

# **BUS 150 Fundamentals of Human Resource Management Fall 2016, Section 02, #42801**



## **San José State University**

Instructor: Hila Ben Gal, Adjunct Professor  
Office location: BT 650  
Office hours: Thursday from 5:00 to 6:00 – please schedule.  
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Class days and times: Thursdays: 6:00 p.m. to 8:45 p.m.  
Classroom: BBC 003

### **Course Description**

Theories, concepts and processes of human resource management; specific topics include EEO, employee motivation, job analysis and work design, strategic human resource planning, recruitment and selection, talent assessment and development, performance management, compensation and benefits, OSH, and employee rights and discipline.

The course is broken down into five parts that cover content tied to 14 chapters of a core textbook. The textbook content is supplemented by additional lecture material.

## **Parts**

1. Introduction & Strategic Human Resource Management (Chapters 1 – 3)
2. Workforce Planning and Employment (Chapters 4 – 7)
3. Human Resource Development (Chapters 8 – 9)
4. Total Rewards (Chapters 10 – 12)
5. Risk Management and Employee Relations (Chapters 13 - 14)

## **Prerequisites**

BUS 91L or instructor consent

## **Student Learning Objectives**

Through your participation in this course you will develop your conceptual and practical understanding of human resource management. Specifically, upon successful completion of this course, students will be able to:

1. Identify key concepts in managing human resources today
2. Describe key characteristics of current practice in staff recruitment and selection
3. Describe key issues in training, development, and compensation in organizations
4. Describe key labor relations issues and collective bargaining processes
5. Describe the challenges of managing a global workforce
6. Apply course concepts to identify and solve human resource problems in the work context

## **Required Texts/Readings**

### **Textbook and Notes**

The following course textbook is required: **THIS BOOK IS ON ORDER.**

Jackson, Schuler, Werner. Managing Human Resources. (11e), ISBN: 978-1-111-58022-3

This textbook may be purchased from Spartan Bookstore on campus.

It is expected that you read and understand the assigned material. The Course Schedule at the end of this syllabus provides target dates by which specific chapters of the textbook should be read.

Supplemental reading material (articles, real life examples, videos) will be posted on Canvas. Skeleton PowerPoint slides for the class will be posted to Canvas. These slides are designed to provide an outline for the material and may guide your note taking but are not comprehensive notes for the course. You are expected to take your own detailed notes during class.

## **Classroom Protocol**

My goal is for you to build knowledge about managing human resources. This is achieved through your attending and paying attention in class, participating in class and group exercises, studying the course text, and completing homework assignments.

It is expected that you come to class. Classes will be a combination of lectures, discussions, films, and group and individual activities. Active participation is essential to ensure maximum benefit for all members of the class.

Please come to class prepared to learn and to create an environment where each person involved in the course is treated with respect. Mutual civility and respect are expected in the classroom as well as in all communication (mail, e-mail, telephone, etc.) between students, and between students and instructor. The University is a community of scholars.

Please turn off cell phones, pagers, and similar devices, or set them to vibrate for the duration of the class period. Laptop computers may be used only for taking notes on the lecture underway, reviewing PowerPoint slides for the course, and finding Web sites to which the instructor directs students at the time of the lecture.

Eating and drinking (except water) are prohibited in the Boccardo Business Center.

## **Dropping and Adding**

You are responsible for understanding the policies and procedures regarding add/drops, academic renewal, etc. Please read your catalog thoroughly.

## **Communication**

The online course management system, Canvas, is the mechanism through which course information is shared. All homework assignments will be posted on Canvas, and submitted online via Canvas. Important messages for the class will be posted on Canvas. It is therefore imperative that you regularly check Canvas.

The best way to reach me is via e-mail through Canvas, or directly ([hila.Ben-gal@sjsu.edu](mailto:hila.Ben-gal@sjsu.edu)). I generally respond to student e-mails within 24 hours on weekdays.

If you are having problems with regard to a particular assignment, or in the course in general, please talk to me about your circumstances right away. Telling me about problems at the end of the semester after assignments and grades have been completed does not allow me to support your success in the class.

## **Assignments and Grading Policy**

Your knowledge will be evaluated through class participation, homework assignments, a group project, and exams. The satisfactory completion of these tasks allows you the opportunity to demonstrate that you have met the learning objectives of the course. That is,

that you can identify and describe key concepts in human resources, and apply those concepts to solve workplace problems.

Your highest possible score is 100. My grading policy is as follows:

<b>Grade Component</b>	<b>Possible Score</b>
Class Participation	10
Homework	20
Team Project	30
Exam 1 - Mid Term	20
Exam 2 - Final Exam	20
<b>Total Possible Points</b>	<b>100</b>

Points earned are converted to a percentage, and are translated into a course letter grade using the percentage levels below.

<b>Grade</b>	<b>Percentage</b>
A+	97 - 100
A	94 - 96
A-	90 - 93
B+	87 - 89
B	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D+	67 - 69
D	64 - 66
D-	60 - 63
F	Below 60

The **Team Presentation and Class Participation points** will not be determined until the end of the course since these scores will be based to some degree on peer comparisons. If you need guidance on your grades in the class, please take advantage of my office hours and come meet with me.

## Team Project

There is one team project for the course. **The project is worth 30 points.**

Students will be assigned to project teams in the second week of class. Each project team will be responsible for choosing a topic and providing a presentation to the class. I will collect the titles of the assignments on the third week of class. The presentation should be designed as a TRAINING 20 minute brown bag session. For example, you should think of your team as a HR department. There are 20 managers that you need to train on the topic that you picked. Your training brown bag should contain material. Examples could be an assessment, video, quiz, video, ppt. a skit, etc.. (you get to decide how to train the managers) and an examination.

**Your paper that you turn in should contain the material you put together for your training brown bag & the following questions answered:**

- (1) Why did you pick the topic – what is the importance of the topic for managers?**
- (2) What results do you want from the managers when they return to work?**
- (3) Describe the material that you picked for the brown bag and how it applies to the topic and learning process for managers.**
- (4) What were the dynamics of the project team when putting the brown bag together – did everyone help, did one person do more work than another.**
- (5) What were the challenges as a team in putting the brown bag together, what learning did the team have?**
- (6) Any other comments and observations that the team had when working together?**

**What to turn in on day of Presentation? Hard copy for me.**

- (1) Your Brown Bag Material**
- (2) Your answers to (1) – (6) – this paper should be NO Less than 3 pages & NO MORE than 4 pages – (Times New Roman- Font Size 12) !! If you turn in less or more, I will reduce your grade.**

Team presentations will be conducted in class time on **Thursday 11/17, 12/1, & 12/8**

The brown bag presentation should be professional, well organized, and clearly articulated. The assigned task should be fully addressed. A sound understanding of relevant class content and course readings should be evident.

**All** members of the team should contribute to the presentation.

The final grade assigned to the team presentation will be the same for all team members, unless the team indicates that a member should be penalized for making a limited contribution. I will ask that all team members send me an email indicating issues that were present in order for me to evaluate a reduction in a grade. If a reduction in grade occurs, this will be reflected in the final grade that is posted on Canvas specific to this project. I will not disclose the feedback, however, I will ask that examples be provided to evaluate fairly a reduction. A reduction will result in a 5 point reduction.

**Note:** As we get closer to the Presentations, I will provide more guidance as to what is expected. This will be based on the number of groups.

**Note:** It is expected that you attend all three classes to hear the presentations of your peers. I may also provide a surprise quiz during one or all three of the classes. Do, attend these classes!

## **Exams**

There are two exams for the course. The first exam is worth 20 points. The final exam is an exam covering the second half of the course, and is worth 20 points.

<b>Date</b>	<b>Format</b>	<b>Exam</b>	<b>Parts</b>	<b>Points Possible</b>
Thursday 10/13/2016	<u>Turn in On Line&amp;HC</u>	Exam 1	Ch 1 - 8	20
Thursday 12/15/2016	<u>Turn in Hard Copy</u>	Final Exam	Ch 9 - 14	20

Lecture material (including any guest lectures, case studies and films) and reading for the specified parts are examinable.

Exam questions will come from lecture material (including films and guest lectures) and the required text.

**Exams** are open book, open notes.

All material covered during the course of the semester is examinable.

The exam answers must be your own work.

## **Guest Speakers**

I truly believe that it is essential for students to take theories, concepts and tools we learn in the classroom to the reality of real world organizations. Therefore, I invite guest speakers to bring in “real-life” experiences from their workplaces. My guest speakers also provide important insights related to working in their fields therefore students often find it useful in order to guide them in their career choices.

Guest Speakers will be held in class time on **Thursday 11/10 and Thursday 12/1**

It is expected that you attend both these days. I may also include some questions on the final exam extracted from these lectures. Do, attend these classes!

## **Extra Credit**

There is no extra credit for this course.

## **Missing Class, Homework Assignments, and Exams**

Class attendance is expected as all class content is examinable. If you must miss a class, it is not necessary to notify me. However, it is your responsibility to catch up on missed material from fellow students. I will not hold make-up lectures, recounting of class discussion, or screenings of film content.

Homework assignments, the group project, and exams are the means by which you are evaluated. These are very important.

If you are unable to complete the homework, participate in your team's presentation, or take the exam at the regularly scheduled time, you must give me at least one week's advance notice in cases where that is feasible. Examples of such cases include religious observances, intercollegiate athletics, and competing scheduling requirements for other courses. Valid documentation of the reason for absence will be required, and should be provided in advance of the regularly scheduled homework assignment due date or exam date.

There may be rare cases when advance notice is not feasible. These include family emergencies (e.g., death of a family member, life-threatening accident, serious illness). Please notify me immediately of such circumstances. Valid documentation of the reason for absence will be required.

Failure to give advance notice when feasible or to provide a legitimate documented excuse will result in a zero on the homework assignment, project, or exam. In circumstances where a make-up homework assignment, project, or exam is deemed by me to be appropriate, special arrangements will be made.

No make-up homework assignments, projects, or exams will be arranged to accommodate personal errors (e.g., forgot to submit homework after saving it, slept through alarm clock, forgot about exam). The extra credit assignment will allow you the opportunity to recover from lost points.

# BUS 150 Course Schedule

## Section 02

The course schedule is expected to follow the structure below, but is subject to change with fair notice.

**Note: DATE in RED – NO CLASS**

<b>Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Due by Midnight!</b>
9/1	Part 1	First Class - Introductions Chapter 1	
9/8	Part 1	Chapter 2	
9/15	Part 1 Part 2	Chapter 3 Chapter 4	Assignment 1
9/22	Part 2	Chapter 5	
9/29	Part 2 Part 2	Chapter 6 Chapter 7	
10/6	Part 3	Chapter 8 Exam 1 Review Sheet	
<b>10/13</b>	<b>Mid Term Exam – Turn in... NO CLASS Due: by Midnight!</b> ***Opens at 8 AM and closes at 11:59***		
10/20	Part 3	Chapter 9	
10/27	Part 4 Part 4	Chapter 10 Chapter 11	
11/3	Part 4	Chapter 12	Assignment 2

11/10            Part 5            Chapter 13  
                  Part 5            Chapter 14  
                  **Guest Speakers: HR Panel**

11/17            Project Team Presentations

**11/24            Thanksgiving Holiday**

12/01            Project Team Presentations  
                  **Guest Speakers**

12/8             Project Team Presentations  
                  Course Wrap Up  
                  Review for Final Exam

**12/15            NO CLASS - Final Exam: Thursday December 15, 5:15 PM**