

MGT522 Management of Human Resources

(2 credit hours)

Course Syllabus

Course Description

The focus of this course is the human side of enterprise. The sub-functions of human resources management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Analyze the role of the Human Resources function in organizations.
2. Evaluate and design key HR functions and processes.
3. Compare and defend a point of view on several controversial HR issues.
4. Interview an HR professional to learn more about the application of an identified HR function within an organization.

Prerequisites/Corequisites

None.

Required Textbook(s) and Resources

Noe, R., Hollenbeck, J., Gerhart, G. & Wright, P. (2019). *Fundamentals of Human Resource Management*. (8th ed.). McGraw Hill.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each**

week. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week.**

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays.**
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays.**

Learning Activities

This course has been designed as a **Position Post** course type.

This means that on **Wednesday** of each week, you will submit a “position post” to the forum in response to a given prompt. Although there is no specific minimum word requirement, your Position Post should:

- Be substantive enough to fully explore the question posed, while being well constructed and free of “filler” language and wordiness,
- Use, and properly cite, outside sources that support your position,
- Include your “Design Statement” that outlines your process for researching and constructing your Position

While **Saturday** assignments may vary, they will generally serve to deepen your understanding and build **connections** with the week’s learning topics. Examples of possible Saturday activities include:

- A second Position Post in response to a new prompt
- Summarizing themes in your peers’ Wednesday Position Posts
- Explaining how peers’ Wednesday Position Posts affect your own thinking about the topic.
- Critiquing and refining your original Post in response to new information (additional readings, etc.).
- *Note: since Saturday activities will vary, be sure to read directions carefully.*

By **Sunday** of each week, you will have a “summative” assignment due where you will **apply** what you learned. This could be an exam, a paper, a presentation, an infographic, etc. Be sure to read directions carefully for the assignment.

Finally, you will be writing a **reflection**, due each **Sunday**, that reflects on your learning. This kind of writing often asks you to think about your own thinking (metacognition) and will include a prompt to which you must respond. It is **not** writing about your feelings. Reflection is often the best way we learn something, so do your best to analyze your own thought processes.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions Activity 1.1 (n/a) Activity 1.2 (35)	Discussion Activity 2.1 (35)	Discussion (n/a)	Discussion Activity 4.1 (35)	Discussion Activity 5.1 (35)	Discussion Activity 6.1 (35)	Discussion Activity 7.1 (35)	210
Assignments Activity 1.3 (60)	Assignments Activity 2.2 (60) Activity 2.3 (100)	Assignments Activity 3.1 (100) Activity 3.2 (60)	Assignments Activity 4.2 (60)	Assignments Activity 5.2 (120)	Assignments Activity 6.2 (120)	Assignments (n/a)	680
Reflection Activity 1.4 (10)	Reflection Activity 2.4 (10)	Reflection Activity 3.3 (10)	Reflection Activity 4.3 (10)	Reflection Activity 5.3 (10)	Reflection Activity 6.3 (10)	Reflection Activity 1.4 (50)	110
105	205	170	105	165	165	85	1000

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Start Here

- MON: Activity 1.1: Driving Force – Initial Post

Week 1

- WED: Activity 1.1: Driving Force – Follow-Up Post
- WED: Activity 1.2: Critical HRM Roles - Initial Post
- SAT: Activity 1.2: Critical HRM Roles - Follow-Up Post
- SUN: Activity 1.3: Trends in HRM Analysis
- SUN: Activity 1.4: Weekly Reflection

Week 2

- WED: Activity 2.1: EEO Laws & Regulations - Initial Post
- SAT: Activity 2.1: EEO Laws & Regulations - Follow-Up Post
- SUN: Activity 2.2: Sexual Harassment Policy
- SUN: Activity 2.3: Interview Preparation
- SUN: Activity 2.4: Weekly Reflection

Week 3

- SAT: Activity 3.1: Interview and Job Analysis
- SUN: Activity 3.2: Job Description
- SUN: Activity 3.3: Weekly Reflection

Week 4

- WED: Activity 4.1: Recruitment Sources - Initial Post
- SAT: Activity 4.1: Recruitment Sources - Follow-Up Post
- SUN: Activity 4.2: Mock Interview
- SUN: Activity 4.3: Weekly Reflection

Week 5

- WED: Activity 5.1: Training & Development - Initial Post
- SAT: Activity 5.1: Training & Development - Follow-Up Post
- SUN: Activity 5.2: Onboarding Presentation
- SUN: Activity 5.3: Weekly Reflection

Week 6

- WED: Activity 6.1: Benefits Proposal - Initial Post
- SUN: Activity 6.2: Pay Structure Analysis Presentation
- SUN: Activity 6.3: Weekly Reflection

Week 7

- WED: Activity 7.1: Labor vs. Management - Initial Post
- SAT: Activity 7.1: Labor vs. Management - Follow-Up Post

- SUN: Activity 7.2: HRM Reflection Paper

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.