

LINCOLN UNIVERSITY

DEPARTMENT OF BUSINESS AND ECONOMICS

BA 217 PERSONNEL MANAGEMENT

Course Units: 3 semester units

Class hours: 45 semester hours

Semester: Fall semester 2010

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Catalogue Course Description: BA 217 Personnel Management: 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, government regulations and other matters. (3 units) Prerequisite: Upper division standing.

Course Objectives: The course provides a complete, comprehensive review of essential personnel management concepts and techniques such as equal opportunity and the law, job analysis, recruitment and placement, testing, training and development, compensation, benefits and employee services, labor relations, employee safety and health, and International human resources. 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.

Methodology: Lectures supported by PowerPoint slides, discussion groups, class handouts and accompanying exercises, video cases viewed and evaluated in class, Internet based exercises and quizzes, written case studies, walking field trips to local businesses and/or government agencies, and guest lectures when appropriate.

Instructional Materials and References:

Required Textbook: Dessler, Gary, "Human Resource Management," 8th ed. (Upper Saddle River, New Jersey: Prentice-Hall, 2000). ISBN 0-13-014124-0.

Note: An updated 10th edition may also be substituted for the 8th edition.

Companion Web Site: www.prenhall.com/dessler

This powerful Prentice-Hall Web site offers chapter-specific current events, Internet exercises, online study guide, and downloadable supplements.

Assignments: Various chapter behavioral objectives and readings in the textbook, related Internet exercises, written and/or video cases and selected case questions to be answered will be assigned during the course. Particular attention should be directed to chapter behavioral objectives and summaries containing implications for managers since they help to organize the content of the chapters and to identify the most important information to be included in the course examinations. Completion of reading assignments prior to the class dates is essential not only to understanding the subject matter but also to enhancing the quality of participation in class.

Case Studies: Students are required to submit one or more assigned case studies. Your case study solutions should cover the case scenarios in some detail, sources in addition to the class text should be used such as outside readings, computer searches, etc., the bibliographies, as well as facts and figures, must be documented by proper annotation and referencing, and you should summarize the outcome or major concluding points of the case studies applying relevant concepts, theories, systems, strategies, and practical applications found in your textbook. You may submit attachments with your case studies, graphs, charts, etc., but sources must be properly documented.

Textbook Chapter Outline:

****Chapters to be covered in course. Other chapters may be covered in lectures but will not be included in the content of quizzes or exams.**

****Chapter 1 The Strategic Role of Human Resource Management**

****Chapter 2 Equal Opportunity and the Law**

Chapter 3 Job Analysis

****Chapter 4 Personnel Planning and Recruiting**

Chapter 5 Employee Testing and Selection

****Chapter 6 Interviewing Candidates**

****Chapter 7 Training and Developing Employees**

Chapter 8 Managing Organizational Renewal

****Chapter 9 Appraising Performance**

****Chapter 10 Managing Careers and Fair Treatment**

Chapter 11 Establishing Pay Plans

****Chapter 12 Pay-For-Performance and Financial Incentives**

****Chapter 13 Benefits and Services**

****Chapter 14 Labor Relations and Collective Bargaining**

****Chapter 15 Employee Safety and Health**

****Chapter 16 Managing Human Resources in an International Business**

Testing: Assessment Criteria and Method of Evaluating Students:

Attendance: Regular attendance at classes is essential. Excessive absences may result in lowering of the final course grade or even dismissal from class resulting in a loss of credit. Absences due to illness may be excused provided the absence excuses are accompanied by a licensed medical practitioner's signed note or letter attesting to the period of illness. Students are responsible for making up the class work missed.

Examinations: The mid-term exam covering chapters 1, 2, 4, 6, 7, 9, and the final exam covering chapters 10, 12, 13, 14, 15, 16, will each 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.

Grading Scale (Point/Grade Conversion):

100-95 A	76-74 C
94-90 A-	73-70 C-
89-87 B+	69-67 D+
86-84 B	66-64 D
83-80 B-	63-60 D-
79-77 C+	59 or <F

Assigned Grade Percentages:

- 25% Mid-term exam (chapters 1, 2, 4, 6, 7, 9)
- 25% Final exam (chapters 10, 12, 13, 14, 15, 16)
- 25% Video case study responses
- 20% Chapter study quizzes
- 05% Attendance

Standards: Students will be responsible to attend all lectures and complete the textbook chapter readings, mid-term examination, final examination, written and/or video case study analyses, Internet assignments and/or quizzes, and participate in class discussions and exercises, and field trips when applicable.

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 structure, grammar, spelling, and sophistication of analysis.

Supplemental Materials: Handouts may be distributed during the class on HRM related topics as deemed appropriate by the instructor. You may be held responsible for the content of handouts on the course examinations.

Modification of the Syllabus: The instructor reserves the right to modify this syllabus at any time during the course. An announcement of any changes will be made in class.

NB (Note Well): Read all assigned chapters in preparation for the examinations without regard to lectures which may supplement rather than follow the text.

Schedule:

Fall Semester 2010, 10/14/10 to 12/11/10

Meeting days/times: Tuesday/Thursday, 3:30 PM to 6:15 PM

**Thursday, October 14, Chapter 1, The Strategic Role of Human Resource Mgmt.
Chapter 2, Equal Opportunity and the Law
Video Case: Sexual Harassment**

**Tuesday, October 19, Chapter 1 Study Quiz
Chapter 5, Personnel Planning and Recruiting**

**Thursday, October 21, Chapter 5 Study Quiz
Chapter 7, Interviewing Candidates
Video Case: Interviewing**

**Tuesday, October 26, Chapter 7 Study Quiz
Chapter 8, Training and Developing Employees**

**Thursday, October 28, Chapter 8 Study Quiz
Chapter 9, Appraising Performance
Video Case: Appraising**

Tuesday, November 2, Mid-term Examination

**Thursday, November 4, Chapter 9 Study Quiz
Chapter 10, Managing Careers and Fair Treatment**

**Tuesday, November 9, Chapter 10 Study Quiz
Chapter 12, Pay for Performance and Financial Incentives
Video Case: Pay Plans**

Thursday, November 11, Veteran's Day Holiday

**Tuesday, November 16, Chapter 12 Study Quiz
Chapter 13, Benefits and Services**

**Thursday, November 18, Chapter 13 Study Quiz
Chapter 14, Labor Relations and Collective Bargaining**

Tuesday, November 23 to Sunday, November 28, Fall Recess Holiday

**Tuesday, November 30, Chapter 14 Study Quiz
Chapter 15, Employee Safety and Health**

**Thursday, December 2, Chapter 15 Study Quiz
Chapter 16, Managing Human Resources in
International Business
Video Case: HR in International Business**

Tuesday, December 7, Final Examination

Saturday, December 11, Fall Semester Ends

Date Syllabus Was Last Reviewed: August 24, 2010

