrated adequate understanding or application of the course material. It may also indicate that the student has not met the attendance or assignment requirements.

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Mercer University Honor Code and Council: (See the current catalogue for detailed information)

Honor Code

Mercer University Atlanta expects each and every student to maintain the highest principles of academic honesty and integrity. Violations of academic honesty represent a breach of the University's expectations and will be regarded as a serious matter. Violations include but are not limited to the following:

- **Plagiarism:** the use of ideas, facts, phrases, or additional information such as charts or maps, from any source, without giving proper credit to the author. Using direct quotations, paraphrases, or reproductions of any material, which is not of the student's own authorship is also considered plagiarism. Failure to reference any such material used is both ethically and legally improper.

Disability Statement

Students with a documented disability should inform the instructor at the close of the first class meeting. The instructor will refer you to Richard Stilley, Assistant Dean of Campus Life (678) 547-6823, for consultation regarding evaluation, documentation of your disability, and recommendations for accommodation, if needed. To take full advantage of disability services, it is recommended that students make contact immediately. The office is located in the Sheffield Student Center, Room 212.

Inclement Weather:

If severe weather occurs, classes will be canceled in accordance with the Associate Provost's decision of Mercer-Atlanta. Call the Mercer weather line for information about class cancellations—(678) 547-6111 (Atlanta) or listen to WSB 750 AM.

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Course Outline

- Week 1: March 12th
- Student Introductions
 - Review of Syllabus
 - Review of class requirements
 - Introduction to Human Resource Management
- Week 2: March 19th
- Dessler text – Chapter 1, 2, 3
- Week 3: March 26th
- Dessler text – Chapters 4, 5, 6
 - Presentation of Articles
- Week 4: April 2nd
- Dessler text – Chapters 7, 8, 9
 - Mid-term Exam on Chapters 1-6 and class discussions
- Week 5: April 9th
- Dessler text – Chapter 10 and Module A
 - Presentation of Articles
- Week 6: April 16th
- Discussion Questions in class
 - Team Presentations
- Week 7: April 23rd
- Discussion Questions in class
 - Team Presentations
- Week 8: April 30th
- Course Summary
 - Final Exam covering Chapters 7 -10 , Module A and class discussions