

**MAN 6366
SECTION 3473
ORGANIZATIONAL STAFFING
MODULE 3 -- SPRING 2018**

INSTRUCTOR:

Dr. S. H. Himes, Jr.
Office Location: Stuzin 211F
Office Phone: 352-846-3504 (Canvas e-mail contact preferred)
Office Hours: MW 9:45-10:45 or by appointment
e-mail: Use Canvas e-mail

TEXTBOOK:

Staffing Organizations, by Heneman, Judge, and Kammeyer-Mueller (8th Edition, 2015). Publisher: McGraw-Hill. ISBN#: 978-0-07-786241-1.

DETERMINATION OF FINAL GRADE:

Exam #1 -----	100 pts.
Exam #2 -----	100 pts.
In-Class Application---	40 pts.
Written Application --	40 pts.
Questioning -----	10 pts.
Critique -----	10 pts.
TOTAL:	300 pts.

Grading is cumulative throughout the term. Final grade determination is based on the maximum possible point total (300). Minimum GUARANTEED grade levels are: **A:** 276 (92%); **A-:** 264 (88%); **B+:** 255 (85%); **B:** 246 (82%); **B-:** 234 (78%); **C+:** 225 (75%); **C:** 216 (72%); **C-:** 204 (68%); **D+:** 195 (65%); **D:** 186 (62%); **D-:** 180 (60%).

IMPORTANT DATES:

Mon., Jan. 15 – Martin Luther King Day (no class meeting)
Mon., Jan. 29 -- Exam #1

Mon., Feb 5 -- Application #1 Due
Mon., Feb..12 -- Application #2 and Critique #1 Due
Mon., Feb. 19 -- Written Application Due
Wed., Feb. 28 -- Critique Due and Exam #2

READING ASSIGNMENTS BY WEEK:

Jan. 8 -- Ch. 1, 2

Jan. 15 -- Ch. 4

Jan. 22 -- Ch. 5, 6

Jan. 29 -- Ch. 8

Feb. 5 -- Ch. 9, 10

Feb. 12 -- Ch. 12, 14

Feb. 19 -- In-Class Applications

CLASS POLICIES:

1. Attendance will be taken at each class meeting. You may miss a maximum of **THREE** classes during the term, but each absence in excess of three will result in a ten-point reduction from your final grade. Other grade effects may occur depending on which class(es) you miss.
2. Please try to arrive at each class on time and plan to stay until the end.
3. All exams **MUST** be taken on the dates indicated on the first page of this syllabus. **NO MAKE-UPS WILL BE GIVEN NOR WILL EXAMS BE GIVEN EARLY!**
4. Please make sure that your electronic devices don't cause a distraction in the classroom.

COURSE PREREQUISITE: Graduate standing

COURSE DESCRIPTION: Foundations of job analysis and selection techniques in personnel selection. Topics include analyzing job requirements, assessing relevant human characteristics, and assessing individual contributions to organizational effectiveness. The format involves lectures, class discussion, and written assignments.

You are expected to take a high level of responsibility for your own learning. Reading assignments should be read in advance to facilitate class understanding and debate. Class contribution will build on the reading and you will be responsible for topics covered in either the reading or the course lectures.

COURSE OBJECTIVES:

1. Learn the core concepts of organizational staffing;
2. Being able to transfer those concepts to the workplace;
3. Identify the relationship between staffing and organizational strategy;
4. Learn the legal constraints associated with staffing;
5. Learn to manage people into, through, and out of an organization.

CLASSROOM ACCOMMODATION:

The University requires that the following statement be placed on every syllabus:

“Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the students, who must then provide this documentation to the instructor when requesting accommodation.”

If you have a disability and follow the University’s process for certifying to me what you need, I will make any reasonable accommodation.

NOTE: This syllabus represents the class plan prior to the beginning of the term. However, unforeseen circumstances sometimes require syllabus modification once the course has started. The instructor will inform the class of any changes.