

COURSE SYLLABUS: HRMN 3420
Principles of Human Resource Management
Fall 2014 Tues/Thur 2 pm

Faculty: Dr. Cecilia Champion
Office: 444 Lowder; Phone: 844-6546
E-mail: champch@auburn.edu
Office hours: Tuesday and Thursday from 10–11 am; Wednesday 1–2 pm and by appointment

Prerequisite: MNGT 3100 (Principles of Management) or MNGT 3810 (Management Foundations) and junior level standing

Required Course Materials:

1. *Human Resource Management*, (2013, ISBN: 9781412992428) by R.N. Lussier and J.R. Hendon. The publisher is Sage Publications, Inc.
2. Lecture notes and worksheets. These are available for download from Canvas.

Course Objectives:

- To introduce students to the basic activities and functions of human resource management to include the processes, concepts and issues involved in recruiting, selecting, training, appraising performance, compensating and retaining people for an organization.
- To promote an appreciation for the role of human resource management in establishing the competitive advantage of an organization and executing its strategy.
- To promote the use of evidence-based decisions and practices in human resource management.

REQUIREMENTS AND GRADING

First Exam.....	22%
Second Exam.....	22%
Third Exam.....	22%
Final Exam.....	22%
Homework, in-class work and quizzes.....	12%

Exams:

- Four exams will be given during the semester. Each exam counts 22% of the final course grade. Three exams will be given during regular class time. The fourth exam will be given during the final exam period scheduled for this class. The final exam is not comprehensive.
- The format for the exams will include multiple choice and short answer questions. Exams will cover assigned textbook material, reading assignments, class lecture, and class activities. I will not be able to cover all the reading assignments in lectures, but students are responsible for all reading assignments on tests even if it is not covered in lectures.

- **Students should bring a “blue” scantron and a #2 pencil to the exam.** Cell phones are not allowed in exams. Using a cell phone during an exam will be viewed as an academic honesty violation.
- Be ON TIME for all exams. If you arrive late for an exam, you will NOT be allowed to take the exam if any student has already turned in their exam.

Make-up Exams:

- The only excused reasons for missing an exam are those listed in the Student Policy eHandbook (http://www.auburn.edu/student_info/student_policies/) as official University excuses. Only those students who have an official University excuse will be allowed to take a make-up exam. **For exams, excuses must be signed by the attending physician or nurse (not a receptionist) and must state that you were too ill to sit for the exam on the scheduled date.** I will not accept excuses which simply state that you were seen in the office. You must turn in your excuse to me within a week after the exam. Photocopies of an excuse will not be accepted. I must see the original excuse.
- Make-up exams, in general, are not multiple choice exams **except for those cases in which the make-up is to resolve a conflict with another University official activity.**
- Please do not be tempted to "fake" a doctor's excuse for an exam because of your lack of preparation. I personally contact the physician's office to verify that you were seen at the office. The penalty for a falsified excuse is determined by the Academic Honesty Committee and usually results in an "F" in the course and suspension from school for a semester. It's just not worth it!

Homework, Quizzes and In-class work:

In-class exercises and homework assignments will be used to illustrate and apply the concepts presented in lectures. Some of the in-class exercises may require you to prepare or collect some information before-hand (e.g., surf the web for information) to use in class. Reading assignments and homework assignments will be posted on Canvas. You will need to check the “Homework Assignment” page on Canvas regularly. All homework assignments must be typed and turned-in at the beginning of class. No assignments will be accepted via email. Also, quizzes may be given on reading assignments required for the day’s lecture. The quizzes will be from 5 to 10 points and will be part of your homework grade.

The point values for the assignments will vary and will be assigned based on the amount of time and work required to complete the assignment. The point values of the assignments will be posted on Canvas with the assignment. Your homework grade will be 12% * (the proportion of total points you have earned for in-class work, homework, and quizzes).

Make-ups of in-class assignments and homework will only be accepted with an official University excuse. Make-ups must be completed and turned in within one week upon your return to class.

Contingency Plan for Emergencies: If normal class activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials. In order to complete the course material, lectures may be videotaped and posted for students to view. In the event of an emergency which disrupts a single class session (for example, a weather event), the missed lecture may be posted as a video and the required assignments will be due at the next class meeting.

Communication: I will use your Auburn University e-mail address ([userid@auburn.edu](mailto:user@auburn.edu)) for course communication. It is your responsibility to contact the Information Technology Help Desk to have this address forward mail to the e-mail address that you regularly check.

Academic Honesty: All violations or alleged violations of the Student Academic Honesty Code (see SGA Code of Laws in the *Tiger Cub*) will be reported to the Office for the Vice President for Academic Affairs.

Grading Policy: A \geq 90%, B \geq 80%, C \geq 70%, D \geq 60%, F<60%.

Special Accommodations for Students with Disabilities: Students who need special accommodations should make an appointment as soon as possible with me to discuss your Accommodation Memo. It is essential that I be aware of necessary accommodations at the beginning of the course. If you do not have an Accommodation Memo but need special accommodations, contact the Program for Students with Disabilities, 1244 Haley Center, 334-844-2096 (Voice T/O).

**HRMN 3420 Calendar – Tues/Thurs 2 pm
Fall 2014**

Date	Topic	Chapter Readings Check Canvas for Additional Reading Assignments
August 19	Introduction to HR	Chapter 1
August 21	Introduction to HR	
August 26	Strategic Human Resource Management	Chapter 2
August 28	Strategic Human Resource Management	
Sept. 2	The Legal Environment and Diversity	Chapter 3
Sept. 4	The Legal Environment and Diversity	
Sept. 9	The Legal Environment and Diversity	
Sept. 11	Matching Employees with Jobs	Chapter 4
Sept. 16	Exam 1: Chapters 1-3 and readings	
Sept. 18	Recruiting Job Candidates	Chapter 5
Sept. 23	Recruiting Job Candidates	
Sept. 25	Selecting New Employees	Chapter 6
Sept. 30	Selecting New Employees	
Oct. 2	Selecting New Employees	
Oct. 7	Training and Employee Development	Chapter 7
Oct. 9	Exam 2: Chapters 4-6 and readings	
Oct. 14	Training and Employee Development	
Oct. 16	Fall Break	
Oct. 21	Performance Management	Chapter 8
Oct. 23	Performance Management	
Oct. 28	Performance Management	
Oct. 30	Workplace Rights and Employee Development	Chapter 9
Nov. 4	Workplace Rights and Employee Development	
Nov. 6	Workplace Rights and Employee Development	
Nov. 11	Compensation Management	Chapter 11
Nov. 13	Exam 3: Chapters 7-9 and readings	
Nov. 18	Incentive Pay	Chapter 12
Nov. 20	Incentive Pay	
Nov. 25	Thanksgiving Break	
Nov. 27	Thanksgiving Break	
Dec. 2	Employee Benefits	Chapter 13
Dec. 4	Wrap-Up	
Final Exam – Friday, December 12 from 4 – 6:30 pm. The final exam covers Chapters 11-13 and readings. It is not comprehensive.		