

Lincoln University

BA 217 Personnel Management

Course Units: 3 units (45 Lecture Hours)

Semester: Summer 2017

Class Meeting Time: Monday & Wednesday, 12:30-3:15 PM

Dr. Pete Bogue, Associate Professor of Business Administration; E-mail address: pbogue@lincolnuca.edu (checked periodically for messages); Office Hours: Monday/Wednesday 11:30 AM to 12:30 PM by appointment.

Catalogue Course Description: A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and other matters (3 units); Prerequisite: BA 110; [BA Management Concentration].

Learning Objectives:

Upon satisfactory completion of this course, students will be able to:

- 1. Define the roles and activities of a company's human resource management function.**
- 2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.**
- 3. Compare and contrast methods used for recruiting, interviewing, selection and placement of human resources.**
- 4. Describe the steps required to analyze, develop, implement, and evaluate employee training programs.**
- 5. Describe the performance management and appraisal process.**
- 6. Discuss managing employee retention, engagement, and careers.**
- 7. Identify and explain the issues involved in establishing compensation incentive systems.**
- 8. Describe the role of benefits and services in meeting employee needs.**
- 9. Define ethical policies and fair treatment at work.**
- 10. Describe the role of labor relations and collective bargaining.**
- 11. Discuss the importance of employee safety and health.**

Instructional Materials and References: Dessler, Gary, "Human Resource Management," 14th ed. (Upper Saddle River, New Jersey: Pearson Education, Inc., 2015). ISBN 13: 978-0-13-354517-3.

Instructional Methods: Lectures supported by PowerPoint slides with supervised exercises and business case studies. The emphasis will be on learning by doing. Every student must participate in intensive classroom activities, must complete homework and course assignments, and take the exams.

Topical Outline: The course provides a complete, comprehensive review of essential personnel management concepts and techniques such as the company's human resource management function, strategic planning, recruitment, interviewing, selection and placement, training and development, performance appraisal, employee retention, engagement, and careers, compensation incentives, benefits and employee services, labor relations, and employee safety and health. An integrating theme throughout the course is "The High Performance Organization: Building Better, Faster, More Competitive Organizations through Human Resources." A second integrating theme is that of creating competitive advantage by fostering employee commitment.

Course Requirements: Students will be responsible for completing the textbook chapter readings prior to the lectures, homework and classroom activities, case studies, and examinations. The expected amount of time a student will need to spend outside of class to complete his/her individual and/or group out-of-class homework assignments is six (6) hours per week for a 3-unit class.

Assessment Criteria and Methods of Evaluating Students:

The basis for the determination of the final grade for the course will be the total weighted score for all activities according to the percentages shown in the table below:

Discussion Questions:	10%
Application Cases Questions/Answers:	10%
Application Case Power Point Presentation:	15%
Self-Assessment Library:	10%
Internet Search Assignment:	15%
Final Comprehensive Exam:	35%
Attendance:	05%
	100%

Grading Scale (Point/Grade Conversion):

100-95 A	76-74 C
94-90 A-	73-70 C-
89-87 B+	69-65 D+
86-84 B	64-60 D
83-80 B-	59 or <F
79-77 C+	

Attendance: Regular attendance at classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absences or tardiness may result in loss of credit, lowering of grade, or dismissal from the class. Students are responsible for making up class work missed.

Examinations: The final exam will consist of short answer and/or essay questions evaluating the student's understanding of the basic concepts, terms, processes, and issues covered in the course.

Electronic Devices: Cell phone ringers must be turned off while in the classroom and placed in a vibrating mode. Smart phone and laptop screens may not be viewed in class while lectures are in progress unless otherwise instructed.

Integrity and Quality of Scholarship: Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author's work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in English structure, grammar, spelling, and sophistication of analysis.

Plagiarism Detection: Lincoln University subscribes to Turnitin plagiarism prevention service. Student work will be used for plagiarism detection and for no other purpose. Originality reports will not be available for viewing.

Modification of the Syllabus: This syllabus and schedule are subject to change in the event of extenuating circumstances. An announcement of any changes will be made in class.

Summer Semester 2017, 06/12/17 to 07/28/17; Monday & Wednesday, 12:30 to 3:15 PM

Homework and Classroom Activities:

NOTE: Student teams will answer their assigned "Discussion Questions" in advance of lectures, word process the answers, bringing them to class, prepared to respond if called upon by the instructor to summarize the answers to these discussion questions. Satisfactory answers will be scored as a 2 (strong answer), 1 (satisfactory answer), or 0 (unsatisfactory answer or absence). Student teams will submit the discussion question answers to CANVAS by the end of the course.

NOTE: Student teams will analyze and solve the assigned "Application Cases" under the guidance of the instructor, apply relevant concepts and practical applications found in the respective chapters, word process the answers to the questions following the cases, and submit them to CANVAS by the end of the course.

NOTE: Student teams will be given the opportunity to make Power Point presentations before the class of solutions to their selection of assigned “Application Cases” and their responses to the questions following the cases. Students must be prepared to deliver creditable responses adding value based upon the material in the relevant chapter. Students’ presentation skills will be assessed and evaluated for their professional demeanor. Please be prepared to participate. What you put into the course will determine what you and others get out of it. Student teams will submit the Power Points to CANVAS by the end of the course.

NOTE: Self-Assessment Library: Insights Into Your Skills, Interests, and Abilities. Individual Self-assessment questionnaire handouts will be completed in class in conjunction with the textbook readings. Students will record their self-assessment scores and an analysis/interpretation of them on the questionnaires to be submitted to CANVAS upon completion of the exercise or by the end of the course.

NOTE: NOTE: Undergraduate students will conduct an Internet Search Assignment about the “Human Relations Movement” that took place in the past 20th century that forever modified the way most organizations in the Western World treated employees. Students will summarize the results of their Internet Search Assignment and submit them to CANVAS by the end of the course.

**M 06/12/17, Chapter 1 Introduction to Human Resource Management
Discussion Questions: 1-2, 1-3, 1-4, 1-5
Case: “Jack Nelson’s Problem,” Questions 1-20, 1-21, 1-22
Self-Assessment Library**

**W 06/14/17, Chapter 3 Human Resource Management Strategy
And Analysis
Discussion Questions: 3-3, 3-4, 3-5, 3-6, 3-7
Case: “Siemens Builds a Strategy-Oriented HR System,”
Questions 3-18, 3-19, 3-20
Self-Assessment Library**

**M 06/19/17, Chapter 5 Personnel Planning and Recruiting
Discussion Questions: 5-5, 5-6, 5-7, 5-8, 5-9
Case: “Finding People Who Are Passionate About What
They Do,” Questions 5-27, 5-28, 5-29, 5-39
Self-Assessment Library**

**W 06/21/17, Chapter 7 Interviewing Candidates
Discussion Questions: 7-4, 7-5, 7-6, 7-7, 7-8, 7-9
Case: “The Out-of-Control Interview,”
Questions 7-23, 7-24, 7-25
Self-Assessment Library**

- M 06/26/17, Chapter 8 Training and Developing Employees**
Discussion Questions: 8-3, 8-5, 8-6, 8-7, 8-8, 8-9
Case: “Reinventing the Wheel at Apex Door Company,”
Questions 8-29, 8-30, 8-31
Self-Assessment Library
- W 06/28/17, Chapter 9 Performance Management and Appraisal**
Discussion Questions: 9-5, 9-6, 9-8, 9-9, 9-10, 9-11
Case: “Appraising the Secretaries at Sweetwater U.” Questions 9-34,
9-35, 9-36
Self-Assessment Library
- M 07/03/17, Chapter 10 Managing Employee Retention, Engagement,**
And Careers
Discussion Questions: 10-3, 10-4, 10-5, 10-6, 10-7
Case: “Google Reacts,” Questions 10-24, 10-25, 10-26
Self-Assessment Library
- W 07/05/17, Chapter 12 Pay-For-Performance & Financial Incentives**
Discussion Questions: 12-4, 12-5, 12-6, 12-8, 12-9, 12-10
Case: “Inserting the Team Concept into Compensation-or Not,”
Questions 12-22, 12-23, 12-24, 12-25
Self-Assessment Library
- M 07/10/17, Chapter 13 Benefits and Services**
Discussion Questions: 13-6, 13-7, 13-8, 13-9
Case: “Striking for Benefits,” Questions 13-18, 13-19, 13-20
Self-Assessment Library
- W 07/12/17, Chapter 14 Ethics, Employee Relations, and Fair**
Treatment at Work
Discussion Questions: 14-6, 14-7, 14-11, 14-10, 14-12
Case: “Enron, Ethics, and Organizational Culture,”
Questions 14-24, 14-25, 14-25
Self-Assessment Library
- M 07/17/17, Chapter 15 Labor Relations and Collective Bargaining**
Discussion Questions: 15-4, 15-6, 15-8
Case: “Negotiating with the Writers Guild of America,”
Questions 15-17, 15-18, 15-19, 15-20
Self-Assessment Library

W 07/19/17, Chapter 16 Employee Safety and Health
Discussion Questions: 16-8, 16-9, 16-10, 16-11, 16-12
Case: “The New Safety and Health Program,”
Questions 16-29, 16-30, 16-31, 16-32
Self-Assessment Library

M 07/24/17 Case Presentations

W 07/26/17 Case Presentations

F 07/28/17, Final comprehensive examination results due on CANVAS (Chapters 1, 3, 5, 7, 8, 9, 10, 12, 13, 14, 15, 16); ALL ASSIGNMENTS DUE on CANVAS.

Date Syllabus Was Last Reviewed: May 30, 2017