



# Lincoln University

## BA 217 - Personnel Management

### COURSE SYLLABUS

Summer, 2024

**Instructor:** Dr. Abi Oguntuase  
**Lecture Schedule:** Tuesday and Thursday, 3:30 PM – 6:15 PM  
**Credits:** 3 units / 45 lecture hours  
**Level:** Advanced (Adv.)  
**Office Hours:** Tuesday and Thursday by appointment.  
**e-mail:** [aoguntuase@lincolnuca.edu](mailto:aoguntuase@lincolnuca.edu)

**Textbooks:** Robert L. Mathis, John H. Jackson, Sean Valentine, Patricia Meglich, "Human Resource Management," 15<sup>th</sup> Edition (Cengage 2017). ISBN 978-1-305-50075-4

**Last Revision:** May 22, 2024

### CATALOG 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

### EDUCATIONAL OBJECTIVES

1. Define the roles and activities of a company's human resource management function.
2. Explain 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. Explain 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. Explain the importance of employee safety and health.

**COURSE LEARNING OUTCOMES<sup>1</sup>**

	<b>Course LO</b>	<b>Program LO</b>	<b>Institutional LO</b>	<b>Assessment Activities</b>
1	Explain the key areas of strategic human resource management including employee relations, commitment, engagement, performance appraisal, career planning, fair treatment at work, training and development, organizational structure, and organizational culture.	PLO 1	ILO 1a, ILO 2a	Discussion questions. Case Evaluation / Discussion questions & answers; Applicable case presentation. Research Paper
2	Describe strategies to integrate humans resources planning with the strategic initiatives of senior management to achieve organizational goals and objectives.			
3	Apply systematic approaches to solve problems, produce reports for management decision-making, strategic planning, and operational excellence.	PLO 2	ILO 2a, ILO 7a	Discussion questions. Case Evaluation / Discussion questions & answers; Applicable case presentation. Research Paper
4	Demonstrate the ability to manage and motivate employees using strategic human resource management principles.	PLO 4	ILO 4a, ILO 5a, ILO 6a	Discussion questions. Case Evaluation / Discussion questions & answers; Applicable case presentation. Research Paper
5	Contribute to the effective performance of a team as a team leader, co-leader, or team member.	PLO 5	ILO 4a, ILO 5a	Discussion questions; Application cases questions & answers
6	Develop research designs that allow ethically sound treatment of research participants.	PLO 6	ILO 3a	Research Project Plan

**INSTRUCTIONAL METHODS**

Lectures for this class will be supported by PowerPoint slides as well as discussions related to the real world and human resources case studies. The emphasis will be on learning by doing. Every student must participate in classroom activities, complete homework, course assignments, and take the exams.

The lecture method and the case study review will constitute the instructional methods for this course.

Every student must participate in this course, and this is considered part of the grade. Therefore, do ask questions and come prepared to interact and participate. Students will need to use the library resources effectively to be able to engage fully and complete the assignments for this course. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [LU Library](http://lincolnuca.libguides.com) website (lincolnuca.libguides.com).

<sup>1</sup> Detailed description of learning outcomes and information about the assessment procedure are available at the [Learning Outcomes Assessment](#) section of LU website.

**TOPICAL OUTLINE**

The course provides a complete, comprehensive review of essential personnel management concepts and techniques such as the 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 textbook chapter readings prior to the lectures. Individual homework assignments and examinations will be due by Sunday of each week by **11:59 PM** and should be uploaded onto Canvas. Assignments submitted past the due date will be considered late and may be subject to a deduction of 10% of the final grade for each week the assignment is late. No assignments will be accepted after the last day of class.

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.

**COURSE PROJECT**

Every student in the class must complete a final research paper and present it via an in-class presentation. This is the last day of the class. Detailed instructions about the final research paper will be provided later in class.

**REQUIREMENTS/HOMEWORK**

Continuous assessment is emphasized. Reading, writing and "human related case study" assignments will be scheduled throughout the course. Students must complete all assignments and take-home exams on the dates scheduled. Plagiarism will result in the grade "F" and a report to the administration.

**ATTENDANCE**

Students are expected to attend each class session. If you cannot attend a class due to a health-related concern or bereavement, please notify the instructor prior to the class. There will be no make-up assignments.

**EXAMS**

Both midterm and final exams are structured as written essays to answer the given questions. Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class.

**GRADING POLICY**

Class participation	5 points
Case study discussions	20 points
Mid-term exam	30 points
Final exam	35 points
Oral Presentation	10 points
Total	<u>100 points</u>

**GRADING POLICY**

All assignments, quizzes, projects, and exams are evaluated using the indicated system:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	60-66	0-59

### USE OF CANVAS

All assignments, except in class assignments are required to be submitted via Canvas. Lincoln University has an institutional Canvas account which will be accessible to students and will be useful for this course and to check your progress and assignments.

*Required course digital site(s) and access:*

Lincoln University has an institutional Canvas account so you will be able to access ALL classes and rooster for each of your courses. From Canvas, you can download course materials, check your progress in each of your courses, and review feedback from Turnitin on the course work and submit your assignments for grading. Most of the course materials can be found under the “Files” section for this course. The following link is on the LU website at:

<https://students.lincolnuca.edu/canvas/>

### Lincoln University Course, Program, and Institutional Learning Outcomes:

Lincoln University course catalog is accessible for students. Do review for established program and institutional learning outcomes, and assessment <https://catalog.lincolnuca.edu/course-descriptions/procedures>.

### MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in the classroom.

### Course Material

The textbook that we will be using for this course is:

Robert L. Mathis, John H. Jackson, Sean Valentine, Patricia Meglich, "Human Resource Management," 15<sup>th</sup> Edition (Cengage 2017). ISBN 978-1-305-50075-4.

Students are required to contact the publisher, purchase the book through the usual outlet, or access the resource in the library.

### INTEGRITY AND QUALITY OF SCHOLARSHIP

The integrity of scholarship must always be maintained. 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. Original 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.

**HR Application:** Students will be assessed on their knowledge of a variety of human resource terms and definitions relevant to the chapter reading. Students will be given 2 attempts to complete these

assignments and their best attempt will be used for their grade.

**HR Case and Team Review:** Students (or Teams) will read a brief HR case study at the end of the chapter. Following the case, students will discuss the case study during the class. If assigned to Teams, students will work as a team and review the real-world HR scenarios. In this case, students will need to set up a team meeting, discuss the assignment tasks, create an action plan, complete the assignment, and present it to the class for discussion. All assignments will be accessed and submitted on Canvas.

**Attendance and Participation:** Each week students will be required to attend class, participate in class discussions. Students will be graded at each class meeting based on their level of engagement and participation as well as their on-camera time.

### CLASS SCHEDULE

<b>Date</b>	<b>Focus of Discussion</b>	<b>Assignment</b>
Week 1:	The environment of Human Resource Management	Read Chapter 1
Week 2:	Human Resource Strategy and Planning & Equal Employment Opportunity	Read Chapters 2 & 3
Week 3:	Workforce/Job/Job Analysis and Individual/Organization Relations and Retention	Read Chapters 4 & 5
Week 4:	Recruitment and Selecting Human Resources	Read Chapters 6 & 7
Week 5:	Training, Careers and Development	Read Chapters 8 & 9
Week 6:	Performance Management, Rewards and Compensation	Read Chapters 10 & 11
Week 7:	Variable Pay and Executive Compensation & Managing Employee Benefits	Read Chapters 12 & 13