Textbook:

Prerequisite:
MGMT 307 (Management and Organizational Behavior).

Course Description and Objectives:
This online course serves as an introductory course to Human Resource Management (HRM). It not only provides the student with a brief overview of the subject but also aims at providing an in-depth understanding of all the major functions of HRM such as planning, staffing, training and development, compensation, labor relations etc. and its strategic role in achieving organizational goals. The students will also learn the various legal guidelines and the effect of globalization on HRM.

The objectives for this course are:
• to learn the key terms and concepts relevant to the field of Human Resource Management (HRM);
• to understand the strategic role played by HRM in the backdrop of globalization and fierce competition;
• to gain an in-depth knowledge of each of the five major functions of HRM;
• to learn the implementation of human resource policies at organizational and individual level;
• to learn to make recommendations/decisions as a potential HR professional based on situational analysis;
• to ensure that these decisions/recommendations adhere to the appropriate legal guidelines affecting HRM;
• to learn and appreciate the substantial growth in the field with technological developments (HRIS (human resource information systems))
• to learn the key terms and concepts in Global HRM;
Course Organization and Requirements:

- **LECTURE:**
  - This class has been designed as an online course and hence there will be no face-to-face lectures but all course related activities (e.g. lectures, team and individual assignments, tests etc.) will be conducted via Moodle. For details about Moodle please check this link: http://www.calstatela.edu/cetl/edtech/moodle-28
  - Each lecture will be based on the chapters/activities assigned for that day. Please refer to the course schedule.
  - **Students are expected to read the chapters/readings and listen to assigned lecture videos and complete the activities for each week in accordance to the due date.**

- **PROJECTS:**
  - During the entire course the students are expected to complete two projects—a **team and an individual project**.
  - **Team Project: Field Project**
    - The field project is divided into two parts. Part A includes interviewing HR Managers from three different companies—varying in size (due on 02/17/16) and Part B includes writing a detailed report (due on 03/09/16).
    - **Part A: Individual component:** All team members are expected to interview at least one HR manager. Although you can decide as a team as to whom to interview so as to ensure that your have covered all the three sizes (*Small* e.g. a Mom and Pop store wherein most HR functions are carried out by the owner; *Medium*: e.g. a branch of Bank—usually a medium size company hires a single HR manager who is expected to be a Generalist and *Large*: e.g. Wells Fargo (main branch)—usually all large companies have an HR department consisting of both HR Specialists and Generalists.)
    - **Part B: Team component:** After part A is completed and members have posted their interviews in a Q&A format on Moodle (please see due date on schedule) students should start working on writing a detailed report.
    - Project is worth **10%** (Part A: Individual component = 5%; Part B: Team Report = 5%) of the final course grade. Students will work in teams and are required to complete both parts A & B to receive credit for the project.
    - For more details of the project please check Moodle.
    - All students have been assigned to a team—it is posted on Moodle. Please contact your team members at your earliest convenience to begin working on the project.

- **Individual Project: Video Presentation (Youtube):**
  - Each student is expected to choose a topic from the list provided (please see pages 8-9). Once you have chosen the topic please email
me: vprabhu@calstatela.edu and confirm the topic—no later than January 20th

• Once your topic is approved please conduct an in-depth research and present on the chosen topic using power point slides or prezi. This presentation must be uploaded on you-tube as a video presentation. Note: I will be grading both your slides and your presentation skills so please ensure that the video presentation covers both. Details of the you-tube private link will be posted on Moodle
• Video presentation is worth 6% of the final course grade.

• WEEKLY ASSIGNMENTS & QUIZ:
• Each week there will be weekly assignments based on the topics assigned for that week. All weekly assignments are DUE the following week by Wednesday 6:10 pm E.g. Deliverables of Week 1 Jan 6th is due on Jan 13th 6:10 pm. If you have a genuine problem, I must be notified latest by Noon of that Wednesday requesting an extension on the submission—otherwise please note for every hour that your assignment is delayed 1 point will be deducted.
• This part of the course grade is extremely stringent because the key to excel in an online class is to be consistent with all your assignments.
• Quizzes: Please note that for Topics 1, 2, 4, 6, and 8 there is a pre-test quiz (worth 1%) and a post-test quiz (worth 3%) in addition to the weekly assignments. All quizzes are online and have a specific due date (please check Moodle for the due dates).
• Weekly assignments and Quizzes account for 44% of the course grade.

• EXTRA CREDIT:
• During the course a few activities may be conducted, giving students an opportunity to earn extra credit points. These activities and their allotted points will be informed to the students a week before by the instructor.
• All bonus points will be added to the final exam.

• EXAMS: Two exams will be conducted during the entire course. The final exam will not be comprehensive (please see schedule for the dates). Both the exams will be online and detailed instructions will be posted on Moodle.
• The exam content will be comprised of the text material, class lectures, class activities and videos. It will not be possible to cover all of the material during lecture, so students will be responsible for all textbook material assigned even if not covered by the instructor. Each test will be comprised of multiple-choice questions (including true and false) and short answers. All tests will be online and detailed instructions about the test will be posted on Moodle.
• All Grades will be posted on the Moodle. Because each of the tests will consist of multiple-choice questions and short answers, the exam items will deal with specific issues, concepts, and principles. For instance,
questions will involve definition of terms, the results of specific research studies and cases, lists of various characteristics of concepts, integration of material, and the application of concepts in specific situations. Thus, in preparing for tests, the students must read and study the material for details, understanding, and application.

• Makeup tests will be given. Planned excuses for university activities must be addressed at least one week prior to the expected absence. Arrangements to make up a missed exam will require a legitimate excuse and must be made within 3 calendar days from the date of the missed exam. If arrangements are not made to make up exams missed due to an unplanned and excusable absence within these three days time period the opportunity to take the makeup test is lost.

• GRADING: Each student’s grade will be determined from scores made on Exam #1, Exam #2, final exam, four in-class activities and project. They will be weighted as follows:

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<thead>
<tr>
<th></th>
<th>Midterm Exam</th>
<th>Final Exam</th>
<th>Team Field Project</th>
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<tr>
<td></td>
<td>20%</td>
<td>20%</td>
<td>10%</td>
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(Individual Interview: 5%; Team Report: 5%)

Video (youtube) Presentation: 6%
Weekly assignments & Quizzes: 44%

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>PRE-TEST</th>
<th>POST-TEST</th>
<th>WEEKLY ACTIVITIES</th>
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<tbody>
<tr>
<td>1 Intro Strategic HRM</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<tr>
<td>2 EEO</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<tr>
<td>3 Job Analysis &amp; HR Planning</td>
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<tr>
<td>4 Recruitment, Selection &amp; Employee Retention</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<tr>
<td>5 Performance Analysis &amp; Training &amp; Development</td>
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<td></td>
<td>3</td>
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<tr>
<td>6 Compensation &amp; Benefits</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7 Labor Relations</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>8 Future of HRM</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total %</strong></td>
<td><strong>44</strong></td>
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- In assigning letter grades, the following scale will be used:

<table>
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<tr>
<th>Grade......Percent</th>
<th>Grade......Percent</th>
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<tbody>
<tr>
<td>A............100-93</td>
<td>C............76-73</td>
</tr>
<tr>
<td>A-...............92-90</td>
<td>C-...............72-70</td>
</tr>
<tr>
<td>B+.............89-87</td>
<td>D+............69-67</td>
</tr>
<tr>
<td>B.............86-83</td>
<td>D............66-63</td>
</tr>
<tr>
<td>B-.............82-80</td>
<td>D-............62-60</td>
</tr>
<tr>
<td>C+............79-77</td>
<td>F............59-0</td>
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</tbody>
</table>

- Grades are not rounded until the final course grade. Course grades will be rounded as the following: .5 and above will round up while .49
and below will round down. THERE WILL BE NO EXCEPTIONS TO THIS RULE.

• Please note: The take home assignment and the project must be typed using 12 point font size and single or 1.5 spacing. Any assignment/project which is not typed or submitted late shall not be accepted.

• Please note that if a student is late for the class or leaves early s/he will be marked absent for the day and will not be assigned any points for the activities conducted during that lecture (even if they were present for the activity).

Special Accommodations:

• Please email me during the first week of class or as soon as possible if you require Cal State LA services for taking tests, attending classes, participating in class sessions, or completing course work. If you wish to speak with someone about special services offered on campus, please contact the Office for Students with Disabilities located at Student Affairs 11, call (323) 343-3140 or e-mail at osd@calstatela.edu.

Academic Honesty:

• All portions of the CSULA University 2007-2009 Catalogue, Appendix D – Academic Honesty, pp.760 – 762 will be applied for this course.
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<thead>
<tr>
<th>Date</th>
<th>Activities/Lecture</th>
<th>Deliverables</th>
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| **Week 1**  | 1) Course Syllabus
2) Topic 1: Intro & SHRM (Chapters 1 & 2)                                    | • Contact team members via Moodle chat
• Complete Introduction Survey
• Read and complete weekly activity |
| 01/04-01/08 | **VIDEOS & QUIZ**                                                                  | • View Introduction Video
• View lecture video & any assigned videos: Topic 1
• NO QUIZ |
| **Week 2**  | 1) Topic 1: Continued
2) Topic 2: EEO (Chapter 3)                                                        | • Individual video presentation topic DUE
• Read and complete weekly activity |
| 01/11-01/15 | **VIDEOS & QUIZ**                                                                  | • View lecture video & any assigned videos: Topic 2
• QUIZ: **Topic 1** (Pre and Post Quiz DUE dates refer to Moodle) |
| **Week 3**  | 1) Topic 2: Continued                                                                | • Work on your team and individual projects
• Read and complete weekly activity |
| 01/18-01/22 | **VIDEOS & QUIZ**                                                                  | • View lecture video & any assigned videos: Topic 2
• QUIZ: **Topic 2** (Pre and Post Quiz DUE dates refer to Moodle) |
| **Week 4**  | 1) Topic 2: Continued
2) Topic 3: Job Analysis & HR Planning (Chapters 4 & 5)
3) Topic 4: Recruitment, Selection & Employee Retention (Chapters 5, 6 & 10) | • Work on your team and individual projects
• Read and complete weekly activity |
| 01/25-01/29 | **VIDEOS & QUIZ**                                                                  | • View lecture video & any assigned videos: Topics 2, 3 & 4
• NO QUIZ |
| **Week 5**  | 1) Topic 4: Continued                                                                | • Work on your team and individual projects
• Read and complete weekly activity |
| 02/01-02/05 | **VIDEOS & QUIZ**                                                                  | • View lecture and any assigned videos: Topic 4
• QUIZ: **Topic 4** (Pre and Post Quiz DUE dates refer to Moodle) |
| **02/03 WED**| **Midterm**
**Portion: Topics 1–4 (Chapters: 1-6 & 10)**                                 |
| Week 6 | 02/08-02/12 | 1) Topic 5: Performance Analysis and Training and Development (Chapters 7, 8 & 9) | • Work on your team and individual projects  
• Read and complete weekly activity  
VIDEOS & QUIZ  
• View lecture video & any assigned videos: Topic 5  
• NO QUIZ |
|---|---|---|---|
| Week 7 | 02/15-02/19 | 1) Topic 5: Continued  
2) Topic 6: Compensation & Benefits (Chapters 11, 12 & 13) | • Team Project: Part A (Interview Q&A) DUE 02/17  
• Read and complete weekly activity  
VIDEOS & QUIZ  
• View lecture video & any assigned videos: Topics 5 & 6  
• NO QUIZ |
| Week 8 | 02/22-02/26 | 1) Topic 6: Continued | • Work on your team and individual projects  
• Read and complete weekly activity  
VIDEOS & QUIZ  
• View lecture video & any assigned videos: Topic 6  
• QUIZ: Topic 6 (Pre and Post Quiz DUE dates refer to Moodle) |
| Week 9 | 02/29-03/04 | 1) Topic 6: Continued | • All video presentations MUST be posted by 03/02  
• Read and complete weekly activity  
VIDEOS & QUIZ  
• View lecture video & any assigned videos: Topic 6  
• NO QUIZ |
| Week 10 | 03/07-03/11 | 1) Topic 7: Labor Relations (Chapter 14)  
2) Topic 8: Future of HRM (Chapter 16) | • Team Project: Part B (Team report) DUE 03/09  
• Read and complete weekly activity  
VIDEOS & QUIZ  
• View lecture video & any assigned videos: Topics 7 & 8  
• QUIZ Topic 8 (Pre and Post Quiz DUE dates refer to Moodle) |
| 03/16 WED | Final Exam Portion: Topics 7-13 (Chapters: 7-9, 11-14 & 16) | Peer Evaluations DUE |

*Your first meeting with your team members will be via Moodle. However, it is up to you and your team members to decide which form of virtual communication you would like to use to work together for the remainder of the quarter (e.g. Adobe Connect; Google hangout; go to meeting; Skype; etc.).

**All weekly deliverables, in addition to the above-mentioned, will be updated a week in advance and are DUE by 6:10 pm of the following week.

***On Moodle for each topic first read the “TOPIC OVERVIEW” which clearly states what you should do and the deliverables with the DUE DATES for that topic.
All students must choose a topic either from the following list or of your own choice—to be approved by the instructor—(Please see schedule for DUE date). Detailed instructions about posting your video and other instructions will be posted on Moodle.

**Please Note:** Each student’s presentation must last for a minimum of 7 minutes and maximum 15 minutes.

- 360-degree performance assessment: how does it work?
- Affirmative Action: what is its future?
- Are American executives paid too much?
- Benchmarking HR practices: how does it work?
- Cafeteria benefits
- Can applicants for employment successfully lie?
- Childcare benefits
- Climate Studies in Organizations
- Competitive advantage through HR practices
- Compensation for expatriates
- Computer applications in HRM
- Country comparisons on any HR topic (e.g., Korea vs. US in compensation)
- Discrimination in Hiring in LA: does it still happen?
- Drugs in the workplace
- Employee Assistance Programs
- Employee attitude surveys: who uses them and how effective are they?
- Employee commitment: does it “pay off”?
- Employee retention bonuses
- Employee sign-on bonuses
- Employment-at-will
- English-only policies
- Equal pay for equal work: United States vs. Canada
- ESOPs: do they motivate employees?
- Exit interviews: why do them? How useful are they?
- Family-friendly benefits
- Golden handcuffs
- Golden parachutes
- Hiring and the ADA
- Hiring for competence – what are competencies and how are they measured in selection?
- Honesty testing
- How do companies retain good employees?
- HR policies that promote corporate entrepreneurship
- Obama’s proposal for reforming the National Labor Relations Act
- Outsourcing the HR department
• Overtime abuses in California
• Pay for “intrapreneurs”
• Pay for competencies vs. pay for skills
• Pay for performance: when does it work?
• Pay for teams
• Performance Appraisal for Teams
• Peter Drucker on innovation - lessons for HRM
• Problems and opportunities with telecommuters
• Right to Work laws
• Sexual Orientation rights
• Stock Options
• Selection using Competency Models
• The Glass Ceiling
• Wellness programs
• Unemployment Insurance – how does it work? Is it abused?
• Workers Compensation: who gets a good deal?
• Workforce diversity

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