

# **HUMAN RESOURCE MANAGEMENT**

## **On-Line Spring 2014**

**INSTRUCTOR:** Raymond Wilson  
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**OFFICE HOURS:** Tuesday & Thursday 1:00-2:00 PM

**TEXTBOOK:** Managing Human Resources, 16<sup>th</sup> Edition  
By Snell & Bohlander  
ISBN: 9781111532826

### **COURSE OBJECTIVES.**

The main objective is to introduce you to the fundamental elements of Human Resources Management. By the course's end you will have some understanding of the importance of professionally managing the most critical of all business assets, people, and the context in which a modern business operates. We will cover six major topics: 1) Human resource management in perspective; 2) Meeting human resource requirements; 3) Developing effectiveness in human resources; 4) Implementing compensation and security; 5) Enhancing employee-management relations; and, 6) Expanding human resource management horizons.

The subject matter will be covered by the text book, Power Point and audio lectures. Course work and exams will be in the form of case studies. The two cases at the end of each chapter will be used every week. Each exam will be a somewhat more involved case study.

You will see from the attached tentative lesson plan that this is an intensive course, Weeks 5, 10 and 15 are particularly demanding. You will need to allocate and manage your time very carefully in order to adequately cover all of the materials. Be aware that, while it is the plan to follow this schedule, it could be changed to meet a new circumstance.

**Grading:** Your course grade will be assessed as follows:

Exam #1	20%
Exam #2	20%
Exam #3	20%

Course Work

40%

### **Exams (60%)**

There will be three exams, each will be a case study and will test knowledge gained from the textbook, supplemental notes and materials, and course work. Exams will be “open book”. If you cannot take an exam during the scheduled time, arrangements must be made with the instructor **prior** to the scheduled exam date. **THERE WILL BE NO MAKE-UP EXAMS.**

### **Class Participation (40%).**

A significant part of this course involves the in discussions in a “chat room” and the presentation of case studies, hence the weight given to class participation. This aspect of the course should be considered as fun and the classroom as the place to take risks.

### **Attendance Policy**

Because the class participation is given the importance shown above, you are expected to participate in “class” every week. It is important that you meet my deadlines, failure to do so will mean loss of credit. However, emergencies and unplanned events do occur. If you do miss assignments, your final grade could be impacted

### **Honesty Policy**

Academic honesty is expected of all members of the academic community. Academic dishonesty includes cheating on examinations, plagiarism, fabrication, multiple submissions of a single paper, interference with use of materials, facilitating academic dishonesty, improper use of human and animal subjects, and failure to report incidents of academic dishonesty. Violations may result in failure of the assignment, failure of the course, or suspension or dismissal from the university.

### **The Reading and Writing Center.**

The Reading and Writing Center (RWC) is dedicated to supporting and encouraging all students as they write to communicate their ideas and to discover new ones. Acting as an engaged audience, the RWC staff assists writers on any type of project, in any major, at any stage of the writing process. To make a FREE appointment and to learn more about the RWC’s services, including drop-in hours at Ely Library and workshops on a variety of topics, visit the website: [www.westfield.ma.edu/reading](http://www.westfield.ma.edu/reading) , stop by 218 Parenzo Hall, or call 413-572-5569