



Dillard College of Business Administration

**Syllabus: Human Resource Management
MGMT 4213.X20 Online
Spring Semester 2025**

Contact Information

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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

Attendance Policy: Students are expected to attend all class meetings for this course, following the university attendance policy. (**See Midwestern State University Undergraduate Catalog**, Volume. LXXVIII, Number 1, page 78). Attendance will be recorded. Unjustified absences will be noted. So as not to disturb the class, one should not walk in and out of the classroom during the class session except for an emergency. Cell phone activity—talking, texting-- is prohibited. Distracting conversation between students sitting in proximity with each other is prohibited. Missed classes can be made up through e mail contact with the professor or with other students. See attendance and class participation section below.

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 (a few times every week 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.

Course Format

Grading and Evaluation

Many 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

After each chapter, 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.

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). **All Exams will use responds lockdown and monitor. If you are suspected of cheating, there will be an inquiry with a possible result**

of expulsion from class. If your screen freezes or you have genuine D2L issues, do you 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 believe you).

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.

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 24 hours during the work week. Please do not call or fax. Please e-mail professionally- which means your email should not read like a text. Compose it with a salutation and end with a signature. E-mails to the instructor that are not professional will be returned unanswered.

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 the pace material is covered and any unforeseen interruptions such as instructor illness etc.

Human Resources Management Schedule

| Week | Day | Topics | Activity |
|--|-------------------|------------------------|---|
| 1 | Jan 21 | Syllabus | Familiarize yourself with syllabus. Email me if you have any questions. |
| 1-4 | Jan 21- Feb 10 | Chapters 1, 2, 3 and 4 | Read chapters and Watch videos for chapter 1, 2 and 3 and 4 and take corresponding quizzes |
| Beginning of week 5 | Feb 10 | EXAM 1 | Exam 1 opens on this day at 12AM and closes at 11:59PM. Ensure that you have finished quizzes 1-4 and exam 1 before 11:59PM on this day. |
| 5-7 | Feb 11- Mar 3 | Chapter 5, 6 and 7 | Read chapters and Watch videos for chapter 5, 6 and 7 and take corresponding quizzes |
| Beginning of week 8 | Mar 3 | EXAM 2 | Exam 2 opens on this day at 12AM and closes at 11:59PM. Ensure that you have finished quizzes 5-7 and exam 2 before 11:59PM on this day. |
| 8-11 (extra week given here to account for breaks) | Mar 4- Mar 31 | Chapter 8, 9 and 10 | Read chapters and Watch videos for chapter 8, 9 and 10 and take corresponding quizzes |
| Beginning of week 12 | Mar 31 | EXAM 3 | Exam 3 opens on this day at 12AM and closes at 11:59PM. Ensure that you have finished quizzes 8-10 and exam 3 before 11:59PM on this day. |
| 12-14 (Extra day given for post Easter) | Apr 1- 22 | Chapter 11, 12 and 13 | Read chapters and Watch videos for chapter 11,12 and 13 and take corresponding quizzes |
| Beginning of week 15 | Apr 22- May 9 | EXAM 4 | Exam 4 opens on this day at 12AM and closes at 11:59PM. Ensure that you have finished quizzes 11-13 and exam 4 before 11:59PM on this day. |
| 15-16 | | Chapter 14 and 15 | Read chapters and Watch videos for chapter 14 and 15 and take corresponding quizzes |
| Beginning of week 17 (exam week) | May 12 | EXAM 5 | Exam 5 opens on this day at 12AM and closes at 11:59PM. Ensure that you have finished quizzes 14-15 and exam 5 before 11:59PM on this day. (Note Chapter 16 is just a recap of everything. You will not have a separate quiz for Chapter 16. Instead, I will average your quiz 1-15 grade and that will be your quiz 16 grade. Exam 5 will only have stuff from chapter 14 and 15.) |