



Course Title: Human Resources and Career Development
Course Number: BAD 245-02 (Cross-list as CAS 306-02)
Course Syllabus: Spring 2017
Instructor: Renato (Ron) Bacci
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Class meets: Wednesday evening 6:30 PM (**promptly**) to 9:30 PM (January 18 to May 3, 2017)
Location - Main Campus, Crown Library 310A.

Office Hours: Generally, I will be available, by appointment, each class day from 4:30 PM through 6:30 PM during the semester. Please contact me directly for an appointment.

Course Textbook: Human Resource Management, by R. Wayne Mondy, 14th edition, Pearson Prentice Hall, Upper Saddle River, NJ 07458, Copyright © 2016, ISBN 978-0-13-384880-9.

Prerequisites: None

Course Description: Human Resource Management (HRM) is an introductory course that examines traditional functions of human resource management. The most important asset to any organization is its people. Small owner-operated businesses as well as global corporations rely on the efforts of individuals, both personally and collectively, in order to achieve success. The organization's mission, goals and objectives can only be met if the human resources are motivated, productive and engaged. Human Resources responsibilities include matching individual skills with specific job needs, performance evaluation, compensation and benefit planning, job skill as well as management training, governmental regulation compliance monitoring, industrial relations, and assisting management in creating an atmosphere that values employees and their contributions.

Course Objectives: Expected learning outcomes after completing this course include:

- Insight into the evolving role of HRM in today's organizations
- Awareness of the importance of business ethics as related to HRM
- Appreciation of the value and opportunity workplace diversity brings
- Understanding of legislation and regulations affecting staffing
- Insight on the role that social responsibility plays in successful businesses
- Understanding of job analysis, recruitment and the employee selection process
- Identification of internal and external sources for recruitment and staffing
- Familiarity with performance appraisal systems and performance management
- Appreciation of how compensation and benefits programs are formulated and administered
- Awareness of the importance of training and development in maximizing employee potential
- Familiarity with collective bargaining and labor relations

Instructional Method: The course will primarily consist of lectures, topical videos and class discussion, augmented with many real life business situations from the instructor's experience and the textbook that portray dilemmas faced by managers in everyday business situations.

Course Requirements: In addition to three scheduled exams covering textbook material and class presentations, each student is expected to contribute to class discussions. Additional assignments:

1. **INTERVIEW WORKSHOP:** During session # X students will participate in mock interviews with fellow members of the class. *Interview Evaluations Forms* will be prepared by panel members and be the basis for grading this practical exercise. **Mock interviews February 22th**
2. **LINKEDIN PROFILE:** LinkedIn is a professional networking platform (www.Linkedin.com). Some information from your resume will be used on LinkedIn, but it is a different type of presentation of self. Join LinkedIn and develop your profile including working experience and skills you have to offer employers. As a registered user, LinkedIn also allows you to maintain a list of contacts with which you have some level of relationship. Start your list of contacts by adding at least ten (10) individuals. You will need to invite me to join your network so that I can see your profile. **LinkedIn profile and statics due March 22th**
3. **WHAT MAKES A GREAT PLACE TO WORK:** Select two (2) corporations listed in Fortune magazine in the past five years as “one of the best companies to work for”, submit a three (3) page typewritten paper (double space, minimum 800 words) on each explaining why they were selected, and identifying their specific unique company benefits (**total 6 pages**). The library and internet can be helpful in doing your research. Each student will pick one (1) of their two corporations for a five (5) minute professional class presentation. **Papers and presentations due April 12th**

Grade Distribution:

Class participation	10 points
Assignment # 1	5 points
Assignment # 2	10 points
Assignment # 3	10 points
Class Presentation	5 points
Exam # 1	20 points
Exam # 2	20 points
<u>Exam # 3 (final)</u>	<u>20 points</u>
Total	100 points

Grading Scale:

A	94-100 points
A-	90-93 points
B+	87-89 points
B	83-86 points
B-	80-82 points
C+	77-79 points
C	73-76 points
C-	70-72 points
D+	66-69 points
D	62-65 points
F	61 points or below

Class Participation and Expectations: You are expected to attend all classes and roll will be taken. Two [2] unexcused absences will result in a **0 point class participation grade**. You are expected to be in the classroom promptly at **6:30 PM** - latecomers are a distraction to the instructor and fellow students. Your full presence in class is essential, so all digital media must be turned off upon entering class and silence all cell phones. **Use of any electronic devices (texting) is rude and will not be tolerated!**

Each student is expected to contribute to class discussions. Your class participation grade will reflect the quality and frequency of contributions. Attendance alone does not represent participation. Make up exams will not be given and written assignments that are not handed in on or before the due date will receive a grade of zero (0) points. If you miss a class on the day an assignment is due, turn the assignment early or make specific arrangements in advance.

All written work should be typed and double-spaced. Clarity, coherence, and cogent analysis as well as grammar, punctuation, spelling, and general appearance will be considered in grading written assignments. MLA is the preferred style for citations; all citations must include page numbers for material being cited. Any form of plagiarism or academic dishonesty will result in a grade of zero (0) points for the assignment or exam and has the potential to result in both an “F” grade for the course and automatic expulsion from the class. Refer to “Definitions of Plagiarism, Cheating and Academic Dishonesty” and “Sanctions for Violations of Academic Integrity” found in the Brennan School of Business Bulletin.

Any student with a documented disability needing academic accommodations is asked to see me during the first two sessions for a confidential discussion. Students must first register with Disability Support Services in Lewis Hall, Room 132. That office may be reached by calling 708-524-6822.

The following will be considered in grading of formal written and oral work - student's ability to:

- Go beyond general summary and narrative in favor of critical analysis of the material.
- Analyze texts and ideas in ways that create interest and enthusiasm for the topic.
- Present coherent, well formulated, and compelling written work and oral presentations.
- Adequately develop ideas, use independent sources in support of ideas being presented.
- Submit written work that is grammatically correct.
- Participate in classroom discussions in ways that enrich and further learning.

Course Calendar: *(Subject to change during the semester)*

Date	#	Topic	Assignment
Jan 18	1	Class introductions and syllabus review Special topic video & discussion: " <i>Journey into a Heroic Environment</i> "	Chapter 2
Jan 25	2	Chapter 2 – Business Ethics and Corporate Social Responsibility Special topic video & discussion: " <i>Who Moved My Cheese</i> "	Chapter 3
Feb 1	3	Chapter 3 – Equal Employment Opportunity, Affirmative Action & Workforce Diversity	Chapter 4–5
Feb 8	4	Chapter 4 – Strategic Planning, Human Resource Planning & Job Analysis Chapter 5 – Recruitment	Study for Exam # 1 (Chap. 2–5)
Feb 15	5	<i>C-Suite Speakers Series: Gloria Santona, Executive Vice President, General Counsel and Secretary, McDonald's Corporation (Martin Recital Hall)</i> Review Chapters 2–5 Exam # 1 Chapters 2–5	Chapter 6 Assignment # 1
Feb 22	6	Chapter 6 – Selection Assignment # 1 – Interview Workshop	Chapter 7
Mar 1	7	Chapter 7 – Performance Management and Appraisal	Chapter 8-9
Mar 8	~~	Spring Break no class	Same as above
Mar 15	8	Chapter 8 – Training and Development Chapter 9 – Direct Financial Compensation (Core Compensation)	Study for Exam # 2 (Chap. 6–9)
Mar 22	9	Assignment # 2 due (<i>LINKEDIN PROFILE</i>) Review Chapters 6–9 Exam # 2 Chapters 6–9	Chapter 11
Mar 29	10	Chapter 11 – Labor Unions and Collective Bargaining Guest Lecturer: Bill Glynn, Attorney 'Working with Unions'	Chapter 10–12
Apr 5	11	Chapter 10 – Indirect Financial Compensation (Employee Benefits) Chapter 12 – Internal Employee Relations	Prepare Assignment # 3
Apr 12	12	Assignment # 3 due (<i>WHAT MAKES A GREAT PLACE TO WORK</i>) Student Presentations (5 minutes each)	Chapter 13
Apr 19	13	Chapter 13 – Employee Safety, Health and Wellness Guest Speaker: "Benefits of a 401K"	Chapter 14
Apr 26	14	Chapter 14 – Global Human Resource Management Guest Speaker: <i>Job Seeking Skills & Networking</i>	Study for Exam # 3 (Chap. 10–14)
May 3	15	Review Chapters 10–14 Exam # 3 Chapters 10–14	Have a great Summer!