

THE UNIVERSITY OF TEXAS AT TYLER  
SOULES COLLEGE OF BUSINESS  
SPRING 2021

**COURSE NUMBER: MANA 3320.001**

**COURSE TITLE: Human Resources Management**

**INSTRUCTOR: Amy Clem, M.B.A., SHRM-CP**



**CONTACT INFORMATION:**

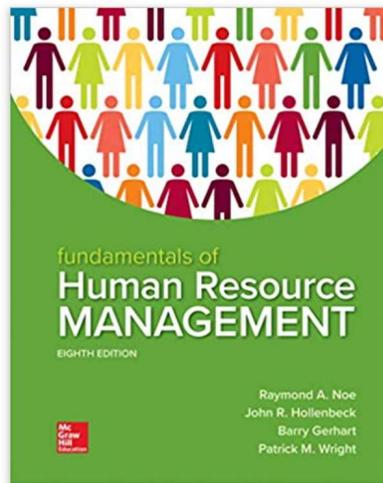
<p><b>EMAIL:</b> aclem@uttyler.edu</p>	<p><b>OFFICE:</b> SCOB 350.30</p>	<p><b>CELL PHONE:</b> 903-312-1003</p>	<p><b>OFFICE HOURS:</b> Tuesday &amp; Thursday 11:00am – 1:00pp</p>
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Additional hours available by appointment. \* Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond, especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.

\*\* I am providing my cell phone number for emergencies only. For all other issues, please email me at the provided email address. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 3320.001)

**PREREQUISITE:** None

**REQUIRED TEXT:** Fundamentals of Human Resource Management 8<sup>th</sup> ed.  
Noe, Hollenbeck, Gerhart, Wright,  
McGraw-Hill ISBN:  
978-1259686702



**CLASS MEETING:** Mondays, Wednesdays, and Fridays @ 10:10am - 11:05am

**CLASSROOM LOCATION:** SCOB 103

**CORE VALUES:** Professional Proficiency  
Technology Competence  
Global Awareness  
Social Responsibility  
Ethical Courage

**COURSE OBJECTIVES:**

- To be able to **identify** and **describe** the HRM functional areas and their related activities.
- To be able to **identify**, **analyze**, and **recommend** solutions to common HRM issues and applying HRM methods, concepts, and principles.
- To be able to **demonstrate** HR knowledge by discussing common HR issues with classmates and supporting thoughts by applying concepts and methods learned throughout the course.
- To **demonstrate** an understanding of the basic purpose and scope of major federal employment laws impacting the practice of HRM and basic creation of company policy.
- To be able to **identify** best practices regarding recruiting procedures and employee selection.
- To **evaluate** critical cases studies and provide solutions in coordination with federal employment laws and other HRM practices
- To be able to **create** and **design** an appropriate job description.
- To be able to **analyze** and **create** organizational policies and procedures following HRM guidelines

**TEACHING METHODS:**

- Exercises
- Videos
- Textbook
- Power point slides
- Video clips

**EMAIL COMMUNICATION:** To protect the privacy of students the university requires that all email communication with students be conducted through the University Patriot email system. It is the responsibility of the student to regularly check their Patriot email address. If you have any problems accessing your Patriots email contact the IT department by email at [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu), by phone at 903.565.5555 or in person in BUS 101.

## **ABOUT THE GRADED COMPONENTS:**

### **1 - Biography/Introduction:**

You will be required to give a biography/introduction of yourself in class. The biography needs to include: Your name, where you are from, what year of school are you in, and some interesting facts about yourself. This will be a total of 15 points.

### **2 - Practical Application Assignments:**

There will be 4 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 15 points.

### **3 - Class Discussions:**

There will be 3 class discussions that will be completed throughout the semester. Each discussion will pertain to the subject matter at hand for that particular week. Be prepared to share your thoughts regarding the assignment with your classmates in class! Each discussion will be worth 20 points.

### **4 – Case Studies:**

There will be 3 Case Studies that will need to be completed during the semester. You will be required to read through the case, give an overview of the case, and answer several questions. See additional information in Canvas. The first two case studies will be worth 25 points. The final case study (#3) will be worth 50 points.

### **5 – Case Study Peer Reviews:**

There will be 3 Case Studies that will need to be completed during the semester. You will be required to exchange papers with a classmate and complete a peer review (students will be paired up randomly by the instructor). Each peer review will be worth 10 points.

### **6 – Pop Quizzes:**

There will be 7 pop quizzes that will be complete in class. Each will pertain to the materials and activities completed in class. They will consist of 5 – 10 questions. Each pop quiz is worth 5 points.

### **7 – Chapter Recap Videos:**

Throughout semester, you will be required to film a 5 minute or less video through FlipGrid, discussing several topics from class that you learned about/found interesting that particular week of class. There will be 11 videos that will need to be completed throughout semester. Each video is worth 10 points.

### 8 – Generations Video Overview:

There will be a guest speaker video recorded from the Fall semester of 2020 that will need to be viewed and an overview completed and submitted. This assignment will be worth 15 points.

### 9 – Enneagram Assessment:

You will be required to complete an Enneagram assessment through the Enneagram Institute and discuss your results and thoughts regarding your results and the assessment as well. Information regarding the assessment is provided in Canvas. This assignment will be worth 15 points.

### 10 – Class Attendance:

There will be 36 times in which we will meet in class. If you attend class, you will receive attendance points! For each class session you attend, you will receive 1.5 points for a total of 54 points. For those who have perfect attendance, you will receive 15 points of extra credit!

### 11 - Class Participation:

Class participation is essential to your success in the course! Participation can take many different forms. It can be a question, comment, or interesting thought, pertaining to the course discussion at hand. Therefore, make sure you are in class! \*In-class exercises will be completed throughout the course in order to provide opportunities for participation. A participation rubric will be discussed in class. A total of 60 points will be required (average of 5 points per week).

Point Total (554)	Grade
554 - 496	A (90%)
495 - 441	B (80%)
440 - 386	C (70%)
385 - 330	D (60%)
< 330	F (<60%)

# TIME MANAGEMENT:

Below is a breakdown of approximate time frames regarding main objectives in this course.

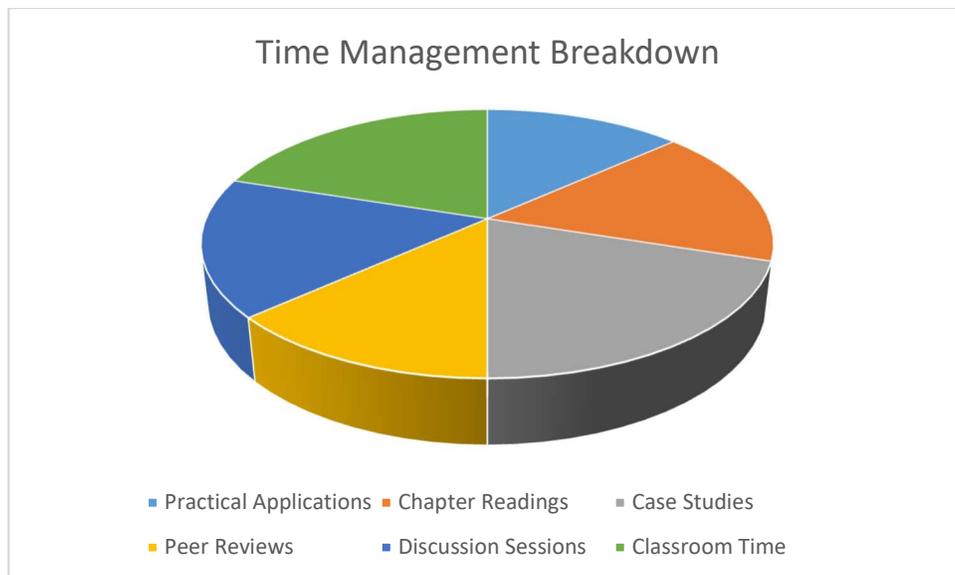
**Chapter readings:** You will need to read each chapter in the textbook in order to be successful in the course. Please take time to read the textbook material thoroughly. This should take approximately 1 hour – 2.5 hours for each chapter.

**Practical Applications:** Each Practical Application assignment (PA) is designed to provide you with more in-depth information regarding Human Resource matters. Based on the nature of each assignment, they will range in length of time to complete from approximately 1 – 2 hours.

**Case Studies:** There will be three case studies that will need to be completed throughout the course. These are practical issues that are faced within the HR field and will coincide with the course material being learned. Each case will take approximately 3 hours to complete.

**Peer Reviews:** For two of the Case Studies that will need to be completed in this course, peer reviews will be required. You must thoroughly go through your classmates' paper you have been assigned and give them feedback on how to improve their paper. Each peer review should take approximately 1 – 2 hours to complete.

**Discussion Sessions:** There will be several discussion sessions that will need to be completed in the course. Each will require you to analyze a scenario and provide your thoughts, along with providing responses to your classmates' thoughts. Each discussion will take approximately 2 hour – 2.5 hours to complete.



## Course Content & Description:



### Part 1: The Human Resource Environment



Chapter 1 – What does HR do?



Chapter 2 – Trends in HR



Chapter 3 – EEO & OSHA



Chapter 4 – Analyzing Work & Creating Job Descriptions



### Part 2: Acquiring, Training, & Developing Human Resource



Chapter 5 – Recruiting!



Chapter 6 – Selecting Employees & Conducting Interviews



Chapter 7 – Training & On-Boarding



Chapter 8 – Employee Development



### Part 3: Assessing & Improving Performance



Chapter 9 – High-Performance Organizations



Chapter 10 – Performance Management



Chapter 11 – Separating & Retaining Employees



## Part 4: Compensating Human Resources



Chapter 12 – Pay Structure & Compensation



Chapter 13 – Types of Pay (Incentives, Merit, Bonuses...)



Chapter 14 – Employee Benefits



## Part 5: Meeting other HR Goals



Chapter 15 – Unions



Chapter 16 – International Human Resources

**COURSE SCHEDULE/CALENDAR:** Below is the link to a schedule of topics to be covered in the course. This syllabus provides a general plan/schedule for this course. Based on the discretion of the instructor, deviations from the course schedule may be necessary. You will be given sufficient notice before any changes are made to the syllabus. [Course Calendar Link](#)

**ACADEMIC CALENDAR:** <https://www.uttyler.edu/schedule/files/academic-calendar-20-21.pdf>

**ACCEPTANCE OF LATE WORK:** Assignments are due prior to the hour (ex. due by 11:59 PM Central Standard Time) on the date specified. Therefore, work will be considered late if it is received at any point during the hour (ex. received at 12:00 a.m. Central Standard Time). **NO LATE WORK WILL BE ACCEPTED!** If exceptions are made, it will be at the instructor's discretion.

**WRITING ASSISTANCE TOOLS:** Please use these links as tools for writing assignments in this course. As well as the [written communication rubric](#).

[www.uttyler.edu/writingcenter/](http://www.uttyler.edu/writingcenter/)

<https://owl.english.purdue.edu/owl>

**WITHDRAW DATE:** The last day to withdraw from class is Monday, 3/29/21.

**MAKE-UP POLICY:** Makeup exams will be given for university-approved excuses only, which are subject to the instructor's approval. Any request for a change resulting in an alternate time for an exam will need to be pre-approved prior to the exam in question. Whenever possible, every effort should be made to take an exam as scheduled.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

## Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

## Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campuscarry/index.php>

## UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

## Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

## State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

#### Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

#### Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

#### Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

#### Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

#### Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

#### Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

copying from another student's test paper;

- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;

- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit. iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. iv. All written work that is submitted will be subject to review by plagiarism software.

#### UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses. □ [UT Tyler Counseling Center](http://uttyler.edu/counseling) (903.566.7254)

#### Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the

Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

#### Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.