

Dillard College of Business Administration

Syllabus: Human Resource Analytics
MGMT 4423.201 Hybrid: Room 336
Fall Semester 2023

Contact Information

Instructor: Niyati Kataria, Ph.D.

Office: Dillard Building 286

Office hours: M: 2:30-3:30pm and 5-6pm. TR: 12:30-2pm and by appointment
appointment

Office phone: (940) 397-4969

E-mail: niyati.kataria@msutexas.edu

Course Materials

Bauer, Talya, et al. Fundamentals of Human Resource Management: People, Data, and Analytics. SAGE Publications, 2019. ISBN: 9781544377728 and Companion Website: edge.sagepub.com/bauerbrief

D2L course site. Lecture slides are available to download off the web at our class web page on D2L. All quizzes and exams will have to be accessed via D2L.

Course Description

The course is an introductory course in the principles of planning, directing, and controlling people functions in an organization with an emphasis is on associated data analytics ideas, terminology and skills. The curriculum is designed to provide a basic understanding as well as appreciation of the importance of human resource management in today's competitive business environment, as well as the HR analytics tools that students will need to be effective managers in today's data driven environment. Course emphasis is placed on human-resource data analysis and visualization, data security and privacy, and data-related ethical and legal issues.

Course Prerequisite(s)

Junior standing or above or consent of the chair and MGMT 4213.

Learning Goals

Dillard College of Business General Learning Goals

GLG 1: Our students will be effective at problem solving and decision making.

Students will demonstrate problem solving and decision-making abilities through the critical analysis, evaluation, and interpretation of business information.

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 D2L and textbook resources 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 readings I give to you during class. 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 goal is to help you learn to the best of my ability and give you real world tools to help you with your career in Human Resources. I look forward to what we co-create.

Course Format

Human Resource Analytics, as other management courses, is best learned through active (not passive) experience. My goal is to create an environment that stimulates your thinking and prepare you to use the principles of human resource analytics in your business careers. The structure of this course will challenge you to think beyond the obvious and constantly apply the concepts, frameworks and tool kits we learn in class to real-life situations.

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	3 @ 50 points each	= 150
On-line quizzes	15 @ 10 points each	= 150
Class participation	15 @ 10 points each	= 150
Total Available Points		= 450

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

- A = 405-450 points
- B = 360-404 points
- C = 315-359 points
- D = 270-314 points
- F = less than 270 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 3 non-cumulative exams in this course administered through D2L. You will have 2 hours to complete 50 multiple choice questions worth 1 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 your best to take screen shots with time stamps to email me immediately as evidence of the**

difficulties you were facing and if I can verify your claims with IT, I will reset the quiz for 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	Aug 28	Syllabus + Additional slides introducing HRA (not in book)	Familiarize yourself with syllabus and intro to HRA.
1	Aug 28-Sep 1	Chapter 1	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz by or before the end of the week (Saturday) 11:59PM.
2	Sep 4	Labor Day	
2	Sep 5-8	Chapter 2	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
3	Sep 11	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
3	Sep 12-15	Chapter 3	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
4	Sep 18	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
4	Sep 19-22	Chapter 4	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
5	Sep 25	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
5	Sep 26-29	Chapter 5	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide.

Week	Day	Topics	Activity
			Take corresponding quiz before the end of the week (Saturday) 11:59PM.
6	Oct 2	EXAM 1	No class. Take Exam 1 online. Exam opens on this day at 12AM and closes at 11:59PM.
6	Oct 3-6	Chapter 6	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
7	Oct 9	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
7	Oct 10-13	Chapter 7	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
8	Oct 16	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
8	Oct 17-20	Chapter 8	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
9	Oct 23	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the chapter 8.
9	Oct 24-27	Chapter 9	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
10	Oct 30	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will

Week	Day	Topics	Activity
			undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
10	Oct 31- Nov 3	Chapter 10	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
11	Nov 6	Exam 2	No class. Take Exam 1 online. Exam opens on this day at 12AM and closes at 11:59PM.
11	Nov 7-10	Chapter 11	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
12	Nov 13	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
12	Nov 14- 17	Chapter 12 and 13	Read the chapters for that week. Download the corresponding PowerPoints and read notes for each slide. Take corresponding quizzes before the end of the week (Saturday) 11:59PM.
13	Nov 20	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
13	Nov 22- 25	Thanksgiving Break	
14	Nov 27	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
14	Nov 28- Dec 1	Chapter 14	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.

Week	Day	Topics	Activity
15	Dec 4	HR analytics KSA* focus + Applied in class exercises	We will cover more technical aspects of HR analytics not in your text book. Handouts will be given where appropriate and slides from that lecture will be made available on D2L the following day. In addition, we will undertake in-class activities and such as case studies as well as working with excel to help you build analytics skills corresponding to the previous week's chapter.
15	Dec 5-8	Chapter 15	Read the chapter for that week. Download the corresponding PowerPoint and read notes for each slide. Take corresponding quiz before the end of the week (Saturday) 11:59PM.
	Dec 11	Exam 3	Exam 3 opens on this day at 12AM and closes at 11:59PM.

*KSA: Acronym for Knowledge Skills and Abilities