



A Member of the Texas Tech University System

Course Syllabus: Human Resource Management

Dillard College of Business Administration

MGMT 4213 Section X20

Online

Spring 2026

Contact Information

Instructor: Niyati Kataria, Ph.D.

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Office hours: Tuesdays and Thursdays 12:25-1:55 PM and 3:30-5 PM,

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Course Description

This course teaches 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.

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.

Textbook & Instructional Materials

Noe et al. (2024). Fundamentals of Human Resource Management. McGraw-hill Irwin. ISBN10: 1266565795 | ISBN13: 9781266565793

Additional content is posted to D2L

Study Hours and Tutoring Assistance

Please make an appointment to see me during office hours if you need one on one tutoring assistance.

Learning Goals

Students will have an understanding of the influence of global and multicultural issues on business activities

Students will demonstrate ethical reasoning skills within a business environment.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Here is the breakdown of points in this class.

Table 1: Points allocated to each assignment

Assignments	Points
Quizzes (16 at 10 pts each)	160
Exams (5 at 150 points each, one bonus point added)	750
Total Points	910

Table 2: Total points for final grade.

Grade	Points
A	819- 910 points
B	728-818 points
C	637-727 points
D	546-636 points
F	less than 546 points

Quizzes

After each chapter, there will be a quiz to test your knowledge about that chapter. You will have plenty of time (typically a few days) to access and take the quiz. Quizzes are first available when the lecture for that chapter is posted on D2L (Typically by or before Monday, 1 PM the week of that chapter). Quizzes close the day the exam associated with that chapter closes. Unless you have a university-approved reason, you will not be allowed to make up any quizzes that you miss. You have one attempt at each quiz. Once started, the quiz needs to be completed in time allotted, and re-logins are not possible. All quizzes contain 10 questions worth one point each, and you will have 15 minutes to complete each quiz.

Quizzes all together represent 17.58% of your grade. Dates quizzes open and close will appear on the Course Schedule in more detail.

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 without a university approved reason. Once logged into an exam, you need to complete it in one go (re-login is not possible). All Exams will use responds lockdown and monitor which will be monitored. If you are suspected of cheating or not following course requirements there will be an inquiry with a possible result of expulsion from class. If your screen freezes or you have genuine D2L issues, do your best to take screenshots with time stamps to email me as

evidence of the difficulties you were facing, and I will reset the quiz for you (if your reason can be shown as a genuine IT issue).
Exam days will appear on the Course Schedule in more detail.

Final Exam

Final exam (exam 5) date is listed on the course schedule and will follow the format of the previous four exams. All exams are non-cumulative.

Extra Credit

If any extra credit opportunities become available during the semester, these will be announced in our class's D2L.

Late Work

Unless you have a university-approved reason, I will not accept any late submissions. To have your reason for late work and receive university-approval, please submit all your evidence (e.g., doctor's notes, etc.) to the **Student Rights and Responsibilities office** using the Absence Letter Request Form (found at this link: [Absence Letter Request Form](#)). If the Student Rights and Responsibilities office accepts the evidence you have provided, they will email all your professors requesting that we work with you. Without this email, I am unable to assist you if you miss test deadlines due to being sick, someone passing or an injury/accident.

Make Up Work/Tests

Unless you have a university-approved reason, I will not be able to reset any quizzes or exams for you. To have your reason for missing the quiz or exam receive university-approval, please submit all your evidence (e.g., doctor's notes, etc.) to the **Student Rights and Responsibilities office** using the Absence Letter Request Form (found at this link: [Absence Letter Request Form](#)). If the Student Rights and Responsibilities office accepts the evidence you have provided, they will email all your professors requesting that we work with you.

Important Dates

- Last day for term schedule changes: January 23 2026
- Deadline to file for graduation: February 16, 2026
- Last Day to drop with a grade of "W": March 4, 2026
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

You are expected to watch all video lectures. This will be tracked. Failure to watch the lecture might result in your being blocked from taking the corresponding quizzes and exams. Please ensure you are logging into our class's D2L every week and watch the whole lecture, as D2L shows us metrics of how long you spent on the video.

Online Computer Requirements

Taking this class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.**

Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our classes' online quizzes and exams can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor Class Policies

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 attentive to the course material posted but also use the available resources, such as video lectures, additional reading etc. to your advantage to get the most out of this class.

I expect that you will be professional and polite in any communication with me. Please do not email me like you are sending a text. Please compose a professional email if you expect a reply. No comments will be tolerated that are rude, demeaning, slanderous, prejudicial, or offensive. I reserve the right to significantly lower the grade of a person who is unprofessional or impolite in any form of communication with the instructor. In some cases, I might even remove this person from the class completely.

If there are university-recognized reasons why you will not be able to watch lectures or complete any assignments on time, 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 my email on my phone, and so I am very accessible through email.

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.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Course Schedule:

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Week	Activities/Exams	Due Date
Week 1 1/19 to 1/23	Syllabus and Chapter 1	Quiz 1 becomes available by Monday, 1 PM this week, and closes on 2/6, 11:59 PM.
Week 2 1/26 to 1/30	Chapter 2	Quiz 2 becomes available by Monday, 1 PM this week, and closes on 2/6, 11:59 PM.

Week	Activities/Exams	Due Date
Week 3 2/2 to 2/6	Chapter 3	Quiz 3 becomes available by Monday, 1 PM this week, and closes on 2/6, 11:59 PM.
Week 3 2/6	Exam 1 and Quizzes 1-3 due.	Exam 1 opens at 12 AM on 2/6 and closes at 11:59 PM on the same day. Exams are non-cumulative. All quizzes for chapters associated with this exam also close at the end of 2/6.
Week 4 2/9 to 2/13	Chapter 4	Quiz 4 becomes available by Monday, 1 PM this week, and closes on 2/27, 11:59 PM.
Week 5 2/16 to 2/20	Chapter 5	Quiz 5 becomes available by Monday, 1 PM this week, and closes on 2/27, 11:59 PM.
Week 6 2/23 to 2/27	Chapter 6	Quiz 6 becomes available by Monday, 1 PM this week, and closes on 2/27, 11:59 PM.
Week 6 2/27	Exam 2 and Quizzes 4-6 due.	Exam 2 opens at 12 AM on 2/27 and closes at 11:59 PM on the same day. Exams are non-cumulative. All quizzes for chapters associated with this exam also close at the end of 2/27.
Week 7 3/2 to 3/6	Chapter 7	Quiz 7 becomes available by Monday, 1 PM this week, and closes on 3/27, 11:59 PM.
Week 8 3/9 to 3/13	Spring break	N/A
Week 9 3/16 to 3/20	Chapter 8	Quiz 8 becomes available by Monday, 1 PM this week, and closes on 3/27, 11:59 PM.
Week 10 3/23 to 3/27	Chapter 10 (with select concepts from Chapter 9 such as the role of technology in high performance work systems.)	Quiz 10 becomes available by Monday, 1 PM this week, and closes on 3/27, 11:59 PM.
Week 10 3/27	Exam 3 and Quizzes 7, 8, and 10 due.	Exam 3 opens at 12 AM on 3/27 and closes at 11:59 PM on the same day. Exams are non-cumulative. All quizzes for chapters associated with this exam also close at the end of 3/27.
Week 11 3/30 and 4/3	Chapter 11	Quiz 11 becomes available by Monday, 1 PM this week, and closes on 4/17, 11:59 PM.
Week 12 4/6 to 4/10	Chapter 12	Quiz 12 becomes available by Monday, 1 PM this week, and closes on 4/17, 11:59 PM.

Week	Activities/Exams	Due Date
Week 13 4/13 to 4/17	Chapter 13	Quiz 13 becomes available by Monday, 1 PM this week, and closes on 4/17, 11:59 PM.
Week 13 4/17	Exam 4 and Quizzes 11-13 due.	Exam 4 opens at 12 AM on 4/17 and closes at 11:59 PM on the same day. Exams are non-cumulative. All quizzes for chapters associated with this exam also close at the end of 4/17.
Week 14 4/20 to 4/24	Chapter 14	Quiz 14 becomes available by Monday, 1 PM this week, and closes on 5/12, 11:59 PM.
Week 15 4/27 to 5/1	Chapter 15	Quiz 15 becomes available by Monday, 1 PM this week, and closes on 5/12, 11:59 PM.
Week 16 5/4 to 5/9	Chapter 16	Quiz 14 becomes available by Monday, 1 PM this week, and closes on 5/12, 11:59 PM
Exam week	Exam 5 and Quizzes 14-16 due.	Exam 5 opens at 12 AM on 5/12 and closes at 11:59 PM on the same day. Exams are non-cumulative. All quizzes for chapters associated with this exam also close at the end of 5/12.