



Dillard College of Business Administration

**Syllabus: Human Resource Management
MGMT 4213.X30 Online
Summer Semester 2025**

Contact Information

Instructor: Niyati Kataria, Ph.D.
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Course Materials

A Noe et al. (2011). Fundamentals of Human Resource Management (4th Edition). McGraw-Hill Irwin. ISBN 9780073530468 (Required)

D2L course site. Lecture slides AND VIDEOS are available to download off the web at our class web page on D2L. I suggest you watch each video with the slides printed out. That will enable you to take good, quality notes, and better understand the material.

Course Description

Personnel and human resource policies and practices related to procuring and training employees, development, careers, job analysis, basic compensation, equal opportunity, and fairness. Also looks at human resource philosophy and the national/international arena.

Course Prerequisite(s)

Junior standing or above or consent of the chair and MGMT 3013.

Learning Goals

Dillard College of Business General Learning Goals

Students will demonstrate ethical reasoning skills within a business environment. Students will have an understanding of the influence of global and multicultural issues on business activities.

Course Specific Learning Goals

Many firms consider their people to be their most important asset. This course is about the management of that asset and it is designed to provide students with an overview of the basic functions of Human Resource Management. Successful students will learn the theories and practices involved in strategic human resource planning, recruiting, selection, performance appraisal, training and development, career development, compensation and benefits, labor relations, safety and health, and equal employment opportunity. The course will also examine the role of the human resources department, the unit charged with managing human resources in all but the smallest organizations.

While it is understood that many students in the class will not be going into human resource management (HRM), an exposure to basic concepts and issues involved in HRM is extremely useful to anyone working in a company that employs more than one person. The primary objectives of this course are to provide students with an understanding and appreciation of the basic functions of HRM and current HRM practices and issues. The theories and techniques taught in this course are applicable for all types of positions in all types of organizations in which students may eventually find themselves.

Course Policies

My Expectation

I prefer to treat my students as responsible adults who have made an active choice to be where they are. Since the choice is yours, I expect that you will not only be on top of the course material and tests but also use the available resources including video clips and reaching out to me to ask questions to get the most out of this class.

I expect that you will check the D2L for this class regularly (every day of the semester), read the assigned textbook chapter(s) and any other small readings I give to you in advance of watching the posted lecture. An environment of respect is very important to me and I expect that you will respect me and the other students in this online classroom— no comments will be tolerated which are rude, demeaning, slanderous, prejudicial, or offensive.

If there is a university approved absence due to which you are not able to complete an assignment or attend class, I expect that you will discuss the same with me in **advance** and not after the due date/missed class. Email is the best way to reach me. I check email regularly on my phone as well as on the computer.

My personal philosophy revolves around fairness so please know that I will put only as much effort into the development of a student and a class as I get from them.

Course Format

Grading and Evaluation

Two different tools are used to test your degree of success at achieving the different learning goals. Here is the breakdown of points in this class.

| | | |
|------------------------|---------------------|-------|
| On-line exams | 5 @ 150 points each | = 750 |
| On-line quizzes | 16 @ 10 points each | = 160 |
| Total Available Points | | = 910 |

Grades will be determined on the basis of the total points earned. Letter grades will be given according to the following scale:

A = 819- 910 points

B = 728-818 points

C = 637-727 points

D = 546-636 points

F = less than 546 points

Quizzes

Each day, there are quizzes that test your knowledge about the subjects we are covering. You will have the plenty of time (typically a few days) to access and take the quiz. You will not be allowed to make up any quizzes that you miss, and you will not be allowed more than one attempt at each quiz. Once started the quiz needs to be completed and re-logins are not possible. All quizzes contain 10 questions worth one point each and you will have 15 minutes to complete each. Quizzes are closed book, closed notes and no outside or internet help allowed. This will be monitored and suspicion of cheating will result in being dropped from class after one warning.

Exams

There will be 5 non-cumulative exams in this course administered through D2L. You will have 2 hours to complete 75 multiple choice questions worth 2 points each. You will have one attempt at the exam and no make ups are allowed. Again- once logged into an exam, you need to complete it in one go (re-login is not possible). **If your screen freezes or you have genuine D2L issues, do your best to take screen shots with time stamps to email me as evidence of the difficulties you were facing and I will reset the quiz for you (if I can see the evidence of a genuine issue).** The exams are closed book, no notes, no outside/internet assistance and no taking with another person in the room. Our dean has asked all of us to be very strict with monitoring your online tests and exam proctoring. Thus, if you do not follow

respondus monitor and lockdown browser instructions correctly (e.g.: do not show your environment to the camera before starting the test), there will be consequences such as either not counting the whole grade you made for that test or not counting that test at all. If there is evidence of cheating, you will receive an F in the class and I will be forced to report you to the university. Please take this very seriously.

Academic Integrity

This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. See **Midwestern State University Undergraduate Catalog**, Volume LXXVIII, Number 1, page 21. Please see notes in above paragraph about testing in an online environment.

Desire2 Learn (D2L)

This is the website for the course. Students are expected to check this website for important course information, course documents, and correspondence from the instructor multiple times per week.

Americans with Disabilities Act

This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. See **Midwestern State University Undergraduate Catalog**, Volume LXXVIII, Number 1, page 21.

Contact Policy

I will return all e-mails to Niyati.Kataria@msutexas.edu within 48 hours during weekdays. Please do not call as I am not in the office (however I am able to check voice messages). Please e-mail professionally.

Syllabus Change Policy

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade may vary as necessitated by any unforeseen interruptions such as instructor illness etc.

Human Resources Management Schedule

| Week | Day | Topic | Major Activity |
|------|------------------------|---------------|---|
| 1 | June 2 | Syllabus day | Familiarize yourself with syllabus and Chapter 1 |
| 1 | June 3 | Chapter 1 | Watch videos for chapter 1 and take Quiz 1 |
| 1 | June 4 | Chapter 2 | Watch videos for chapter 2 and take Quiz 2 |
| 1 | June 5 | Chapter 3 | Watch videos for chapter 3 and take Quiz 3 |
| 1 | June 6 | Chapter 4 | Watch videos for chapter 4 and take Quiz 4 |
| 2 | June 9-10 | EXAM 1 | Ensure that you have finished quizzes 1-4 and finish exam 1 before 11:59PM on June 10 |
| 2 | June 11 | Chapter 5 | Watch videos for chapter 5 and take Quiz 5 |
| 2 | June 12 | Chapter 6 | Watch videos for chapter 6 and take Quiz 6 |
| 2 | June 13 | Chapter 7 | Watch videos for chapter 7 and take Quiz 7 |
| 3 | June 16-17* | EXAM 2 | Ensure that you have finished quizzes 5-7 and finish exam 2 before 11:59PM on June 17 |
| 3 | June 18 | Chapter 8 | Watch videos for chapter 8 and take Quiz 8 |
| 3 | June 19 | Chapter 9 | Watch videos for chapter 9 and take Quiz 9 |
| 3 | June 20 | Chapter 10 | Watch videos for chapter 10 and take Quiz 10 |
| 4 | June 23-24* | EXAM 3 | Ensure that you have finished quizzes 8-10 and finish exam 3 before 11:59PM on June 24 |
| 4 | June 25 | Chapter 11 | Watch videos for chapter 11 and take Quiz 11 |
| 4 | June 26 | Chapter 12 | Watch videos for chapter 12 and take Quiz 12 |
| 4 | June 27 | Chapter 13 | Watch videos for chapter 13 and take Quiz 13 |
| 5 | June 30-July 1* | EXAM 4 | Ensure that you have finished quizzes 11-13 and finish exam 4 before 11:59PM on July 1 |
| 5 | July 1 | Chapter 14 | Watch videos for chapter 14 and take Quiz 14 |
| 5 | July 2 | Chapter 15 | Watch videos for chapter 15 and take Quiz 15 |
| 5 | July 3 | EXAM 5 | Ensure that you have finished quizzes 14-15 and finish Exam 5 before 11:59PM on July 3 |

*Note: the first 4 exams are open for a 48-hour window so you have plenty of time to find two hours during that window to take the exam. The exams itself take 2 hours each and are closed books, closed notes and no internet assistance. If you miss the exam and ask for a reset, I can only do one for university approved reasons (most of which required paperwork like doctor's notes or evidence for funerals etc. that need to be submitted to student services and once I get clearance from them, I can reset.)