I. Catalog Description and Credit Hours of Course:

Study of applied human resource management in the field of equal employment law, diversity, recruitment process, training and development, performance appraisals, and employee rights (3 credit hours)

II. Prerequisites:

Accepted into a Graduate Program in the Harrison College of Business and MG301 with a C or better or HA300 with a C or better or consent of the Program Director of Graduate Studies.

III. Purposes or Objectives of the Course:

A. To provide the student with the knowledge and understanding of human resource practices to effectively apply them in managing an organization in an increasingly global society.

B. To prepare the student for application of human resource management theory to practice through case studies, experiential exercises, and field studies to identify problems, causes of problems, analyze solutions, and make decisions.

C. Application of critical thinking and advanced research skills to solve management problems and ethical dilemmas. Use critical thinking to reach decisions by: a) identifying a business problem/issue; b) presenting and assessing relevant information; c) identifying and evaluating the alternatives; d) resolving the problem/issue; with justification based on ethical principles, discipline-specific understanding, and professional judgment.

IV. Student Learning Outcomes:

Upon completion of this course the students will be able to:

A. identify and explain legally permissible questions during the interview process.

B. distinguish between employee disciplinary situations that require progressive discipline or immediate dismissal.

C. identify and explain the major laws that impact the management of employees in the organization.

V. Expectations of Students:

A. To attend classes and participate in classroom discussions and exercises; to turn in assignments when due; and to complete exams when given throughout the semester.

B. To be aware of current HR issues which will extend student knowledge of the field of human resource management.

VI. Course Content or Outline (Indicate the number of class hours per unit or section): *
A. Introduction and Background 3 hours
   1. The concept of human resource management
   2. The roles of human resource management in the modern organization

B. Legal Framework for Equal Opportunity and Diversity 6 hours
   1. Equal employment opportunity
   3. Executive Order 11246
   4. Americans with Disabilities Act
   5. Age Discrimination in Employment Act
   6. Immigrant Reform and Control Acts
   7. Pregnancy Discrimination Act
   8. Equal Pay Act
   9. Uniformed Services Employment & Reemployment Rights Act
   10. Sexual Harassment
   11. Affirmative Action and Diversity
   12. Uniform Guidelines on Employee Selection Procedures
   13. EEO Compliance internal and external guidelines

C. Enforcement Agencies 3 hours
   1. Equal employment opportunity commission (EEOC)
   2. Office of Federal Contract Compliance Programs (OFCCP)
   3. State and local enforcement agencies
   4. Evolving nature of EEO enforcement

D. Analyzing and Staffing Jobs 6 hours
   1. Job analysis and job design
      a. Job description
      b. Job specification
      c. Job design
   2. Motivation and retention
      a. Human resource management and motivation
      b. Absenteeism
      c. Turnover and retention
   3. Recruiting human resources
      a. Internal and external recruiting
      b. Methods and cost of recruitment
   4. The selection process
      a. Applications
      b. Interviewing
      c. Testing
      d. Selection criteria and justification

E. Training and Development of Human Resources 5 hours
   1. Training
      a. Purpose of training
      b. Training process
      c. Training methods
   2. Employee development
      a. Purpose of development
      b. Methods of development
F. Evaluating and Compensating the Performance of Human Resources 12 hours
   1. Performance Management
      a. Purpose of performance appraisals
      b. Performance standards
      c. Problems associated with performance appraisals
      d. Performance appraisal process
      e. Methods of performance appraisals
      f. Performance appraisal interviews and use of data

   2. Compensation of human resources
      a. Goals of compensation
      b. Types of compensation
      c. Fair Labor Standards Act of 1938
      d. Variable pay for performance

   3. Benefits
      a. Benefits Needs Analysis
      b. Unemployment compensation
      c. Retirement and Social Security benefits
      d. Pension plans
      e. Employee Retirement Income Security Act
      f. Health care benefits
      g. Consolidated Omnibus Budget Reconciliation Act
      h. Health Insurance Portability and Accountability Act

G. Employee Safety, Health, and Security 4 hours
   1. Occupational Safety and Health Act
      a. OSHA compliance
      b. Unsafe work assignments
      c. OSHA record keeping and inspections
   2. Worker’s compensation
   3. Employee assistance programs
   4. Wellness programs
   5. Employee security
      a. Security audits
      b. Controlling access to facilities
      c. Workplace violence

H. Ethics and Fair Treatment in Human Resource Management 6 hours
   1. Ethics and fair treatment at work
   2. Privacy Act
   3. Employment contracts
   4. Employment at will
   5. Wrongful discharge
   6. Whistle blowing
   7. Electronic monitoring of employees
   8. Employee discipline
   9. Termination
      a. Termination interviews
      b. Proper documentation and processes
      c. Common termination mistakes

*All hours are approximate and will be adjusted to meet the needs of current students.
VII. Textbook(s) and/or Other Required Materials or Equipment:

A. Textbook


B. Periodicals and Other Sources as needed
1. Human Resource Management Journal
2. HRMagazine
3. Personnel Management
4. Harvard Business Review
5. Business Week
6. Business Horizons
7. Fortune
8. Industry Week
9. Forbes
10. The Journal of European Business
11. HR News
13. The Human Resource Professional
14. Personnel Journal

VIII. Basis for Student Evaluation

A. Performance on scheduled exams
B. Performance on group project
C. Performance on case assignments
D. Performance on final paper
E. Performance in class discussions

IX. Grading Scale

Graduate
90 – 100% = A
80 – 89.99% = B
70 – 79.99% = C
<70% = F

The weight of the evaluation criteria may vary according to each instructor and will be communicated at the beginning of the semester.

X. Academic Policy Statement:
Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to: http://www6.semo.edu/judaffairs/code.html

XI. Student with Disabilities Statement:
If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.