Course Description:
This fourteen-week course is designed to study the essential role of human resources management within public sector and non-profit organizations. In order to meet the challenges of the marketplace, organizations will need to improve the quality of the services they provide; streamline their service delivery and support systems, and transform their human resources management accordingly. The degree to which organizations manage the people issues will, to a great extent, determine the success of these institutions.

This course serves as a comprehensive foundation for all aspects of human resources planning, development, and administration and is vital to both the human resources professional and the line manager.

Through the text readings, journal articles, case analyses, and student presentations, we will explore key issues and concerns in the human resources field including: planning, selection interviewing and EEO laws, performance management and appraisal, human resources and organization development, recruiting, direct and indirect compensation, managing organizational change, and labor & employee relations.

Course Objectives:
- Define human resource management
- Discuss mechanisms to create decision-making strategies as applied to human resource management
- Discuss the strategic role of the human resource function
- Explain methods for managing resistance to organizational change
- Describe the legal environment related to equal employment opportunity
- List and describe the process of job analysis and competency modeling
- Discuss recruiting processes and retention activities
- Discuss the use of performance assessment and feedback methods and their relevance in human resource management
- Define and describe how compensation systems can meet the needs of current employees and attract new ones
- Discuss labor relations strategies in human resource management
- Describe methods to promote workplace safety and health
Due Date | Grading | Overall Grade Rating
---|---|---
10/6/09 | Job Description…………………….15% | 100-97 | A
11/10/09 & 11/17/09 | Team Presentations…………………….25% | 96-93 | A-
12/1/09 | Policy & Procedure Assignment….15% | 92-89 | B+
12/08/09 | Final Project…………………….40% | 88-85 | B
 | Class Participation…………………….5% | 84-81 | B-
 | 80-77 | C+ | 76-73 | C
Total…………………….………..100%

Please note that late assignments will not be accepted!!!!

**Required Text and Readings:**
Susan E. Jackson, Randall S. Schuler, Steve Werner  *Managing Human Resources*  

Additional reading assignments will be distributed throughout the semester as necessary.

**Course Outline and Reading Assignments:**
*(reading assignments are to be completed before each session)*

**9/8 Session 1**
Course Introduction and Overview of Human Resources Management

Materials and Assignments

Chapters 1 & 2 –Managing Human Resources Through Strategic Partnerships & Understanding the External and Organizational Environments

Optional Reading
- [www.shrm.org](http://www.shrm.org)
- [www.workforce.com](http://www.workforce.com)

**9/15 Session 2**
Enabling Effective Communication in the Workplace

Optional Reading
- [www.myersbriggs.org](http://www.myersbriggs.org)

**9/22 Session 3**
Chapter 3 & 4 –Ensuring Fair Treatment and Legal Compliance & HR Planning for Alignment and Change

Optional Reading
- [www.mediate.com](http://www.mediate.com)
- [www.hrmgt.com/hrlaw/sexhar.htm](http://www.hrmgt.com/hrlaw/sexhar.htm)

**POLICY AND PROCEDURE TOPICS REVIEW**
Assignment due 12/1/09

9/29 Session 4  Chapter 5 – The Strategic Importance of Job Analysis & Competency Modeling

Optional Reading
www.bls.gov/oco

10/6 Session 5  Chapter 6 and 7 – The Strategic Importance of Recruiting and Retaining Talented Employees & Selecting Employees to Fit the Job and the Organization

Optional Reading
www.interbiznet.com/eeri/matrix/map.html
www.gradview.com/careers/big_mistake.html

JOB DESCRIPTION ASSIGNMENT DUE

10/13 Session 6  Chapters 10 and 11- Measuring Performance and Providing Feedback & Using Performance-Based Pay to Enhance Motivation

Optional Reading
www.work911.com/performance/particles/stupman.htm

10/20 Session 7  Chapters 9 & 12 - Developing an Overall Approach to Compensation & Providing Benefits and Services

10/27 Session 8  Emotional Intelligence

Optional Reading

11/3 Session 9  Situational Leadership – DiSC Assessment

Optional Reading

11/10 &11/17  Sessions 10 &11  TEAM PRESENTATIONS

11/24 Session 12  Chapter 14 – Understanding Unionization and Collective Bargaining
Optional Reading
www.law.cornell.edu/wex/index.php/Collective_bargaining

POLICY AND PROCEDURE ASSIGNMENT DUE

12/1 Session 13  Chapter 13 – Promoting Workplace Safety and Health

Optional Reading
www.mapnp.org/library/emp_well/emp_well.htm

12/8 Session 14  Change Management – Who Moved My Cheese?

Optional Reading
www.whomovedmycheese.com

FINAL PROJECT DUE