Texas A&M University – Texarkana
MGT 592.041 – Human Resource Methods
Course Syllabus

Effective Date: Spring 2013: January 23 – March 19

Instructor:	Richard Herrera, Ph.D.
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Office Hrs:	Mon: 3:00-6:00
	Tues: 3:00-6:00
	Wed: 4:00-6:00
	Thurs: 4:00-6:00
	Other times by appointment

Class Times   Tuesday, Thursday. 6:00-8:45pm. Location: NTCC, Room 150

Semester Credit Hours: 3 SCH

Course Description:
The principles, policies, and practices currently related to the organization and administration of a human resource management department, from employment and promotion to retirement.

Required Textbook/Resources: H. John Bernardin, Human Resource Management, 6th Edition, 2013. McGraw-Hill. ISBN – 9780077602963. The Blackboard Learning System will be used to deliver all resources needed for students to successfully complete this course. This includes the course syllabus, chapter powerpoints, a gradebook section that manages assignments and grades, and a discussion section that allows for communication between the student and professor throughout the course.

Students can access My Blackboard from A&M-Texarkana's homepage and choosing Current Students and then Blackboard. From the webcourses page click on the graphic that says MyBlackboard. Also, the web address (or URL) for the A&M-Texarkana web server is at http://webcta.tamut.edu/webct/entryPageIns.dowebct. That will take you to MyBlackboard where you will login. To login you will need a UserID and a Password. Your UserID is the first 4 letters of your last name and the last 4 of your Campus Wide ID. Example: jams5634. [If your last name is smaller than 4 characters then enter your whole last name] Your Password is your Campus Wide ID with no dashes or spaces. Example: 34523456.

MBA Program Goals:

At the completion of your degree TAMU-T graduate students should be proficient in the following areas:

- **Goal 1:** Our graduates will be competent in the broad business disciplines that underlie in the MBA degree.
- **Goal 2:** Our graduates will demonstrate critical thinking skills.
- **Goal 3:** Our graduates will be able to communicate effectively in writing and in front of a group.
- **Goal 4:** Our graduates will be competent in the use of analytical tools via business software tools.
- **Goal 5:** Our graduates will be able to properly integrate business disciplines in developing holistic, multi-functional solutions.
- **Goal 6:** Our graduates will be able to correctly analyze financial statements.

Student Learner Outcomes:

Upon successful completion of this course, the student will be able to:

1. Understand the partnership of human resource managers and line managers and the differences in their roles.
2. Know the human resource requirements of an organization and be able to identify the various sources and means of filling these requirements.
3. Have an understanding of employee rights and discipline.
4. Be able to describe the career development process as it relates to an individual and to the organization.
5. Be able to identify the various theories of motivation, leadership and high performance systems and explain the uses to which management can put these theories.
6. Understand the function of labor unions and the reasons workers may have for joining them.
7. Be able to identify the common objectives of a compensation program.
8. Be able to develop a personnel appraisal program to evaluate the effectiveness of an organization's human resources.

Course Requirements:

Class participation and attendance are extremely important because of the breath of materials covered and the required level of student involvement for successful learning and performance. Students are required to be present and on time for all scheduled sessions and are responsible for all materials presented in lectures/class discussion, outside readings, and research assignments.

Methods of Evaluation:

Each student's performance will be evaluated as follows:

Assignment	Percent of Grade
Exam #1 (Chapters 1-6)	25 %
Exam #2 (Chapters 7,8,11-14)	25 %
Class Participation	15 %
Research Paper/Presentation	35 %

Examinations: Exams will consist of 50 multiple choice questions worth 2 points each, with 90 minutes allowed to complete the exam. They will be taken on Blackboard and will immediately compute and post your grade for you to view.

Research Paper/Presentation: Students are required to prepare and present a research paper on a topic discussed in class or one that is related to strategic human resource management (and approved by the instructor). Following are some sample topics you may consider, but this list is not all-inclusive. The paper should be well-researched, 12 to 15 pages in length, and include references. The delivery should be in the format of a powerpoint presentation to the class and should be at least 30 minutes in length.

- Human resource management as an investment in firm competitiveness
- Challenges in human resource management (HRM)
- Strategic management & human resource management
- Evolving role of strategic HRM
- Work system design
- Human resource planning
- Employment law
- Staffing, training and development
- Performance management and feedback

- Compensation & benefits
- Employment separation
- Global issues in strategic HRM

Grading Scale:

A >= 90-100
B >= 80-89
C >= 70-79
D >= 60-69
F <   60

Student Participation:

a. **With regard to web-enhanced and online courses, students are responsible for beginning their participation on the FIRST CLASS DAY by logging** on and completing assignments according to the COURSE CALENDAR. The course assignment for this course will be for you to send me an email on the first day of class indicating to me that you are in fact active in this class. Failure to submit this initial email and any other 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.
b. **Participation Policy:** Due to the nature of this course, students are expected to read the assigned chapters by the dates listed on the course schedule and be prepared for each of the three exams. You may work ahead of schedule, but do not allow yourself to get behind. In addition to the text material, students will also be responsible for any other material listed on the discussion board section of the syllabus. In order to remain up to date, students will need to check this section for any updates at least once weekly.
c. **Course Etiquette:** Students are expected to conduct themselves professionally and respectfully at all times when interacting with other class members or with the instructor. Any subject matter or conduct considered to be unacceptable or inappropriate will not be tolerated.

Disability Accommodations:

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

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. Examples of plagiarism can be found at http://www.turnitin.com

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 12th class day, 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 that 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 Avenue., Texarkana, TX 75505) 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.

Student Technical Assistance:

- Solutions to common problems and FAQ's for your web-enhanced and online courses are found at this link:
  http://tamut.edu/webcourses/index.php?pageid=37
- If you cannot find your resolution there, you can send in a support request detailing your specific problem here: http://www.tamut.edu/webcourses/gethelp2.php

- Blackboard Helpdesk contacts:

  Office hours are: Monday - Friday, 8:00a to 5:00p

  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

Complete Course Schedule:

Date	Topic	Assignment
Jan. 24	Overview of Course/Syllabus; Introductions Strategic Human Resource Management in a Changing Environment	Bernardin Chap. 1
Jan. 29	The Role of Globalization in HR Policy and Practice	Chap. 2
Jan. 31	The Legal Environment of HRM: Equal Employment Opportunity	Chap. 3
Feb. 5	Work Analysis and Design	Chap. 4
Feb. 7	Human Resource Planning and Recruitment	Chap. 5

Feb. 12	Personnel Selection	Chap. 6
Feb. 14	**Exam 1 (Chap's 1-6)**	
Feb. 19	Performance Management and Appraisal	Chap. 7
Feb. 21	Training and Development	Chap. 8
Feb. 26	Rewarding Performance	Chap. 11
Feb. 28	Managing the Employment Relationship	Chap. 12
Mar. 5	Labor Relations and Collective Bargaining	Chap. 13
Mar. 7	Employee Health and Safety	Chap. 14
Mar. 11-15	Spring Break	
Mar. 18	**Exam 2 (Chap's 7,8 11-14)**	

Technical Requirements:

Minimum Windows PC Requirements

- Pentium IV 1.5 GHz+ (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 Forefox 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 modern 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 is compatible)
- Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

I-OS and Android Devices

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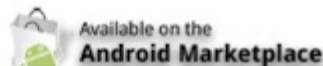
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