



Instructor: Tom Waskiewicz

twaskiewicz@wsc.ma.edu

413-548-0376

Virtual office hours: M-F, 4-6 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

Bohlander, George & Snell, Scott, Managing Human Resources, 15th edition, South-Western CENGAGE Learning

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

Note: It is the student’s responsibility to make initial contact with the instructor via email (preferred) or phone. Students must have a valid working email address on file with the instructor.

Assessment & Grading Scale

Mid-term and final exam

One mid-term and one final exam will be given during the term and are scheduled for the middle and end of the semester. The exams are cumulative, and require thoughtful application of our studies to a real-world problem.

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, 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/Emails	20%
Written assignments	50%
Mid-term	15%
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.