**HRTM 134: Human Resource Management**

**Spring 2011**

San Jose State University

Department of Hospitality, Recreation and Tourism Management

Instructor: Ranjan Bandyopadhyay, Ph.D.

Office: SPX 53; Office Hours: Wed 3:00-5:00 pm or by appointment

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Class Times: Mon & Wed: 10:30-11:30 AM; Classroom: Sweeney Hall 345

**Catalog Description**

Explores HR functions in business settings with a focus on development of knowledge and skills needed by managers. Supervisor’s role within organizations with emphasis on recruitment, selection, staff training and development, legal issues, performance appraisal, motivational strategies, public relations, and maintenance of effective environments.

**Course Objectives**

* To provide a thorough overview of the field of human resource management (HRM)
* To provide an understanding of how the primary functions of HRM relate to each other
* To provide an understanding of the roles and responsibilities of HR professionals
* To discuss international aspects and comparisons in HR

**Assignments**

There will be two assignments – midterm and final papers. The nature of and expectations for the papers will be communicated to students in details.

**Grading Scheme**

Participation in Class: 10%

Mid-term Paper: 40%

Final Paper: \_50%

100%\_

**Grading Scale**

A+ = 96.5-100%

A = 92.5-96.4%

A- = 89.5-92.4%

B+ = 86.5-89.4%

B = 82.5-86.4%

B- = 79.5-82.4%

C+ = 76.5%-79.4%

C = 72.5%-76.4%

C- = 69.5%-72.4%

D+ = 66.5%-69.4%

D = 62.5%-66.4%

D- = 59.5%-62.4%

F = <59.5%

**University Policies**

**Academic Integrity Statement (from Office of Judicial Affairs):**

“Your own commitment to learning, as evidenced by your enrollment at San José State University and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty are required to report all infractions to the Office of Judicial Affairs. The policy on can be found at [http://www2.sjsu.edu/senate/S04-12.pdf](http://www2.sjsu.edu/senate/S04-12.pdf#_blank)

**Campus Policy in Compliance with the Americans with Disabilities Act:**

“If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability.”

**Library and Online Research Requirement**

Library and online research are encouraged to complete this course.

Paul Kauppila - Reference Librarian

[Paul.Kauppila@sjsu.edu](mailto:Paul.Kauppila@sjsu.edu)

408.808.2042

**Student Rights and Responsibilities**

<http://www2.sjsu.edu/senate/s90-5.htm>

**COURSE SCHEDULE**

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| --- | --- | --- |
| **Dates** | **Topics of Discussion** | **Readings** |
| 26 Jan    31 Jan  2 Feb | Introduction  Human Resource Management – An Overview  Strategic Planning & Staffing |  |
| 7 Feb  9 | Strategic Planning & Staffing | - |
| 14 Feb  16 | Recruitment | - |
| 21 Feb  23 | Employee Selection | - |
| 28 Feb  2 Mar | Training & Development | - |
| 7 Mar  9 | Performance Appraisals | - |
| 14 Mar  16 | Guest Speaker  **Mid-term Exam** | - |
| 21 Mar  23 | Business Ethics | - |
| 28 Mar  30 | Business Ethics | - |
| 4 Apr  6 | Guest Speaker | - |
| 11 Apr  13 | Workforce Diversity | - |
| 18 Apr  20 | Guest Speaker | - |
| 25 Apr  27 | Employee and Labor Relations | - |
| 2 May  4 | Guest Speaker  **Research Paper Due** | - |
| 9 May  11 | Guest Speaker | - |
| 16 May | Review | **-** |
| 18 May | **Final Exam** |  |

\* Schedule may change at the discretion of the instructor. Any changes will be communicated to the

students in as timely a manner as possible.