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Office hours: Tues./Thurs., 4-5 P.M.  
Emails responded to within 48 hours

**Human Resource Management**

This course covers the human resources function and related elements and activities. You will learn about the evolution in human resources management. Emphasis is placed on the modern day importance of HRM and the new “corporate view” of the function. Additionally, you will be exposed to the view of HRM from the perception of both management and subordinate employees. Topics include employment discrimination, managing diversity, managing the size of the workforce, job analysis, recruitment, selection, training, compensation, performance evaluation, union-management relations, career management, employer and employee rights, and expatriate management. You will be exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination. Equal Employment Opportunity will be discussed in terms of its need, importance and the legal issues surrounding it. Other critical areas of training and development, staffing and strategy will also be explored.

**Required Text**


Web pages will be referenced throughout the term, contents of which you also will be responsible.

| Week 1 | Introductions. Course syllabus. Profile sheet.  
In class, from page 5, in small groups, select an “Employee Concern” and describe, how it can be an issue and how you can address it?  
Homework: In small teams of 2-3, select one of the following-GATT, NAFTA, APEC, or WTO and prepare a 10-minute presentation (due 2/12)  
Homework: Individually, research 2-3 of the websites on page 8 of your text. Be prepared to discuss points from one of them that highlights a specific issue that you feel is most relevant to today’s businesses, particularly as it pertains to HRM. Submit a ½ page write up at the end of class. (due 2/10). Read chapter 1. |
| Week 1 | Quiz on Chapter 1—“The Challenges of Human Resources Management”  
In small groups, discuss a time when a change was needed and failed in your school, team, organization, family or workplace and identify from items 1-8 on page 12-13 which ones were the cause. What could have changed the result? Share one/story group with the class.  
In groups of 2-4, discuss 1 question from questions 1-4 from page 41. Be prepared to share with the class.  
“Allstate” video.  
Homework: Read Case Study 2, “Professional Products”, page 44 (due 2/20, one page response to the 3 ’?’s. Be ready to discuss in class).  
Homework: “The way management treats the employees is the way employees will treat the customers.” |
This statement can be proven by reading *Fortune* magazine’s annual ranking of the “100 Best Companies to Work for.” Locate the link to the most recent edition at www.fortune.com. Learn about these highly ranked companies and how their HR focus contributes to their landing on this list. In a one-page paper, document at least 10 ways HR contributes. (Due 2/27).

Homework: Research various Mission, Visions and Values (MVV). Write a 1-2 page paper on one business whose MVV makes for a strong HR environment. (due 2/6).

Homework-Read Chapter 2.

| Week 2 | Quiz on Chapter 2-“Strategy and Human Resources Management”
| | “Focus Human Resources” video.
| | Case study “Professional Products” discussion and paper. |
| Week 2 | Group presentations on GATT, NAFTA APEC or WTO.
| | “Babe” clip and discussion.
| | “U571” clip and discussion
| | Presentation on Chapter-discussion of Mission, Vision, Values (CC)
| | Homework-Read Chapter 3.
| | Homework-Read “Can FIDO Come to Work?” Address the 4 questions in a one-page paper.
| | Be prepared to discuss. Due 2/27. |

| Week 3 | Quiz on Chapter 3-“Equal Opportunity and Human Resources Management”
| | “Texas Instruments” video
| | 100 Best Companies and how HR contributes discussion and papers due.
| | “Can FIDO Come to Work?” discussion and paper due (from 2/20). |

| Week 3 | “Legally Blonde” clip and discussion.
| | As a class, review “Test Your Knowledge of EEO Law” on page 104.
| | Overview of the seven major laws governing EEO.
| | Homework: Select one of the major laws and research a case in which the law was used by an employer and/or employee. Present to the class on 3/12 and turn in a one-page paper. 
| | Homework-Read Chapter 4.
| | Homework-Using the examples on page 165, or researching your own, be able to present for 2-3 minutes on an instance when empowered employee(s) “achieved results”. Due 3/4. Submit a one-page paper on this.
| | Homework-Read “But My Job has Changed” on pages 183-184. Address the 3 questions on page 184 in a one-page paper. Be ready to discuss. Due 3/6. |

| Week 4 | Quiz on Chapter 4-“Job Analysis, Employee Involvement, and Flexible Work Schedules”
| | “Zappos” video.
| | Empowered employees presentations and papers due. |

| Week 4 | “Intolerable Cruelty” clip and discussion.
| | MMV papers and discussion (from 2/13).
| | “But My Job has Changed” case study and discussion (from 1/29).
| | Homework-Read Chapter 5. |

| Week 5 | Quiz on Chapter 5-“Expanding the Talent Pool”
| | “Texas Instruments” video.
| | Homework-Using “Figure 5.11” on page 217 as a guide, research a business that utilizes mentors or research a business/non-profit mentor and write about her/his effectiveness on an
| Week 5 | “In Good Company” clip and discussion  
Major laws case presentations and discussion (from 1/29).  
Homework-As an individual, complete the assignment on page 236, interviewing one person, addressing the four questions. Last names ending in A-H will present on 3/20; I-Q, on 3/27; R-Z on 4/3.  
Homework-Read Chapter 6. |
| Week 6 | Quiz on Chapter 6-“Employee Selection”  
“Zappos” video.  
Homework: Go to http://www.ergoweb.com/resources/casestudies/ Find a case concerning ergonomics and be able to discuss in class for 3/27. Provide a one-page paper. |
| Week 6 | “Bowfinger” clip and discussion  
I-Q Recruitment paper and discussion (from 2/11).  
Integrity question exercise, page 268 (how would you respond?).  
Homework-Poll 5 people, asking how the 10 “candidate attributes” listed on page 286 would influence them, using the scale on the page. You may had other appropriate attributes. Due 11/1, one-page paper.  
Homework-Read Chapter 7. |
| Week 7 | Quiz on Chapter 7-“Training and Development”  
“Xerox” video.  
A-H Recruitment paper and discussion (from 2/11).  
Homework: Go on O*NET. Research a job you are interested in. Print info and bring to class for 4/10. |
| Week 7 | “Backdraft” clip and discussion  
Ergonomics website case (from 2/18)  
I-Q-Interview presentations.  
Homework-Read Chapter 8. |
| Week 8 | Quiz on Chapter 8-“Appraising and Improving Performance”  
“Buycostumes.com” video  
Physical attribute paper and discussion (from 2/20). |
| Week 8 | “Seabiscuit” clip and discussion.  
R-Z-Interview presentations.  
R-Z Mentor presentations.  
Homework-Read Chapter 9. |
| Week 9 | Quiz on Chapter 9-“Managing Compensation”  
“Focus Human Resources” video.  
R-Z Recruitment paper and discussion (from 3/11).  
Homework: Take a subset of questions from “50 Behavior-Based Interview Questions”. Ask a friend or colleague. Submit a 1-page paper with the results. Discuss in class. Due 4/17.  
Homework: research a performance appraisal (PA) instrument or process, bring it to class and be prepared to present on it’s effectiveness or lack of. You are welcome to use instruments from your personal work experiences. Last names A-M, due 4/1; last names N-Z, due 4/8. |
| Week 9 | “The Wedding Date” clip and discussion  
I-Q-Mentor presentations.  
O*NET papers and discussion (from 2/25).  
Homework: select a successful entrepreneur (check http://www.retireat21.com/top-young-entrepreneurs). Be prepared to present on the attributes of that person. Why were they... |
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<tr>
<td>Week 11</td>
<td>Quiz on Chapter 11-“Employee Benefits” “Erin Brockovich” clip and discussion “Texas Instruments” video.</td>
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<td>Week 11</td>
<td>Quiz on Chapter 12-“Promoting Safety and Health” “BuyCostumes.com” video.</td>
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<td>Week 12</td>
<td>“8 mile/Bridget Jones” clip and discussion Entrepreneur presentations (from 4/10). PA presentations for last names A-M.</td>
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<td>Week 13</td>
<td>Quiz on Chapter 13-“Employee Rights and Discipline” “Metropolis Coffee Company” video. Learning Styles papers and discussion (from 4/15).</td>
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<td>Week 14</td>
<td>“In Good Company” clip and discussion. PA presentations for last names N-Z. Homework-Address the 3 questions on page 651 of the UAW case. Due 5/13.</td>
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<td>Week 15</td>
<td>Quiz on Chapter 14-“The Dynamics of Labor Relations” “UAW” video. UAW case (from 4/8).</td>
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<td>Finals Week</td>
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**Assessment & Grading Scale**

**Quizzes**
Fourteen (14) quizzes will be given during the term, covering material from the immediately previous and current class sessions. Format is objective, comprising multiple choice, true/false, matching, and short answer questions. Quizzes account for 40% of your final course grade.

**Final Exam**
A final exam will be given during the term and is scheduled for final’s week. The exam is cumulative, and will be structured like the quizzes, with the addition of essay questions requiring thoughtful application of our studies to a real-world problem. If necessary, you must arrange to take a make-up before the final class session.

**Participation Policy**
You are expected to participate every week and to read the chapters, participate in discussion groups and complete the assignments that will be covered in class that week. There may be times when it is impossible to participate due to a long illness, a trip or an emergency. If you miss a week’s work, it is your responsibility to find out what was covered and to complete the assignments. Please contact me and we’ll work out the arrangements.

**Discussion/Participation**
Through discussions and written responses to questions, you are strongly encouraged to learn to think through your own and others' experiences and insights within the context of our discussions. In short, you are encouraged to demonstrate your internalization of our material for application in the real world. In this
context, you are not being evaluated for reaching "right" conclusions, but for demonstrating your facility in forming arguments for any conclusions, given the material we will cover in class.

To give direct incentive to so engage, roughly 20% of your mark for the course will be comprised of my assessment of your “classroom” participation (discussions/emails) during the term. The point is not to create undue angst, but to determine your active engagement with the material in the context of the class.

Caveat
The syllabus is composed in good faith, with a schedule of readings, quizzes, homework and discussions which will guide us throughout the term. Still, the instructor reserves the right to make adjustments to this schedule as deemed necessary for the overall enterprise of the class. Any changes will be communicated as far in advance as feasible, and you are responsible for knowing if and when any changes have been made.

Make-Ups
Make-Ups will be arranged only on good evidence of unavoidable absence from class (e.g. a specific doctor's note for illness or employer-arranged out-of-town business trip or other travel).

Grading
Discussion/Presentations  25%
Quizzes  35%
Homework  25%
Final  15%
Total  100%*

*I’m open to and encourage additional learning opportunities that you’d like to pursue in the Human Resources Management field. If you, for example, recommend a book to the class coupled with your written summary of the author’s intent, or you attend a forum at which a speaker addresses a class-related topic, or you initiate a discussion for the class to participate in, or you reference a journal article from a business magazine, please let me know. I will apply your experience/effort towards a higher grade.