Courses Syllabus
Southeast Missouri State University

Department of Management and Marketing

Title of Course: Acquiring & Compensating Talent

Course No: MG546
Revision: Spring 2012

I. Catalog Description and Credit Hours of Course:
Covers the human resource activities of recruitment, selection, and compensation of talent. Emphasis is placed on practice, applications, and exercises. (3 credit hours)

II. Prerequisite(s): MG356 with a minimum grade of ‘C’.

III. Purposes or Objectives of the Course:
A. To provide the student with knowledge and understanding of the industrial relations and compensation functions of human resource management.
B. To prepare the student for an entry-level position in the human resource management field through knowledge of major functional concepts and the performance of human resource work provided.
C. To prepare the student to perform successfully the human resource functions inherent in other entry-level management positions.

IV. Student Learning Outcomes:
Upon completion of this course the students will be able to:
A. demonstrate how acquiring and compensating talent allows for the maximization of human capital in organizations.
B. demonstrate the importance of acquiring and compensating talent to other functional areas of an organization.
C. identify current trends and future challenges in acquiring and compensating talent.

V. Expectations of Students:
A. To participate in all class activities, experiential exercises, and discussions in an involved and active manner.
B. To complete all external assignments (e.g., writing assignments, reading assignments, term paper, etc.) required for the course.
C. To complete all required quizzes, projects, and examinations (including a final examination) during the semester.

VI. Course Content or Outline:
A. Introduction 3 hours
   1. Course topics and issues
   2. The Role of the HR Manager in topic areas covered
B. Industrial Relations

1. Labor relations law
   a. Norris-Laguardia Act
   b. National Labor Relations Act
   c. Labor Management Relations Act
   d. Landrum-Griffin Act
   e. Workers Adjustment and Retraining Notification Act
   f. Executive Order 12954

2. Unionization of an organization
   a. Unionization process
   b. Certification election
   c. Collective bargaining
   d. Decertification election

3. Grievances, mediation, and arbitration

4. Public sector and other organizing drives

5. Practice-applications-exercises

C. Human Resource Compensation

1. Compensation law
   a. Fair Labor Standards Act
   b. Equal Pay Act
   c. Family and Medical Leave Act
   d. Occupational Safety and Health Act

2. Total compensation
   a. Compensation administration process
      1) Incentives and compensation packages
      2) Comparable worth
   b. Required employee benefits
      1) Social Security
      2) Workers' Compensation
      3) Unemployment Insurance
   c. Optional employee benefits
      1) Security
      2) Health and safety
      3) Retirement
      4) Insurance and financial protection
      5) Social and recreational
      6) Time off with (or without) pay
      7) Employee rights

D. Other Topics as Required

VII. Textbook(s) and/or Other Required Materials or Equipment:

A. Textbook

The textbook will be packaged by the instructor from textbooks available through a given publishing company. Specific topics will be selected by the instructor, and the publishing company will bind those selected topics into a textbook format for use by the students in the class.
B. Periodicals

1. Academy of Management Executive
2. Academy of Management Journal
3. Academy of Management Review
4. Business Week
5. Fortune
6. HR Magazine
7. Harvard Business Review
8. Industrial Management
9. Journal of Applied Psychology
10. Journal of Communication
11. Journal of Contemporary Business
12. Organization Dynamics
13. Personnel Management
14. Research in Organizational Behavior
15. SHRM Legal Report
16. Work Place Visions—SHRM

VIII. Basis for Student Evaluation:

A. Participation in and completion of assignments that must be completed outside the classroom, as well as class-based exercises, cases, simulations, and other projects.

B. Term paper/report and/or other miscellaneous assignments required by the instructor.

C. Quizzes, projects, examinations (including a final examination).