

MGT495W: Human Resource Management
Spring 2013

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Office Hours TBD

Course Description: The principles, policies, and practices currently related to the organization and administration of a human resource management department; employment, promotion, and retirement; comparative analysis of such human resource practices as performance evaluation instruments, job evaluation, safety and welfare programs.

Textbook: Managing Human Resources, Snell & Bohlander, 16th Edition, Cengage/Southwestern, 2013, ISBN# 9781111532826.

Course Objectives:

1. Understand the human resource requirements of an organization and be able to identify the various sources and means of filling these requirements.
2. Understand the legal environment of human resource management today.
3. Understand employee rights and discipline.
4. Understand the recruiting, selection, and orientation HR functions.
5. Understand the various compensation means.
6. Understand the evaluation process as relates to HR.
7. Understand the function of labor unions in today's environment.
8. Understand the profession of HR management.

Class Evaluation:

Exam #1 (Chapter's 1-5)	100 points
Exam #2 (Chapter's 6-10)	100 " "
Exam #3 (Chapter's 11-16)	100 " "
Cases (4 total)	100 " "
	400 total points

Grading Scale:

360-400 = A
320-359 = B
280-319 = C
240-279 = D
-239 = F

Extra Credit: There is no opportunity for extra credit in this class.

Course Methodology/Delivery: This is an online course and as such will be offered using web-based technology. Access to course materials is through "Web for Students" and Blackboard. Tests will be taken online, assignments will be turned in by email, chapter outlines, grades, and instructor notices will be via Blackboard.

Online Tests: The three tests will be taken online. Exact dates with opening and closing times will be announced once the class begins. As a rule of thumb, the 1st exam will be around the 5th week, the 2nd exam around the 10th week, and the 3rd exam the last week of the semester. These will be timed exams (typically thirty minutes to an hour depending on number of questions). Each test will be a two part exam, each of which can be taken at separate sittings. One part will consist of multiple choice and true false questions. The other part will consist of essay questions. You are to take these exams without benefit of the book, notes, or the aid of others. You will not have time to look for the answers. Essay questions are to be answered using your own thoughts, not copied from somewhere. Highly suspicious answers will be penalized.

Cases: There will be a total of four cases that you will be expected to complete and turn in by email. Exact dates for submission will be announced as appropriate throughout the semester. I will assign them by blackboard announcements usually at least two weeks prior to their being due. Cases will vary from semester to semester. More instruction on these once class starts.

Online Resources: There are a variety of online resources to aid in the learning process. Under Chapter Overview the following are available: power point slides, eLectures, flashcards, beat the clock quizzes, crossword puzzles, chapter videos, and a discussion board.

Current Events/Articles: Throughout the semester, the instructor may provide current articles/online videos concerning HR concepts via a link or an attachment. For each article/video, there may be a question on the ensuing exam. It is important that you read these.

Announcements/Emails: To stay aware of what is expected, and when it is expected, you must consult your emails and announcements on Blackboard. I would advise you to check those at least two times a week (Tuesdays and Fridays?). Any comments/questions to the instructor should be by email. I will try and answer any email questions within a 24 hour period, weekends and holidays excluded.

Discussion Boards: The discussion board will be available for students to make contact with other students in the class. The instructor may periodically view what is being discussed but typically will not use it as a communication tool for the course.

Disability Accommodations:

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

University Email Policy:

Upon application to Texas A&M University-Texarkana, an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework. The Blackboard system will also be used in this class, so you will need to periodically check both emails to keep up to date.

University Drop Policy:

To drop this course after the census date (see semester calendar), a student must complete the Drop/Withdrawal Request Form, located on the University website <http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html> or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

Academic Integrity:

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of "F" in the course and/or disciplinary actions. For additional information see the university catalog.

College of Business Goals for Undergraduates:

At the completion of your degree our BBA graduates should be proficient in the following areas:

Goal 1: Our graduates will be competent in the broad business disciplines that underlie the BBA degree.

Goal 2: Our graduates will be competent in the discipline of their chosen major or concentration.

Goal 3: Our graduates will demonstrate critical thinking skills.

Goal 4: Our graduates will be able to communicate effectively in writing and in front of a group.

Goal 5: Our graduates will be competent in the use of analytical tools via business software tools.

Goal 6: Our graduates will be able to properly integrate business disciplines in developing holistic, multi-functional solutions.

Goal 7: Our graduates will be able to correctly analyze financial statements.

Class Participation:

Students are responsible for beginning their participation on the first class day by logging on and completing assignments according to the course calendar. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an administrative drop from the course.

Student Technical Assistance:

Solutions to common problems and FAQ's for your web-enhanced and online courses are found at this link:

<http://www.tamut.edu/Training/Student%20Training/index.html>

If you cannot find your resolution there, you can send in a support request detailing your specific problem here:

<http://www.tamut.edu/techde/support.htm>

Blackboard Helpdesk contacts:

Office Hours are: Monday-Friday, 8-5

Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu

Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu

Jayson Ferguson (alternate) 903-223-3105 jayson.ferguson@tamut.edu

Technical Requirements: Minimum Windows Requirements:

- Pentium IV 1.5GHz+ (preferred: Core Duo)
- 1 GB RAM minimum (preferred: 2 GB)
- 128MB Video Card minimum --- Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Windows 2000, XP, Vista or 7
- Web browser (Internet Explorer 7.0+; Firefox 3.0+)
- Microsoft Word, minimum Office 97

Some courses will need plug---ins such as Flash player 10 +, QuickTime player

7.0+, Adobe Reader 9.0+, Java Runtime Environment (Java 1.6.0_15), Windows Media Player 10+, RealPlayer, and Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running

Windows Operating Systems:

- Internet Explorer 8 or 9 (IE is not supported on Windows XP)
- Mozilla Firefox 3.6+
- Google Chrome

Minimum Apple Macintosh Requirements:

- Intel Core 2.0GHz+
- 1 GB RAM (preferred: 2 GB)
- 128MB Video Card minimum --- Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Web browser (Firefox 3.0+ ; Safari 3.0+)
- Microsoft Word, minimum Office 97

Some courses will need plug-ins such as Flash player 10+, QuickTime player

7.0+, Adobe Reader 9.0+, Java Runtime Environment, RealPlayer, and

Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running

Macintosh Operating Systems:

- Mac OS 10.2 (Jaguar): (Safari 1 is compatible)
- Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible)
- Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5
- Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

iOS and Android Devices

These devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:



Available on the
Android Marketplace

To access Texas A&M University --- Texarkana, there is an individual license fee of \$1.99 per year or \$5.99 lifetime. This fee gives you access to the university from all your (same platform) devices; it is not necessary to pay the fee for each device you own.