**SYLLABUS**

Monday Evening – Fall Semesters

Thursday Evening – Spring Semesters

6:00 - 9:00 PM

 **HR 60** Instructor: Eleanore Webster

**Human Resource**  Telephone: (707) 579-1390

 **Management** Email: ewwebsterco@msn.com

 Office Hours: by arrangement

Note**:** Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disability Resources (527-4278), Analy Village – C, as soon as possible to better ensure such accommodations are implemented in a timely fashion. Students should contact the instructor to provide accommodation requirements.

Course Summary**:** Overview of the Human Resources profession and the role it plays in contributing to the success of the organization. Emphasis is on Human Resource responsibilities and procedures, such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, labor relations, and administration. Best practices, current trends, and the role of Human Resources in strategic planning are consistently highlighted.

Student Learning Outcomes: On completion of this course, the student will be able to:

1. Demonstrate an understanding of human resources responsibilities and procedures.

2. Apply the elements of effective Human Resource management techniques to specific employment situations.

3. Demonstrate analytical, interpersonal, and communication skills in addressing Human Resource problems.

Objectives:

1. Identify and describe the importance of the key components of employee relations, employment law, and human resource planning to an employer in today’s business environment.

2. Identify and explain the role that the Human Resource profession plays in developing and administering the strategic business plan.

3. Explain how the Human Resources function meets the employment needs of an organization.

4. Identify and describe how labor laws, best practices in employment, and employment policies impact the management of employees.

REQUIRED TEXT: **Human Resource Management: Functions, Applications, Skill Development**, Robert N. Lussier and John R. Hendon (Sage Publications, 2013).

If you want to use the library copy, the information is:

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| LIST TITLE | AUTHOR | TITLE | EDITION | CALL NO | CHECK OUTS | BARCODE |
| Human Resources 60 - Webster (D) | Lussier, Robert N.  | Human resource management: functions, applications and skill development.  | 2nd ed.  | HF5549 .L825 2016 PersCopy Webster | 16 | 33155005929750 |

SECONDARY TEXT: **Please see below for information on the reading assignment that is required for HR66. This is mentioned here only to give you plenty of time to prepare this assignment IF you intend to take HR66.**

In 1911 to 1912, Roald Amundsen and Robert Falcon Scott both set out to lead the first expedition to reach the South Pole. Both reached their destination, although Amundsen reached the destination four weeks ahead of Scott. Amundsen and his team returned to their base safely. Scott and his team died on their return journey.

The reasons for one team’s success and the other team’s failure have been the subject of much discussion since then. The reasons for Scott’s failure to return are highlighted often (transportation selection, nutrition, route, etc.). I believe there are lessons to be learned here in terms of human resources and leadership, especially if you view the team members as employees. Both Scott and Amundsen had to make decisions regarding recruitment, training, supplies, safety, employee relations and performance management.

As part of your grade in HR66, you will be required to turn in a two page paper that briefly reviews the highlights of both expeditions, and then identifies the human resources decisions that led to the success of one mission and the failure of the other. There are a number of readings that compare and contrast these expeditions. There is no one required selection. Books are available in the library as well as online and in book stores. The book that I enjoyed was written by Roland Huntford (1985), *The Last Place on Earth.* There are others, but be sure to select a work that discusses both expeditions. While the internet provides some interesting articles on this topic, I would not rely only on internet sites such as Wikipedia; there is not sufficient detail in these readings.

You must come to class the first day in HR66 ready to discuss this topic with a group of your fellow students, so the required reading must be accomplished prior to the beginning of class.

APPROXIMATE TIMETABLE: Students will be required to stay current in their text readings, as listed in the class schedule.

EVALUATION: Grades will be based on individual performance as follows:

10% class attendance and participation 15% mini-quizzes (or current events)

20% midterm exam 15% research paper

15% team presentation 25% final exam.

EXTRA CREDIT: An extra credit assignment is defined by the instructor near the end of the semester. It is optional. The grade for the extra credit will be added to the final exam grade as follows:

Extra Credit Grade Points added to final exam grade

A 1.0 (Example, B- changes to A-)

B .75

C .50

GRADING: Students must obtain a “C” grade in order to pass this course. You should keep an updated total of your points. Individual totals will be computed once--at the end of the semester. Under normal conditions, the following scale will prevail:

A--90% B--80% C--70% D--60%

WRITTEN AND ORAL WORK: All work must be submitted and/or presented on the assigned date. It is required that all submissions be typed. **Late assignments are generally not be accepted; if accepted (at the discretion of the instructor) the lateness will result in a lower grade than would otherwise have been earned.**

ATTENDANCE AND PARTICIPATION: Punctual attendance is expected. Also, you should miss a class only if absolutely necessary; i.e., you should not feel you are entitled to a certain number of missed classes. Attendance will be taken at each class, and you are responsible for signing the attendance sheet. It is further expected that you will be adequately prepared for all classes and that you will participate in them when appropriate.

CANCELED CLASS: If any classes have to be canceled, scheduled tests will be given and assignments will be collected during the next class period. You should check at the instructor's office for any new assignments. You may call the department “Hot Line” after 3:30 PM on the same day of the evening class to learn which instructors will be absent that night. This should be helpful if you are traveling from far away. Simply dial (707) 527-4999; then enter the voicemail box 5400 to receive a message listing those classes that will be cancelled for that evening.

Student Conduct: We will conduct ourselves in a manner which reflects our awareness of common standards of decency and the rights of others.  All students are expected to know the Student Conduct Code ([http://www.santarosa.edu/for\_students/rules-regulations/scs/section1.shtml](https://securemail.santarosa.edu/owa/redir.aspx?C=497e6271810f4d4cb9d73356b99ab8db&URL=http%3a%2f%2fwww.santarosa.edu%2ffor_students%2frules-regulations%2fscs%2fsection1.shtml)) and adhere to it in this class.  Students who violate the code may be suspended from 2 classes and referred to Vice President of Student Services for discipline.

Respect: The best way to learn is through active participation; therefore, we respect others when talking by being on-time, listening actively, and by being polite even when we disagree with another’s viewpoint.  Please turn off all electronic devices.  If you use a laptop for note taking, please sit in the front row with the sound off.

Academic Integrity: All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment.  Students who plagiarize or cheat may be suspended and referred to the Vice President of Student Services for discipline sanction, in cases of egregious violation. Please read the college policy/procedure on academic integrity at: [http://www.santarosa.edu/polman/3acadpro/3.11P.pdf](https://securemail.santarosa.edu/owa/redir.aspx?C=497e6271810f4d4cb9d73356b99ab8db&URL=http%3a%2f%2fwww.santarosa.edu%2fpolman%2f3acadpro%2f3.11P.pdf)

 Emergency Evacuation Plan: In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly, following your instructor’s instruction on the evacuation route. Our class will meet at the ball field by Maggini Hall to make sure everyone got out of the building safely and to receive further instructions. If you are a student with a disability who may need assistance in an evacuation, please see me as soon as possible so we can discuss an evacuation plan.

**This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement and make changes as the course needs arise.**

**This syllabus is an agreement. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus.**

LINK TO COURSE OUTLINE: <https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx>

**SEMESTER OUTLINE - HR 60 FALL 2017**

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| DatePower Point Session | SubjectWork Assignment | Prepare for theNext Session |
| August 21Handout Session 1 | Introduction; HR’s Role*Assignments* | Chapter 1 (HR Management) |
| August 28\*\*Handout Session 2 | HR ManagementMini Quiz Chapter 1Oral Presentation Guidelines | **Chapter 3 (Diversity;** **Legal Environment)** |
| September 4 | Labor Day: No Class | Begin consideration of Research Paper |
| September 11Handout Session 3 | Diversity and Legal Issues**Mini Quiz Chapter 3**  | Chapter 2 (Strategic HR Management) |
| September 18\*\*Handout Session 4 | Strategic HR ManagementMini Quiz Chapter 2; CS | Chapter 4 (Job Analysis and Design) |
| September 25Handout Session 5 | Wage & Hour in California Mini Quiz Chapter 4 | Chapter 5(Recruiting Job Candidates) |
| October 2Handout Session 6 | Job Analysis/Job DescriptionsMini Quiz Chapter 5  |  Chapter 6 (Selecting New Employees) |
| October 9\*\*Handout Session 7 | Recruiting & Selection **Guest Speaker;** Mini Quiz Chapter 6 | **Chapter 13 (Employee Benefits; included in midterm)** |
| October 16Handout Session 8**Research Paper Outline Due**  | Employee Benefits**Prep for Midterm** | Chapter 8(Performance Management)No Mini Quiz for Chapter 8 |
| October 23 \*\*\*Handout Session 9 | Performance Management **Midterm; Ch. 1-6, 13; Sess. 1-8** | **Chapter 10** **(Labor Relations)** |
| October 30\*\* Handout Session 10**Presentation Outline Due** | Labor Relations **Guest Speaker**Mini Quiz Chapter 10  | Chapter 11 & 12 (Compensation & Incentive Pay) |
| November 6\*\* Handout Session 11 | Compensation & Incentive PayMini Quiz Chapter 11 & 12 | Chapter 7 (Training)Work On Research Paper |
| November 13+ \*\*\*Handout Session 12**Paper Due, Team 5** | Training and Development**Team 1 Presentation, Ch. 7** Mini Quiz Chapter 7 | Chapter 9 (Employee Relations/Mgmt**)** |
| November 20+ \*\*\*Handout Session 13**Paper Due, Team 4** | Employee Relations & Mgmt**Team 2 Presentation, Ch. 9**Mini Quiz Chapter 9 | Chapter 14 (Safety and Health) |
| November 27+ \*\*\*Handout Session 14**Paper Due, Team 3** | Safety & Health; **Guest Speaker****Team 3 Presentation, Ch. 14**Mini Quiz Chapter 14 | Chapter 15(Ethics & Social Responsibility) |
| December 4+ \*\*\*Handout Session 15**Paper Due, Team 2** | Ethics and Social Responsibility**Team 4 Presentation, Ch. 15**Mini Quiz Chapter 15; CS | Chapter 16 (Global Issues) |
| December 11+ \*\*\*Handout Session 16**Paper Due, Team 1** | Global Issues**Team 5 Presentation, HRIS**Mini Quiz Chapter 16 **Prep for Final** | Prep for Final |
| December 18 \*\*\* | **Final (Ch. 7-12; 14-16; Session 9 – 16) + 5 short essays,**  |  |

**\*\* = Time will be set aside to work on team presentations Revised: 8/1/17**

**\*\*\* = No Current Event Opportunities +Attendance is Particularly Important**

**PERFORMANCE EVALUATION**

Grading Criteria/Performance Standard

HR 60 Human Resource Management

Business uses a tool to evaluate the contribution of each employee. This tool, usually called a "performance appraisal" determines in many cases the raise each employee will receive. A performance appraisal is a measure of the performance standard that was established before the evaluation period. The appraisal is intended to help employees understand how their past performance is measured. It also serves to help employees make choices that impact their evaluation.

Similarly, I have listed my performance standards, and what level of effort it will take to earn a desired grade (the college course equivalent to your "raise.")

Be sure to ask questions anywhere along the line as you are presented with information you do not understand. The discussion that follows is part of the learning experience for everyone.

AREAS OF EVALUATION:

Attendance: 5% of your final grade

A= 5 class hours missed through absence, lateness or leaving early

B= 7 class hours missed through absence, lateness or leaving early

C= 9 class hours missed through absence, lateness or leaving early

D= 11 class hours missed through absence, lateness or leaving early

F= 12 class hours missed through absence, lateness or leaving early

Participation: 5% of your final grade

(Sharing your thoughts in class discussions and group discussions)

A= Actively participates in class with relevant information

B= Participates in most discussions with thoughtful information

C= Participates in at least half of the class discussions/group activities.

D= Rarely participates in frequency or depth of discussion

F= So quiet that no one would notice if you were missing

**Note:** Your active participation could mean the difference between an A and a B, or (more importantly) a C and a D. This doesn’t mean you should dominate the conversation; it does mean you should participate; voice your opinion; relate your experiences. You matter. An HR professional has to participate to succeed.

Research Paper: 12% of final grade (Remember: research papers require research)

A= Well written, detailed analysis; no more than two typing or spelling errors; format is exactly as required; analysis contains and identifies substantive outside resources to support conclusion.

B= Well written, good analysis, no more than 3 typing or spelling errors, format followed and easily identified; analysis contains and identifies sufficient outside resources to support conclusion.

C= Satisfactory analysis, format generally followed, no more than 5 typing or spelling errors; analysis contains and identifies outside resources to support conclusion.

D= Poor analysis, format not followed, more than 5 typing or spelling errors; limited resources.

F= Turned in late, or unsatisfactory analysis with format not followed, and poorly written with ten or more typing and/or spelling mistakes. No or unidentifiable research.

Mini-Quizzes/Current Events: 13% of final grade\*\*

A mini-quiz (5 questions) is given on line via CANVAS. It covers the required text reading for that class. If you miss the mini-quiz or take too long to complete it, you will not be able to make it up.

A= All 5 questions answered correctly B= 4 of 5 questions answered correctly

C= 3 of 5 questions answered correctly D= 2 of 5 questions answered correctly

F= 0/1 of 5 questions answered correctly

\*\* On two different occasions, you must bring in and discuss an article of current events related to Human Resources. **Note: At least one of the articles must be related to an international aspect of Human Resources** (if you’re having trouble with one of the required periodicals, you can usually find something in the Economist or Financial Times.

Plan to spend about 5 minutes discussing your article. This means you must understand it, be able to discuss it without reading it, and be able to answer questions about it. It also means it cannot be a one or two paragraph article.

You may use web based new sources, such as CNN, or you may use daily newspapers such as the New York Times or London Times. You may bring other articles related to your primary article. You should not use an advocacy source, such as one of the political sites, unless you are using multiple sites for argument purposes.

Current events will be discussed at the beginning of each class, except where indicated on the schedule. Discussion of your article will be graded as described below. Your grades for your current events presentations will replace the lowest mini-quiz grades received during the semester. You must turn in your article, with your name on the article, in order to receive credit.

There will be no more than 6 current event presentations during any class session. **I will put out a sign up sheet during the second class session so that you can select your desired presentation date. If you do not select a date, I will assign one to you. These presentations must be completed before the first team presentation (See Semester Outline).**

Grades for the current events discussion are as follows.

A = Article relates to Human Resources. The student presents the article to the class, offers discussion, and is able to answer questions about it. The student does not read the article and offers a thoughtful opinion about the article.

B = Article relates to Human Resources. The student presents a brief summary to the class. The student offers no clear opinion about the article or the opinion is not well thought out, or the student cannot answer questions about the article. The student reads major sections of the article.

C = Article only peripherally relates to Human Resources or the article is not current (within the previous 20 days) or the student demonstrates that he/she is not familiar with the article’s contents.

F = ***Student did not present two current events articles for discussion including one international article as required (results in .5 reduction in your overall quiz average)***

Mid-Term Exam: 20 % of final grade

A= 90% or better B= 80% or better

C= 70% or better D= 60% or better F= Below 60%

Final Exam: 25 % of final grade

A= 90% or better

B= 80% or better

C= 70% or better

D= 60% or better

F= Below 60%

Team Presentation: 20% of final grade

 The Team Presentation lasts about an hour and is intended to provide every student with the opportunity to conduct a training session. Each team trains the other members of the class on their chosen topic. **Please note that the team must cover material on the topic that is not contained in the text or on the PowerPoint handout**. The topics are selected from the following chapters in the text:

Team 1: Chapter 7: Training and Development

Team 2: Chapter 9: Employee Relations/Management

Team 3: Chapter 14: Safety and Health (not Workers Compensation)

Team 4: Chapter 15: Ethics, Sustainability and Social Responsibility

Team 5 (Fall 2017): Human Resource Information Systems (HRIS usage)

The class members (trainees) complete an evaluation on the team presentation. These evaluations are considered by the instructor when assigning the grade. **Please note that class members are responsible for the power point slides provided by the instructor as well as the text and additional content presented by the team.**

Grades for the team presentations are as follows.

A= The team presents the topic with enthusiasm. Each member participates effectively. The topic is effectively presented so that students are able to learn. Visual aids are used effectively and support the discussion. The class is riveted by the superb presentation. The format contents (learning objectives; key points) are present. Deliverables to instructor include notes from team meetings, record of participation, and handouts.

B = The team presents the topic effectively. Each member participates, although one or two may stumble a bit. The topic is explained clearly; questions from the audience may be needed to clarify. Visual aids are used and generally support the discussion. The class is interested in the presentation. Some of the requirements are missed (such as training goals). Deliverables to instructor include notes from team meetings and handouts.

C= The team presents the topic with difficulty. Most but not all members participate; some with lack of enthusiasm. The topic may be somewhat confusing. Visual aids are used but are not effective. The class is not paying attention; they are reading their text books to prepare for the exam.

D= The team presents the topic poorly. Several members do not participate. The topic, issues and conclusions are not explained clearly. Visual aids are not used. 80% of the class left the room after the first 5 minutes of presentation.

F= The team doesn’t show or shouldn’t have bothered. The classroom is empty except for the instructor.

**Note:** It’s important to remember that the team presentation itself will determine the major portion of the presentation grade. However, the instructor will also consider information from team meeting records, team logs, team emails, and team member input. Any team member’s individual grade may be impacted if it is apparent he/she did not carry his/her weight or that one or two members did the bulk of the work. **In other words, just because a team overall earns an “A”, not all team members are guaranteed an A.**