

Management 464
Human Resource Theory and Practice
Course Syllabus

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|-----------------------------|--|---------------|---------------------------------------|
| Spring Semester 2016 | | Day/Time: | Tuesday afternoon, 12:30pm – 3:00pm |
| Instructor: | Matt Rivera SPHR, SHRM-SCP | Location: | ASM 1068 |
| Email: | mlrivera@unm.edu | Office: | Call or text for a location on campus |
| Phone: | 505-975-9947 | Office Hours: | Tuesdays, 3:00pm – 4:00pm (by appt.) |

Text: Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2015). *Human Resource Management: Gaining a Competitive Advantage, 9th ed.* New York, NY: McGraw-Hill/Irwin. ISBN: 978-0-07-811276-8

COURSE OVERVIEW

This course is designed to introduce behavioral theories and applications in human resource management (HRM). A wide array of HRM topics will be covered in order to provide a foundational appreciation and control of the concepts. However, this course is not intended to make students experts in the field; rather, it is preparation for interacting with and understanding human resources from a general management perspective. Therefore, the following subject areas will be emphasized:

- The Strategic Role of Human Resource Management
- Employment Law
- Work Analysis and Job Design
- Personnel Planning, Recruiting and Placement
- Employee Testing, Interviewing and Selection
- Training and Development
- Performance Management
- Compensation and Benefits
- Employee Relations

In addition to the primary HR principles and practices, an importance will be placed on relevant business skills and the application of those skills in the workplace. The course will cover many of the “soft” business skills such as communication, conflict management and leadership styles. Principles of Human Relations are included to capture the importance of understanding human behavior and relationships.

The class is an environment that:

- Demands professional courtesy
- Values the sharing of thoughts, ideas and personal experiences
- Promotes professional development and business preparation
- Encourages peer learning and networking
- Requires active participation

COURSE REQUIREMENTS

Attendance & Participation: Class attendance and participation is extremely important in order to succeed in this course. Though the text covers the bulk of the material, students are expected to attend each class and participate in regular discussions and activities. Lectures, guest speakers, videos, presentations, experiential exercises and peer interactions will augment the materials and contribute heavily to student assessments. Attendance will be taken each class, and only two absences will be allowed during the semester without penalty. Three absences will result in a drop of one full letter grade (100 points) with a fourth absence resulting in the student being dropped from the course. Also, since there is a significant interactive component to this course, arriving late and/or leaving early is considered disruptive and will negatively impact your grade in this area. Points will be awarded each session.

Quizzes: A number of unscheduled, “pop”, quizzes will be administered and cover only the materials that have been covered/required to that point on the schedule. The quizzes will be non-cumulative, comprising of true/false, short answer and/or multiple choice questions. These quizzes are intended to encourage students to stay current with readings and to recognize the time commitment required outside of class, while also stressing the importance of in-class activities. The single lowest grade of all the quizzes will be dropped, so makeup quizzes will not be given.

Workgroup Peer Assessments: Working in groups of approximately five, students are expected to work closely throughout a large part of the semester in order to complete assignments and in-class exercises. Group members will rotate roles such as *leader, reporter, monitor and presenter* for each activity as to familiarize each member with the different roles associated with a potential business workgroup. A survey will be conducted by the instructor to construct non-random, heterogeneous teams. Team members will complete an evaluation for each member of their workgroup at the end of the semester.

Midterm/Final: Two assessments will be given to evaluate the retention, control and understanding of the HRM topics covered. The question format will follow that of the quizzes; however, ***all material covered*** during the semester from lectures, readings, activities, presentations and class discussions are subject to testing. A study guide will be provided at least two weeks in advance of each exam.

GRADING

| Course Requirements | Point Value | % of Grade |
|--------------------------------|--------------------|-------------------|
| Attendance and Participation | 200 | 20% |
| Quizzes | 150 | 15% |
| Workgroup Peer Assessments | 200 | 20% |
| Group work/Class Presentations | 150 | 15% |
| Midterm | 150 | 15% |
| Final | 150 | 15% |
| Extra Credit* | ?? | ?? |

**Offered to class at instructor's discretion*

| | | |
|------------------------|------|------|
| Total Points Available | 1000 | 100% |
|------------------------|------|------|

| Grade | Points Earned |
|--------------|----------------------|
| A+ | 970 - 1000 |
| A | 920 – 969 |
| A- | 900 – 919 |
| B+ | 870 – 899 |
| B | 820 – 869 |
| B- | 800 – 819 |
| C+ | 770 – 799 |
| C | 720 – 769 |
| C- | 700 – 719 |
| D | 600 – 699 |
| F | 599 or less |

ADDITIONAL INFORMATION

ACADEMIC INTEGRITY: Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge:

I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. FOR FULL TEXT OF ANDERSON'S ACADEMIC HONESTY CODE, please visit

<http://www.mgt.unm.edu/honesty>

ADA Statement: Reasonable accommodation will be given to any individual with a legitimate disability. Please contact the instructor privately for arrangements. If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials can be made available in alternative formats.

Cell Phones: Must be kept in a "silent" or "vibrate" mode during class. All calls that need to be answered immediately should be taken outside as to minimize the disturbance to the class. Violations of this policy will negatively impact the participation portion of your grade.