

SOUTHERN MAINE COMMUNITY COLLEGE

SOUTH PORTLAND, MAINE 04106

FALL 2017 SEMESTER

Title: Human Resources Management (Spring 2017) Course ID: BUSN-255-M1

Building/Room: South Portland Campus, Hague Bldg Room 203 Credit Hours: 3

Instructor: Timothy Hagelin, MBA Email: thagelin@smccme.edu

Course Meets: Monday 6:00-9:00

Office Phone – 632-1216; Office Hours – TBA, as needed

Course Description

Specific attention is placed in this course on day-to-day administrative and management procedures necessary to support the workforce and manage a business or enterprise. Included are matters of recruiting, selection and hiring of personnel, legal requirements that govern records and interactions with employees, rules and regulations covering termination, and task definition and training.

The instructor has worked extensively in HR functions and in Operations at numerous Maine companies; the course will feature a combination of prepared materials and ad hoc discussion of HR in the “real world”.

Course Objectives

1. Identify the various functions of Human Resource Management
2. Learn and recall the laws regarding hiring, promoting and terminating employees
3. Know your rights in the workplace, including but not limited to discrimination, discipline, and compensation
4. To be able to apply classroom knowledge to everyday occurrences, both from a management and employee standpoint

Topical Outline of Instruction

1. Introduction and course requirements
2. Human Management in perspective
3. Human Resource Requirements
4. Human Resource Effectiveness
5. Compensation and Security
6. Employee Relations
7. Expanding Human Resource Horizons

Textbooks

The following is the required text, and can be obtained at the College Bookstore:

Bohlander and Snell, Managing Human Resources – 17th edition. (South-Western: Cincinnati), 2004.

ATTENDANCE IS REQUIRED and ESSENTIAL:

This is a class that meets once/week, and covers a lot of ground every week. We will miss three classes due to Monday holidays, and the in-class time has been adjusted accordingly. It is essential that each student attend each class so as to not miss important, pertinent information. If necessary to miss a class, please notify the instructor ASAP.

Student Evaluation and Grading

40% - Homework (average of assignments)

50% - Exam Average (average of four take-home exams)

10% - Class Attendance and Participation

100% Total

PACING SCHEDULE – BUSN 255 M1 – FALL 2017

WEEK	DATE	CHAPTERS COVERED	ASSIGNMENT/COMMENTS (NOTE: ALL HW IS FROM END OF CHAPTER)
1	8/28	CH 1: The Challenge of Human Resources Management	
2	9/4	LABOR DAY	NO CLASS
3	9/11	CH 2: Strategy and HR Planning	Ch 1-2: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 9/18
4	9/18	CH 3: Equal Employment Opportunity Ch 4: Job Analysis and Job Design	CH 3-4: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 9/25
5	9/25	CH 5: Recruitment and Careers CH 6: Employee Selection	CH 5-6: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 10/2
6	10/2	Review CH 1-6; TEST #1 ASSIGNED	Test due in class 10/9
7	10/9	CH 7: Training and Development CH 8: Performance Mgmt/Employee Appraisal Process	CH 7-8: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 10/23
8	10/16	Columbus Day	NO CLASS
9	10/23	CH 9: Managing Compensation CH 10: Incentive Rewards	CH 9-10: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 10/30
10	10/30	CH 11: Employee Benefits	CH 11: Pick any case study from CH 11 – Answer all questions (see guidelines below) Due in class 11/6
11	11/6	REVIEW CH 7-11 TAKE-HOME TEST #2 ASSIGNED	TAKE-HOME TEST #2 (DUE 11/13)
12	11/13	CH 12: Employee Safety and Health	CH 12: Pick any case study from CH 12 – Answer all questions (see guidelines below) Due in class 11/20
13	11/20	CH 13: Employee Rights and Discipline CH 14: Labor Relations	CH 13-14: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 11/27
14	11/27	CH 15: International HR CH 16: High Performance Work Systems	CH 15-16: Pick any case study from either chapter – Answer all questions (see guidelines below) Due in class 12/4
15	12/4	REVIEW TAKE-HOME TEST #3 ASSIGNED	TEST #3 – DUE 12/11
16	12/11	TAKE-HOME TEST #3 DUE	SEMESTER ENDS – ALL WORK DUE BY 12/11

CASE STUDY GUIDELINES/EXPECTATIONS (same applies to tests):

Case studies are how Human Resources is best learned. Much of HR is based upon what works, what doesn't work, and what the best solution is for a particular situation. You are allowed to, and actually expected to, collaborate and discuss a given case with your fellow students. Your written work must be your own, however. Some suggestions/requirements for Case Study Homework:

- All work must be delivered to me in typewritten form – NO EXCEPTIONS. Any and all HR work that you ever produce in the real world must be professionally done; start those work habits now.
- You will be responsible for completing one case study from each chapter. There are two options in every chapter; select the one that resonates with you.
- You will be graded on style as well as substance. Grammar, punctuation, spelling, and flow are all things that reflect your attention to detail and ownership of your work.
- Write enough to convey your point, using principles from the relevant chapter(s) and our lectures. I don't expect you to be an HR guru and re-write a company's policy handbook with each assignment. I do expect you to think your way through the issues; that's how you learn.
- As a rule of thumb, each case study tends to be 3/4 -1 page per case.

Class discussion will be evaluated on subject knowledge, relevance and topic continuity. Questions are a sign of understanding. Questions are welcome. Pertinent information on the subject at hand will help lead to a more thorough understanding of the material.

Americans with Disabilities Act (ADA) Notification

If you have a disability and wish to request accommodations in order to have reasonable access to programs and services offered by SMCC, you must register with the Disability Services Coordinator, Mark Krogman, at the SMCC Counseling Center, 741-5629. Further information about ADA services and the accommodations process is available upon request.