



MAN 4301 (Section 1089) Human Resource Management
Spring 2018, M/W Periods 3-4, 9:35 a.m. – 11:30 a.m., Stuzin (STZ) 104

Instructor: Elisabeth Gilbert

Office hours: 12 p.m. – 2 p.m. Mondays,
or by appointment

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is the best/fastest way to reach me)

COURSE OVERVIEW AND OBJECTIVES

This course is designed to introduce you to the basic concepts and principles of human resource management (HRM). Whether your goal is to become an organizational leader, work as a consultant, or start your own business, effective people management will be critical. Among the kinds of questions we'll address in this course are:

- How can I find and hire the right people?
- How can I help poor performers improve and good performers get even better?
- How can I make sure that my best employees stick around?
- How can I make good HRM choices that make sense for my organization in the long run?

We'll study human resource management from multiple perspectives—an individual job-seeker, a supervisor trying to lead an effective unit, and top management planning for the future of an entire organization—but we'll focus most heavily on aspects of HRM that you're likely to encounter in the next few years of your career. Thus, this course aims give you lots of practice in applying what you learn to realistic business situations.

TEXTBOOK

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2014). *Human Resource Management: Gaining a Competitive Advantage*, 9th Edition. McGraw-Hill Education. ISBN: 978-0078112768.

Note: Be careful to get the right book! Other HR textbooks (including another one by some of the same authors) have very similar names. You may purchase the newer (10th) edition if you wish, but I don't recommend going older than the 9th edition.

GRADING AND COURSE REQUIREMENTS
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ACTIVITY	POINTS
Exams (2 x 100 points each)	200
Group project	100
Individual writing assignments (2 x 35 points each)	70
Participation	20
Individual survey	10
Extra credit	(+15)
TOTAL	400

PERCENT	POINTS	GRADE
92 – 100%	368-400	A
88 – 91.9%	352-367	A-
85 – 87.9%	340-351	B+
82 – 84.9%	328-339	B
78 – 81.9%	312-327	B-
75 – 77.9%	300-311	C+
72 – 74.9%	288-299	C
68 – 71.9%	272-287	C-
65 – 67.9%	260-271	D+
62 – 64.9%	248-259	D
60 – 61.9%	240-247	D-
≤ 60%	≤ 239	F

More information on grades and grading policies at UF is available at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

OVERVIEW OF ASSIGNMENTS

EXAMS

Both exams will consist of a multiple-choice section (in which you show me that you have learned the concepts in this course) and a written section (in which you show me that you're able to apply these concepts to real-world management situations).

GROUP PROJECT

The goal of the group project is to give you practice with evidence-based human resource management. You and your teammates will design your own small business and develop a comprehensive HRM strategy, using the principles you'll learn in this class. The final product will be a 20-minute presentation at the end of the semester.

INDIVIDUAL ASSIGNMENTS

There are three individual assignments: a short online survey early in the semester that will be used to assign you to a project group, and two writing assignments that will give you practice applying what you've learned in each half of the course (and help you prepare for the exams).

PARTICIPATION

Your participation grade includes two components:

- 1) Attending class on all group presentation days and giving presentation feedback.
- 2) Being an engaged, professional, courteous contributor to the learning environment in class: paying attention, participating in class discussions and activities, asking good questions, not distracting others around you, etc.

If you do both of these things, you will earn the full 20 points for participation.

The group presentation days are the only days that attendance is mandatory. However, bear in mind that any course material is fair game for tests, including information from in-class activities, lectures, and discussions that is not covered in the readings. I recommend that you exchange contact information with several other students during the first week of class, so you can share notes if one of you is absent.

EXTRA CREDIT

Throughout the semester, I'll offer additional assignments that will give you the chance to go deeper into the course material (and earn additional points). Example assignments include:

- Attend an in-class guest lecture.
- Participate in a management department research study.
- Find a news article on a real-world HR situation and write a mini-case or essay question based on it, along with a sample response.

Some of these assignments will be available anytime throughout the semester; others will be one-time-only opportunities. You can choose to complete any combination of assignments to earn a maximum of 15 extra credit points.

IN-CLASS BONUS QUIZZES

Most classes will begin with a short quiz that recaps the material from the previous class session. Each quiz is worth up to one bonus point on the next exam, for a maximum of five points per exam. (For example, if you scored a 93 on Exam 1 but successfully earned 5 or more points from quizzes, you would earn a 98 on the exam. The points reset after Exam 1, so only quizzes from the second half of the class can count toward Exam 2.)

These quizzes are designed to reward you for staying caught up with the course material. Thus, there are no make-ups for quizzes—you must be in class the day of the quiz to earn points. (This includes staying to take part in the discussion; you will not earn quiz credit if you show up, take the quiz, and leave!) There will be more than five quizzes before each exam, so you can still earn full points even if you miss or do poorly on a quiz or two.

COURSE POLICIES

LATE ASSIGNMENTS AND MAKE-UP POLICY

Individual assignments submitted late will receive a 10% penalty per day, starting at the deadline (i.e., an assignment submitted two hours late can receive a maximum of 90% of the total points). Make-up exams require a valid excuse *in advance*. There are no make-ups or late acceptances for quizzes or extra credit opportunities, since (a) they are time-sensitive and (b) you'll have a variety of opportunities to earn those points.

COURSE MANAGEMENT SYSTEM AND EMAIL

We will use Canvas as the online hub for all information related to this course (announcements, assignment guidelines, grades, etc.), so make sure that you log in regularly. You can access Canvas by doing the following:

1. Go to <http://elearning.ufl.edu/>
2. Click the "Log in to E-Learning" box and log in.
3. Click the "Courses" menu option on the left side of your screen.
4. Click "MAN4301."

I may also send announcements by email. For information security reasons, I can only send these to your UFL.edu email address, so it's your responsibility to (1) check your UF email regularly, and (2) make sure that messages from both Canvas and my address are "whitelisted" by your spam filter. Contact the UF IT Help Desk for assistance if needed.

STUDENT HONOR CODE AND ACADEMIC HONESTY GUIDELINES

As in any course at UF, you are expected to abide by the university's requirements for academic honesty and integrity in this class. Ethics should be the cornerstone of your business education, and I will be harsh on actions such as cheating, copying others' work or collaborating on individual assignments, misrepresenting someone else's work as your own, receiving unauthorized help on assignments or tests, and plagiarism (including resubmitting work that you produced for a previous assignment or course). If you have questions about whether something is acceptable, please talk with me up front.

INFORMATION FOR STUDENTS WITH DISABILITIES

Students with disabilities who would like to request accommodations should first register with the Disability Resource Center (352-392-8565, 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.

COURSE SCHEDULE

Week	Day	Date	Topic	Reading due*	Assignments due*
1	M W	Jan. 8 Jan. 10	Course Intro Intro to Strategic HRM	- Chapter 2	- -
2	M W	Jan. 15 Jan. 17	<i>MLK Day (no class)</i> Job Analysis & Design	- Ch. 4 (to p. 183)	- Intro survey due
3	M W	Jan. 22 Jan. 23	Job Analysis & Design Planning & Recruitment	Ch. 4 (p. 183 on) Ch. 5 (to p. 218)	- -
4	M W	Jan. 29 Jan. 31	Planning & Recruitment Selection	Ch. 5 (p. 219 on) Ch. 6 (to p. 259)	- -
5	M W	Feb. 5 Feb. 7	Selection Selection	Ch. 6 (p. 260-270) Ch. 6 (p. 270 on)	- -
6	M W	Feb. 12 Feb. 14	Legal Issues Guest speaker	Chapter 3 -	- Assignment 1 due
7	M W	Feb. 19 Feb. 21	Midterm exam review Midterm exam	- -	- -
8	M W	Feb. 26 Feb. 28	Training Training	Ch. 7 (to p. 321) Ch. 7 (p. 321 on)	- -
9	M W	Mar. 5 Mar. 7	<i>Spring Break (no class)</i> <i>Spring Break (no class)</i>	- -	- -
10	M W	Mar. 12 Mar. 14	<i>Group project day (no class)</i> Development	- Chapter 9	- -
11	M W	Mar. 19 Mar. 21	Performance Management Performance Management	Ch. 8 (to p. 357) Ch. 8 (p. 357 on)	- -
12	M W	Mar. 26 Mar. 28	Compensation Compensation	Chapters 11, 12 Chapter 13	- -
13	M W	Apr. 2 Apr. 4	Separation and Retention Separation and Retention	Ch. 10 (to p. 462) Ch. 10 (p. 462 on)	- -
14	M W	Apr. 9 Apr. 11	Group presentations Group presentations	- -	- -
15	M W	Apr. 16 Apr. 18	Group presentations Special Topics in HRM	- -	Assignment 2 due Extra credit due
16	M W	Apr. 23 Apr. 25	Wrap-up & exam review Final exam	- -	- -
*Assignments are due on the date listed, no later than the start of class time (9:35 a.m.)					