COURSE DESCRIPTION:
A REVIEW OF THE THEORY OF THE EFFECTIVE MANAGEMENT OF HUMAN RESOURCES. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining.

COURSE OBJECTIVES:
Upon completion of this course, the student will:

. • Have analyzed the relevant factors that influence HR management
. • Understand alternative approaches to HR management
. • Know the legal requirements of sound HR management practice
. • Apply relevant theories and practices to specific organizational management situations with the aim of promoting organizational effectiveness
. • Understand and respond to the challenge of diversity in the workplace and the external environment
. • Exhibit proficiency in written and oral communication at a level appropriate to a professional setting
. • Develop information literacy, including the application of technological competence in locating, evaluating, and using information in order to prepare a literature review of a topic appropriate to the degree
. • Acquire and develop knowledge, skills and abilities that will support personal career advancement
. • Learn the theories and principles of management and organizational behavior as these apply to HR management
. • Comprehend the relationship between human behavior and organizational effectiveness


COURSE REQUIREMENTS:

Readings: Test readings and additional handouts are expected to be completed by the date assigned to facilitate discussion.
Participation: Active participation, particularly in a class on this subject benefits all. HR processes vary and shared individual experiences greatly add to the value of this study.
Papers: All papers and assignments are to be typed and turned in on schedule. Late papers will be penalized.
EVALUATION CRITERIA:
20% Midterm test (verbal multi-choice, #1-5)
20% Final test (ch. 6-10; 80% short answer, 20% essay)
30% Research Assignment
Research Presentation 20%
10% Participation

Midterm and final questions will be taken from test and classroom discussions. The midterm covers the first half of the semester. The final will cover the second half of the semester.

PAPER AND ESSAY EVALUATION CRITERIA:
The evaluation of your papers and essays is based upon content and quality as defined:

Content: Satisfies requirements/directions Is logical and draws conclusions Emphasizes course subject matter

Quality: Writing is effective, to the point, persuasive Contains minimal spelling, grammatical and punctuation errors.

Note: Integrity is expected in all aspects of this course and any college dealings. Plagiarism is copying, stealing or not properly crediting sources. The college maintains high standards of insuring honesty. Deviating from these standards yields grade reduction, failure, suspension or expulsion.

ATTENDANCE:
Students are responsible for all that is covered in class. Missing more than one week’s worth of classes can result in decrease of grades. Excessive absences can result in being dropped from the course.

THE RESEARCH ASSIGNMENT AND PRESENTATION: Worth 30% and 10% respectively, of your final grade. You will choose a topic currently moving in HR, and conduct primary and secondary research on it, with my help. Frequent discussions will take place throughout the semester. The oral presentation of the finding will take place at the end of the semester; most papers handed in will be approximately five pages and refer to around three sources and will “teach” vs. something about the field of H.R M.
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<th>WEEK of (Monday)</th>
<th>TOPIC</th>
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<td>Introduction Strategic Role</td>
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<td>Equal Opportunity and the Law</td>
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<td>9/10</td>
<td>Job Analysis Personnel Planning and Recruiting/Show and Tell</td>
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<td>9/17</td>
<td>Employee Testing/Selection/Current Events</td>
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<td>Interviewing Candidates/Role Plays</td>
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<td>10/1</td>
<td>Training/Developing/Organizational Renewal</td>
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<td>Appraising Performance Managing Careers/Fair Treatment, Review</td>
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<td>Pay Plans</td>
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<tr>
<td>12/17</td>
<td>ARP’s</td>
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Bibliography – Human Resources Management:

The subject of human resources is constantly evolving. In order to do the necessary research for your papers, the following sources are recommended.

Journals and Magazines:

Journals marked with * are good sources of employment law and policy issues.

*Businessweek *The Economist *Employee Relations Law Journal
Fortune Magazine
Harvard Business Review *HR Magazine *HR Focus

Newspapers:
Long Island Newsday on CDE Rom
N.Y. Times The Wall Street Journal

HR Websites:
Dessler text supplemental information www.prehall.com/dessler
Society for Human Resource Management (SHRM http://www.shm.org)
Cornell University=s School of Industrial and Labor Relations (http://ilr.cornell.edu)
Department of Labor (http://www.dol.gov)
Law Journal Extra=s Employment and Labor Law Updated

(http://www.ljextra.com/practice/laboremployment/labcol.html)
Job Accommodation Network (http://janweb.icdi.wvu.edu)
Training.Net (http://www.trainingnet.com)
Workforce Online (http://www.workforceonline.com)

IMPORTANT NOTE: Please be sure that the majority of research used is less than a year old. It is acceptable to include some research older than that as long as it is in addition to more current data. Be aware of the fact that information from texts and books is typically about three years old by the time it is in print. HR is too timely a topic to depend on dated information.