

Management 464
Human Resource Theory and Practice
Schedule of Classes*

Week:	Date:	Topics, Activities and Assignments:	Readings:
1	01/19	<ul style="list-style-type: none"> • Personal introductions and activities • Course overview and expectations 	
2	01/26	<ul style="list-style-type: none"> • Human Relations and Leadership Development <ul style="list-style-type: none"> • Communicating Effectively 	Chapter 1
3	02/02	<ul style="list-style-type: none"> • Human Relations and Leadership Development <ul style="list-style-type: none"> • Conflict Management 	Chapter 2
4	02/09	<ul style="list-style-type: none"> • Demographic Surveys Due • The Legal Environment: Equal Employment Opportunity and Safety <ul style="list-style-type: none"> • Legal Issues in HR • Stewart Company Exercise 1 	Chapter 3
5	02/16	<ul style="list-style-type: none"> • The Analysis and Design of Work <ul style="list-style-type: none"> • Discrimination • Work-Flow Analysis 	Chapter 4
6	02/23	<ul style="list-style-type: none"> • Human Resource Planning and Recruitment <ul style="list-style-type: none"> • Recruitment in Practice <ul style="list-style-type: none"> • Yield Rates 	Chapter 5
7	03/01	<ul style="list-style-type: none"> • Selection and Placement • Stewart Company Exercise 2 <ul style="list-style-type: none"> • Interviewing 	Chapter 6
8	03/08	<ul style="list-style-type: none"> • Training • ADDIE Model of Design <ul style="list-style-type: none"> • Midterm Exam 	Chapter 7
9	03/15	<ul style="list-style-type: none"> • Spring Break - NO CLASS 	
10	03/22	<ul style="list-style-type: none"> • Performance Management • Preparing for Managing Performance <ul style="list-style-type: none"> • Stewart Company Exercise 3 	Chapter 8
11	03/29	<ul style="list-style-type: none"> • Employee Development • Professional Development Plan 	Chapter 9
12	04/05	<ul style="list-style-type: none"> • Employee Separation and Retention <ul style="list-style-type: none"> • Personal Experiences <ul style="list-style-type: none"> • Strategies 	Chapter 10
13	04/12	<ul style="list-style-type: none"> • Pay Structure Decisions • Group Experiential Exercise 	Chapter 11
14	04/19	<ul style="list-style-type: none"> • Recognizing Employee Contributions with Pay <ul style="list-style-type: none"> • Compensation in Practice 	Chapter 12
15	04/26	<ul style="list-style-type: none"> • Employee Benefits • Collective Bargaining and Labor Relations <ul style="list-style-type: none"> • Group Experiential Exercise 	Chapters 13 & 14
16	05/03	<ul style="list-style-type: none"> • Strategically Managing the HRM Function <ul style="list-style-type: none"> • Guest Speaker –HRMANM 	Chapter 16
17	05/10	<ul style="list-style-type: none"> • Final Exam 	

***Schedule Modification:** The instructor reserves the right to change the class schedule based on changing circumstances and events, university policies, materials deemed helpful for your individual development, class input, etc.