



Warrington College of Business Administration

**MAN 4301 – Human Resource Management – Spring 2017**

Yixuan Li, Instructor

Tuesday & Thursday, Periods 3-4 (9:35 am to 11:30 am), HVNR 250

<b>OFFICE HOURS</b>	Wed 2:00 pm-3:00 pm or by appointment	<b>OFFICE</b>	206 Stuzin Hall
<b>E-MAIL</b>	yixuanli@ufl.edu	<b>CLASS WEBSITE</b>	e-Learning

**RECOMMENDED TEXTBOOK**

Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2014). *Human Resource Management: Gaining a Competitive Advantage*, 9th Edition. New York, NY: McGraw-Hill/Irwin. ISBN-13: 978-0078112768 ISBN-10: 0078112761

**COURSE DESCRIPTION**

This course is designed to provide you an overview of human resource management (HRM). This is an introductory course which combines theories with practices to reveal the important role that HRM plays in the organization. The recognition and development of human capital is critical for organizations to sustain competitive advantage and develop dynamic capability. In this course, you will be introduced to the fundamentals and trends of HRM. You will have a better understanding about how to develop and implement effective and efficient human resource practices that support firms’ strategic objectives. Increasingly, the task of managing and developing people is shared between HR department and managers. Thus, this course will benefit not only students who seek careers in human resources, but also those who might pursue managerial positions in their career paths.

**This course has four major goals:**

- 1) To help you understand the role and content of HRM in the organization.
- 2) The help you understand the current trends in HRM.
- 3) To help you apply an understanding of human resource practices to your job search and career planning.
- 4) To help you build critical thinking and case analysis skills by analyzing how human resource practices can support a firm’s strategic objectives and enhance long-term firm performance.

**COURSE REQUIREMENTS**

**EXAMS**

Two in-class exams will cover all course material, including lectures and discussion. Each exam will consist of 70 multiple-choice items. Each item is worth .5 point. **No make-up exams will be given without confirmed or approved documentation.**

**GROUP PROJECT**

A case study project will be given to your team to analyze. The case will involve HR practices in an organization.

Your group of 4 to 5 people will analyze the case and present a 20-25 minute analysis of your findings to the class. It is highly recommended that all group members are involved in the presentation. Please submit the PowerPoint presentation slides via email to me at [yixuanli@ufl.edu](mailto:yixuanli@ufl.edu) **24 hours** before the presentation. Only one group member should submit a presentation on behalf of the efforts of the entire group, but please copy the entire group on the email.

### EXTRA BONUS POINTS

After each section, there will be an in-class quiz with 5 multiple choice questions. Students that correctly answer 3, 4 or 5 questions will be honored 1 extra credit.

**Please turn off or silence your cell phones.**

### PERFORMANCE EVALUATION

Your final course letter grade will be determined by your performance on the activities enumerated below:

ACTIVITY	POINTS
Examinations (35 points each)	70
Group Project and Presentation	30
Extra Bonus Points	-
<b>TOTAL</b>	<b>100</b>

POINTS	GRADE	POINTS	GRADE
92 - 100	A	88 - 91.9	A-
85 - 87.9	B+	82 - 84.9	B
78 - 81.9	B-	75 - 77.9	C+
72 - 74.9	C	68 - 71.9	C-
65 - 67.9	D+	60 - 64.9	D
≤ 60	F		

### TENTATIVE COURSE SCHEDULE

The content of the course will be covered in the following sequence. Please note that dates are tentative and subject to change. Exam and project dates are firm.

DATE	TOPICS
Jan 5	Syllabus & Introduction
Jan 10	Introduction to HRM
Jan 12	Job Analysis and Job Design I
Jan 17	Job Analysis and Job Design II
Jan 19	Planning and Recruitment
Jan 24	Selection I
Jan 26	Selection II
Jan 31	Training
Feb 2	Employee Development
Feb 7	Employee Separation and Retention
Feb 9	Exam 1 Review
Feb 14	Exam 1
Feb 16	Exam 1 Feedback
Feb 21	Performance Management I

Feb 23	Performance Management II
Feb 28	Compensation I
Mar 2	Compensation II
Mar 7	<b>Fall Break, No Class</b>
Mar 9	<b>Fall Break, No Class</b>
Mar 14	Legal Issues
Mar 16	HRM System
Mar 21	Strategic HRM
Mar 23	HRM Case Studies
Mar 28	Exam 2 Review
Mar 30	Exam 2
Apr 4	Exam 2 Feedback
Apr 6	<b>Group Presentation Preparation</b>
Apr 11	<b>Group Presentation Preparation</b>
Apr 13	Group Presentations
Apr 18	Group Presentations

### ADDITIONAL INFORMATION

#### STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

#### STUDENT HONOR CODE

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. *The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.*

#### ACADEMIC HONESTY GUIDELINES

The academic community of students and faculty at the University of Florida strives to develop, sustain, and protect an environment of honesty, trust, and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions enumerated in the Student Conduct Code. For more information on conduct that constitutes a violation of the Academic Honesty Guidelines (covered by University of Florida Rule 6C1- 4.040), see the [Student Honor Code and Student Conduct Code: Philosophy and Definitions](#).

#### STUDENT WELLNESS

Students often lead very demanding lives. Even a mild impairment in psychological functioning can result in significant disruption of a student's ability to learn effectively and to relate appropriately. The UF Counseling and Wellness Center (CWC) staff provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university. The Counseling and Wellness Center (CWC) is located at 3190 Radio Road (near the Southwest Rec Center) and is available via telephone Monday through Friday from 8am–5pm at 352.392.1575. **All services are confidential.**