

# **Bus 150 SYLLABUS**

Updated June 2018

## **1. Course Information**

### **Instructor: Nancy Long**

Department: School of Management

Lucas College and Graduate School of Business, San Jose State University.

FALL Semester, 2018

Course Title:	Fundamentals of HR Management
Course Code:	BUS3 150, #44815
Section:	02
Class Hours & Location:	Wednesday, 3:00pm – 5:45pm, BBC 104
Office Hours:	Wednesday, 2:00pm – 3:00pm or by appointment
Office Location:	BT 655
Office Phone:	408-924-8025 (email is preferred!)
E-mail:	nancy.long@sjsu.edu
Preferred Contact: (Either through email or Phone)	nancy.long@sjsu.edu (preferred)
Department Fax:	
Course Website:	<a href="http://www.sjsu.edu/long_n/">www.sjsu.edu/long_n/</a>

## **2. Course Description:**

### **a. Course Overview and Description:**

The objective of the course is to provide you with an introduction to the major areas of Human Resource Management (HRM). The knowledge gained through the course will serve as the basis for your further study of those major areas in subsequent courses. If you determine that you prefer to emphasize some other area of study in business, Business 150 will enable you to better understand the role of HRM and to utilize its expertise. Every manager must be skilled in managing the human capital for which he/she is responsible for leading. The principal asset of any organization is the people.

### **b. Prerequisites:**

Bus91L or instructor consent

### **c. Required and recommended texts, readers, or other reading materials:**

The textbook of the course is *Managing Human Resources, by Gomez-Mejia, Balkan, and Cardy (Pearson, 8th Ed., 2015)*. ISBN 10: 0-13-302969-7. ISBN 13: 978-0-13-302969-7. **The text is often used during class, hard copy purchase required** as use of personal electronic devices is not allowed in class.

### **d. Other Reading materials:**

In addition, you are strongly encouraged to read daily business news, including HR publications as well as relevant information available to you. This is important because the news stories directly related to HRM will be discussed as much as possible. Being aware of business news in general is important for everyone.

### **e. Student learning objectives for the course:**

Through reading assignments, homework, research, group projects, tests & quizzes, and in-class participation, the student should be able to:

1. identify the key concepts, theories and processes of HR within a business environment
2. Describe the basic components of HR fundamentals
3. Identify the forces that contribute to the successful management of each area of HR covered in the course.
4. Distinguish between advantages and disadvantages of various approaches to HRM in a business environment
5. Choose the most suitable design of HR fundamentals for a given business environment
6. implement, conduct, execute or manage an element of an HR fundamental

### 3. Course requirements:

This course includes group discussions, lectures, case studies, and occasional guest speakers. Students will benefit from actively engaging in the discussions, drawing on their own experiences and seeking out opportunities to connect their learnings to events in the press and business community. The goal of this class is to learn from real life experiences, so many discussions will include such examples.

#### a. Team Cases:

Teams will be formed in the first session. Each team will be assigned an HR case to research, analyze and present to the class. Working as a team and conducting independent research, each team will prepare a 30 minute presentation to the class on their case. Every member of the team must participate and will receive the team grade. The cases are worth 75 points:

- 35 – quality of powerpoint presentation. (every member must prepare and present 1-2 slides as part of the overall presentation)
- 20 - completeness – depth of analysis and topic covered thoroughly.
- 10 - preparedness - organized and flows well, well delivered, minimal notes.
- 10 – resourceful/creative - is analysis creative, is the audience interested and engaged?

#### b. Exams and quizzes:

Homework assignments may include required quizzes taken via canvas. All **in class** exams and quizzes will be TRUE/FALSE and/or MULTIPLE CHOICE. They will be answered **on 882-E scantron answer sheets**. Make sure you bring the scantron sheets and #2 pencils to each class. There will be one mid-term and final exam worth 100 points each. (See section 5 GRADES below)

#### e. Homework:

On the Schedule of Assignments; you will see the notation "Prepare typed responses to" discussion/critical thinking questions or cases. This notation is in reference to the chapter end materials identified in the schedule. You are to type your responses to the questions posed and be prepared to submit them at the beginning of each class period. To receive full credit on homework, you need to be present in class when we review it and actively participate in the dialog by taking detailed notes in the margins of the homework. *I will not accept homework that is not typed. I do not accept homework via email. I do not accept late homework. Homework without in-class notes does not receive full credit.* In every class session, you'll be expected to be fully prepared to discuss the material from the assigned reading.

**f. Class Participation:**

The value of the course to you personally will be enhanced by your active participation in the class. During the class, the information in the assigned readings will be reviewed, cases will be discussed, critical incidents and news stories in general. Therefore, it is very important that you read the assigned material prior to class and prepare typed responses to the assigned cases, questions, etc (See the course schedule). There will be group discussions by teams of classmates.

Because participation is an element of your grade in this class, attendance is mandatory. There is no provision for taking a missed quiz or mid-term. The grade for a missed quiz or mid-term is zero points. In addition, I do not accept late homework.

**MOBILE DEVICES: I do not allow the use of mobile or electronic devices (including PCs) in the class.** The emphasis of this course is on HUMAN interaction. The design and structure of the class do not require online note-taking and mobile devices cause distraction for the instructor and other students. Students who wish to use their mobile devices in class for any reason, including texting, social media, and other non-course related activities should not enroll in this class.

By remaining in the course after the initial class meeting, you have agreed to participate in a positive manner in the class discussions and to be professional in your discourse. Demonstration of respect for the ideas of others even when in disagreement is a requirement of class membership. Anyone who does not expect to attend class regularly, who expects to be a passive recipient of information, or for whom the aforementioned conditions are for any other reason not acceptable, should drop the course.

**4. Tentative course calendar including assignment due dates (see Schedule of Assignments below), exam dates, date of Final exam:**

*(Please note that the course calendar is "subject to change with fair notice")*  
 Tuesday .....August 21 ..... First Day of Instruction – Classes Begin  
 Wednesday .....August 22 ..... First Day of OUR class  
 Friday ..... August 31.....Last Day to Drop Courses  
 Monday ..... September 10 .....Last Day to Add Courses & Register Late **(A)**  
 Monday ..... November 12 .....Spring Recess **(\*SPRING RECESS\*)**  
 Friday ..... November 16 ..... Last Day to Withdraw  
 Monday ..... December 10 ..... Last Day of Classes  
 Wednesday-Friday..... December 12-14, ..... Final Examinations **(exams)**  
 Monday-Tuesday..... December 17-18 ..... Final Examinations **(exams)**

**5. Grades:**

Your course grade will be based upon a weighted combination of scores on class participation, homework, team cases, mid-term, and final.

Grade Component	Possible Score	
Class Participation	125	
Homework	150	
Team Cases	75	
Mid-Term	100	<b>Ch 1-6 &amp; 9</b>
Final	100	<b>Ch 10-14, 16-17</b>
Total Possible Points:	550	

**a. Grading information:**

Grading Percentage Breakdown

Letter Grade	Net Percentage of Possible Score
A+	97 – 100
A	94 – 96.99
A-	90 – 93.99
B+	86 – 89.99
B	83 – 85.99
B-	80 – 82.99
C+	76 – 79.99
C	72 – 75.99
C-	70 – 71.99
D	60 - 69.99
F	Below 60%

I will not post interim grade estimates because the Class Participation points will not be determined until the end of the course. I will provide case presentation grades and mid-term results after scoring them.

**b. Extra credit options, if available:**

Student **must** get instructor approval to be eligible for extra credit assignment. Extra credit is intended only for students who need extra points to pass the course and is therefore available only on limited basis. Students may earn up to 50 points as extra credit for completing a special project. Note, to earn the full points, the work has to be truly exceptional. The assignment is to interview an experienced HR professional on their role, their insights and recommendations for how to effectively manage HR and how HR has affected their business' strategy. Student must prepare the interview questions in advance and get instructor approval on content and depth of questions. From the interview, the student writes a minimum of 10 page typed paper and it must be turned in by May 11. Extra credit papers will not be accepted after May 11 nor without prior approval from instructor as defined above.

**c. Penalty (if any) for late or missed work:**

I do not accept late work so the penalty could be severe. There is no provision for taking a missed exam. The grade for a missed exam is zero points. In addition, I will not accept late homework.

**6. University, College, or Department Policy Information:**

**University Policies**

**Academic integrity**

Students should know the University's Academic Integrity Policy that is available at [http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf)

Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at [http://www.sa.sjsu.edu/judicial\\_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html)

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make 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 requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

### **College of Business Program Goals:**

*(Not all program learning goals are covered in every course)*

#### **1. Business Knowledge**

- Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.

#### **2. Communication**

- Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.

#### **3. Ethical Awareness**

- Recognize, analyze, and articulate solutions to ethical issues that arise in business.

#### **4. Leadership, Teams and Diversity**

- Comprehend the challenges and opportunities of leading and working in diverse teams and environments.

#### **5. Critical Thinking**

- Comprehend, analyze, and critically evaluate complex and unstructured qualitative and quantitative business problems, using appropriate tools and technology.

#### **6. Innovation**

- Recognize, analyze, and articulate strategies for promoting creativity and innovation.

### ***College of Business Policies:***

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

#### **Eating:**

Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

#### **Cell Phones:**

Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones or text in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

**Computer Use:**

For this course, use of electronic equipment is not allowed without specific agreement from the instructor. The course design and interactive nature of each class does not lend itself to electronic note taking or the use of mobile devices. See instructor for any hardships or concerns on this practice.

**Academic Honesty:**

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

**Schedule of Assignments:**

See below for full semester assignments for this course.

## Schedule of Assignments

### Fundamentals of Human Resources, #44815

*The course assignments and agenda are subject to change with fair notice. When an assignment changes, the instructor will inform students in class or via MySJSU notifications.*

Week	Date	Topics, Readings, Assignments, Deadlines
1	AUGUST 22	<b>Topic:</b> Course enrollment. Review green sheet & course contents <b>Reading Assignment:</b> Buy your Book before the 1 <sup>st</sup> class! <b>Homework:</b> <i>Print out and bring this course Syllabus to class 8/22</i>
2	AUGUST 29	<b>Topic:</b> Meeting Present and Emerging Strategic HR Resource Challenges <b>Reading Assignment:</b> Text Chapter 1 <b>Homework:</b> <i>Prepare typed responses to You Manage It! Emerging Trends, Critical Thinking questions 1-12 through 1-14 pages 38 and 39</i>
3	SEPT 05	<b>Topic:</b> Managing Work Flows and Conducting Job Analysis <b>Reading Assignment:</b> Text Chapter 2 <b>Homework:</b> 1) <i>Research the recent BERWICK v UBER case and write 1-2 paragraphs (typed) summarizing the issue and outcome.</i> 2) <i>Prepare typed responses to questions on "You Manage It! 3: Yahoo." Page 80, questions 2-17 and 2-18.</i>
4	SEPT 12	<b>Topic:</b> Understanding Equal Opportunity & the Legal Environment <b>Reading Assignment:</b> Text Chapter 3 <b>Case 1 Presents Today</b> <b>Homework:</b> <i>Prepare typed response to Discussion Questions, page 110, 3-1 through 3-5. COMPLETE ONLINE QUIZ VIA CANVAS</i>
5	SEPT 19	<b>Topic:</b> Managing Diversity <b>Reading Assignment:</b> Text Chapter 4 <b>Case 2 Presents Today</b> <b>Homework:</b> 1) <i>Prepare typed responses to Discussion Questions, page 144, 4-2, 4-3, 4-8.</i>
6	SEPT 26	<b>Topic:</b> Recruiting and Selecting Employees <b>Reading Assignment:</b> Text Chapter 5 <b>Case 3 Presents Today</b> <b>Homework:</b> 1) <i>Research the GOOGLE/APPLE/INTEL/ADOBE AntiTrust Hiring Violations Case and write 1-2 paragraphs (typed) summarizing the issue and outcome.</i> 2) <i>Prepare typed responses to "You Manage It! 3 Social Media" questions, page 178, 5-22 through 5-25. COMPLETE ONLINE QUIZ VIA CANVAS</i>
7	OCT 03	<b>Topic:</b> Managing Employee Separations, Downsizing, and Outplacement <b>Reading Assignment:</b> Text Chapter 6 <b>Case 4 Presents Today</b> <b>Homework:</b> <i>Prepare typed responses to Discussion Questions, pages 197-198, 6-1 through 6-11.</i>
8	OCT 10	<b>Topic:</b> Developing Careers <b>Reading Assignment:</b> Text Chapter 9 <b>Case 5 Presents Today</b> <b>Homework:</b> <i>Prepare a SWOT analysis for yourself under You Manage It 1, Customer Driven HR. Page 282. Prepare typed responses to questions 9-13 through 9-15. COMPLETE ONLINE QUIZ VIA CANVAS</i>
	OCT 17	<b>Mid Term Exam (Chapters 1-6 &amp; 9)</b>
10	Oct 24	<b>Topic:</b> Managing Compensation <b>Reading Assignment:</b> Text Chapter 10 <b>Case 6 Presents Today</b> <b>Homework:</b> <i>Prepare typed responses to You Manage It 5, page 322, questions 10-36 through 10-38 and 10-41</i>
11	OCT 31	<b>Topic:</b> Designing and Administering Benefits <b>Reading Assignment:</b> Text Chapter 12

		<b>Homework:</b> Prepare typed responses Discussion Questions, page 392-393, questions 12-1 through 12-5.
12	<b>NOV 07</b>	<b>Topic:</b> Developing Employee Relations <b>Reading Assignment:</b> Text Chapter 13 <b>Case 7 Presents Today</b> <b>Homework:</b> Prepare typed responses to Discussion Questions 13-1 through 13-5, page 422. COMPLETE ONLINE QUIZ VIA CANVAS
13	<b>NOV 14</b>	<b>Topic:</b> Respecting Employee Rights and Managing Discipline <b>Reading Assignment:</b> Text Chapter 14 <b>Case 8 Presents Today</b> <b>Homework:</b> Prepare typed responses to Discussion Questions page 458, questions 14-1 through 14-5
14	<b>NOV 21</b>	<i>Last Day to Turn in Extra Credit</i> <b>Topic:</b> Managing Workplace Safety and Health <b>Reading Assignment:</b> Text Chapter 16 <b>Case 9 Presents Today</b> <b>Homework:</b> Prepare typed responses to You Manage It 4: page 527, questions 16-32 through 16-34
15	<b>NOV 28</b>	<b>Topic:</b> International HRM Challenges <b>Reading Assignment:</b> Text Chapter 17 <b>Case 10 Presents Today</b> <b>Homework:</b> Prepare typed responses to You Manage It 4, page 563-564, questions 17-32 through 17-34 COMPLETE ONLINE QUIZ VIA CANVAS
16	<b>DEC 05</b>	<b>Review, Final Prep</b>
Final Exam	<b>WED, DEC 12</b>	<b>FINAL EXAM, BUS 150. TIME &amp; LOCATION TO BE CONFIRMED</b>