Course Description

Provides an introduction to theoretical, applied, and professional issues associated with the management of human resources within organizations. The course seeks to familiarize students with facets of the human resource management function, and to explore a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels.

Course Textbook


Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Learning Objectives

Upon completion of this course, students should be able to:

1. Summarize a strategic approach to human resource management.
2. Explain managing work flows and the role of job analysis.
3. Assess equal opportunity and the legal environment.
4. Explain the benefits of effectively managing diversity.
5. Generalize the HR functions of recruiting and selecting employees.
6. Explain managing employee separations, downsizing, and Outplacement.
7. Compare and discriminate the purposes of appraising and managing employee performance.
8. Explain the importance of training to organizational success.
9. Assess career development.
10. Explain the importance of effectively managing compensation.
11. Recommend the key objectives of rewarding performance.
12. Explain why organizations design and administer benefits for employees.
13. Assess the importance of developing effective employee relations.
14. Discriminate between the implications of employees' rights and effectively managing discipline to organizational success.
15. Discuss working with organized labor.
16. Assess the importance of workplace safety and health.
17. Explain the challenges in managing international HRM.

Course Structure

1. **Unit Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments:** Each unit contains reading assignments from one or more chapters from the textbook.
4. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading.
5. **Discussion Boards:** Discussion Boards are part of all CSU term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.
6. **Assessments:** Units II, IV, VI, and VIII each contain assessments consisting of ten written response questions. Each assessment covers material from two units—the unit in which it appears and the previous unit (i.e., Unit II assessment covers material from both Units I and II).

7. **Unit Assignments:** There is an assignment in each of the eight units of the course. Instructions are provided in the Syllabus below. A grading rubric is included with the assignment in Unit VII. Specific information about accessing this rubric is provided below.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library's chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

**Unit Assignments**

**Unit I Case Study**

Case 1.3, found on page 46 of the textbook, is the assignment for Unit I. Answer the three critical thinking questions found at the end of the case, and submit your responses to Blackboard.

**Unit II Article Critique**

Critique a human resource article of interest to you. The article must not be more than three years old. A list of Human Resource periodicals can be found on pages 576 and 577 in the textbook. Submit the name of the periodical and the title of the article to your professor for approval before critiquing the article.

The critique must contain the following:

- A brief introduction of the article
- A statement of the problem studied
- Significance of the problem
- Justifiable conclusions

Submit your critique to Blackboard for evaluation.

**Unit III Case Study**

The assignment for Unit III is Case 6.3 found on page 208 of the textbook. Answer the four critical thinking questions found at the end of the case on page 209, and submit your responses to Blackboard.

**Unit IV Article Critique**

Critique a human resource article of interest to you. The article must not be more than three years old. A list of Human Resource periodicals can be found on pages 576 and 577 in the textbook. Submit the name of the periodical and the title of the article to your professor for approval before critiquing the article.
The critique must contain the following:

- A brief introduction of the article
- A statement of the problem studied
- Significance of the problem
- Justifiable conclusions

Submit your critique to Blackboard for evaluation.

**Unit V Article Critique**

Critique a human resource article of interest to you. The article must not be more than three years old. A list of Human Resource periodicals can be found on pages 576 and 577 in the textbook. Submit the name of the periodical and the title of the article to your professor for approval before critiquing the article.

The critique must contain the following:

- A brief introduction of the article
- A statement of the problem studied
- Significance of the problem
- Justifiable conclusions

Submit your critique to Blackboard for evaluation.

**Unit VI Article Critique**

Critique a human resource article of interest to you. The article must not be more than three years old. A list of Human Resource periodicals can be found on pages 576 and 577 in the textbook. Submit the name of the periodical and the title of the article to your professor for approval before critiquing the article.

The critique must contain the following:

- A brief introduction of the article
- A statement of the problem studied
- Significance of the problem
- Justifiable conclusions

Submit your critique to Blackboard for evaluation.

**Unit VII Case Study**

The assignment for Unit VII is Case 15.4 found on page 508 of the textbook. Answer the two critical thinking questions found at the end of the case on page 509, and submit your responses to Blackboard.

**Unit VIII Article Critique**

Critique a human resource article of interest to you. The article must not be more than three years old. A list of Human Resource periodicals can be found on pages 576 and 577 in the textbook. Submit the name of the periodical and the title of the article to your professor for approval before critiquing the article.

The critique must contain the following:

- A brief introduction of the article
- A statement of the problem studied
- Significance of the problem
- Justifiable conclusions

Submit your critique to Blackboard for evaluation.
APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking here. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Discussion Board, (2) Assessment (Written Response), and (3) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.
Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Boards (8 @ 1%)</td>
<td>8%</td>
</tr>
<tr>
<td>Assessments (4 @ 10%)</td>
<td>40%</td>
</tr>
<tr>
<td>Case Studies (3 @ 6.5%)</td>
<td>19.5%</td>
</tr>
<tr>
<td>Article Critiques (5 @ 6.5%)</td>
<td>32.5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I: Introduction

<table>
<thead>
<tr>
<th>Review:</th>
<th>Unit Study Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read:</td>
<td>Chapter 1: Meeting Present and Emerging Strategic Human Resource Challenges</td>
</tr>
<tr>
<td>Discuss:</td>
<td>Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. CST (Central Time)</td>
</tr>
<tr>
<td>Submit:</td>
<td>Case Study by Tuesday, 11:59 p.m. CST (Central Time)</td>
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### Unit II: The Context of Human Resource Management

<table>
<thead>
<tr>
<th>Review:</th>
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<tbody>
<tr>
<td>Read:</td>
<td>Chapter 2: Managing Work Flows and Conducting Job Analysis</td>
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<td>Chapter 3: Understanding Equal Opportunity and the Legal Environment</td>
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<td>Chapter 4: Managing Diversity</td>
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### Unit III: Staffing

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<thead>
<tr>
<th>Review:</th>
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<tr>
<td>Read:</td>
<td>Chapter 5: Recruiting and Selecting Employees</td>
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<tr>
<td></td>
<td>Chapter 6: Managing Employee Separations, Downsizing, and Outplacement</td>
</tr>
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<td>Discuss:</td>
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### Unit IV
**Employee Development**

**Review:**
- Chapter 7: Appraising and Managing Performance

**Read:**
- Chapter 7: Appraising and Managing Performance
- Chapter 8: Training the Workforce
- Chapter 9: Developing Careers

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. CST (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. CST (Central Time)

**Submit:**
- Assessment by Tuesday, 11:59 p.m. CST (Central Time)
- Article Critique by Tuesday, 11:59 p.m. CST (Central Time)

### Unit V
**Compensation**

**Review:**
- Chapter 10: Managing Compensation

**Read:**
- Chapter 10: Managing Compensation
- Chapter 11: Rewarding Performance
- Chapter 12: Designing and Administering Benefits

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. CST (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. CST (Central Time)

**Submit:**
- Article Critique by Tuesday, 11:59 p.m. CST (Central Time)

### Unit VI
**Employee Relations**

**Review:**
- Chapter 13: Developing Employee Relations

**Read:**
- Chapter 13: Developing Employee Relations
- Chapter 14: Respecting Employee Rights and Managing Discipline

**Discuss:**
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<th>Organized Labor</th>
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<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide</td>
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<tr>
<td><strong>Read:</strong></td>
<td>☐ <strong>Chapter 15:</strong> Working with Organized Labor</td>
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Notes/Goals:

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<th>Safety and Health and International HRM Challenge</th>
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<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>☐ <strong>Chapter 16:</strong> Managing Workplace Safety and Health</td>
</tr>
<tr>
<td></td>
<td>☐ <strong>Chapter 17:</strong> International HRM Challenge</td>
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