1. Course Description

Managing people is considered an integral part of an organization’s business planning process. The maximum utilization of human resource talent is essential to the achievement of corporate goals and objectives. To this end, managers and supervisors must be cognizant of the impact and importance of how personnel decisions and employee behavior affect business successes. This course presents both an introduction to and an overview of the functions, principles, practices and critical issues when managing the workforce population. Major topics include employment labor laws, recruitment & selection, training & development, policy development, labor relations, Ethics and other topics relevant to human resource management.

2. Course Objectives

The objectives of this course are to:

- Provide a comprehensive overview of human resource management.
- Explore methods of how organizations may gain a sustainable advantage by recruiting, selecting and developing a flexible, skilled and diverse workforce.
- Develop a functional and practical understanding of HR programs and their overall impact to employees, organizations and the community.
- Understand how the HR profession is changing and how new policies of HR management will be designed and developed.
- Describe the importance of HR’s role in developing, coordinating and enforcing policies and procedures related to HR functions.
- Provide an overview of the legal aspects of human resources.

3. Required Text and Course Materials

- Managing Human Resources, George Bolander, Scott Snell, Arthur Sherman,
  ISBN 1439001200
- Relevant Readings and/or Articles
- Case Studies
4. Resources
http://internet.ggu.edu/university_library

Book Store:

To purchase course books and materials from eFollett, GGU's official online bookstore, please see the “Important Info” section of this course.

University Library

There are several databases available through the Golden Gate University Library for students to conduct research on various topics. Remote (off campus) access to the databases requires your last name and student ID# (located on the front of your ID card). Be sure to type in ALL 7 digits, including the starting 0. Example: 0123456. You may access the library from GGU's homepage at http://www.ggu.edu.

5. Course Requirements, Student Responsibilities, Evaluations

Homework Assignments
Case studies and/or readings will be assigned throughout the course that will require analysis and responses. Each student will be required to work individually to develop a written analysis of the assignment.

Class Project/Term Paper
Depending on class size, this assignment will be a team project or individual term paper. This is a formal written assignment and will be evaluated for content, accuracy and professionalism. A scenario for the class project will be assigned no later than the second week of class and the final project is due by the sixth week of class. If the assignment is a group project, each student will complete a peer evaluation for each team member. An average of the grade obtained from the evaluation will count as a part of your overall grade.

Guidelines for Class Participation/Discussion
Every student is required, expected and encouraged to participate in class discussions. You will need to log into the course regularly to check announcements, participate in discussions and access course lessons. Due to the nature of this course, online discussion is a major portion of your grade for the course. At a minimum every week, each student must participate in the weekly discussions by offering opinions regarding the text material. You must make a minimum of three discussion entries throughout the week, not just at the end of the week. This includes your original answer and two comments on other student's postings. If your first posting is made after midnight on Saturday (the day before the Session ends) you will only receive partial credit. You will receive credit for all postings made any time during an active week. If a student elects to post all of their responses on the same day of the week they may not receive full points since the intent is to ensure active dialog by all throughout the week. On occasion throughout the week there may be additional questions posted for discussion to keep the dialog active.

Your postings to the discussion questions should be a substantive response, which is more than saying “I agree with your response” or “good answer”. You should be able to offer an opinion to the discussion by sharing a related experience, commenting on others’ experience, or taking an idea being discussed and offer a different perspective/approach on the issue. Responses will be graded on content, relevancy, rationale and grammatical structure. The following provides an idea of how discussions will be graded:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 - 35</td>
<td>Contributions are prompt, timely, relevant, self-initiated; remarks are raised freely on all assignments throughout the course; there is no attempt to dominate conversation. Student makes regular post throughout the duration of the week, not all on 1-2 days during the week.</td>
</tr>
</tbody>
</table>

SummerC09
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 30</td>
<td>Student generally keeps up with the discussion. Needs some prompting to contribute.</td>
</tr>
<tr>
<td>10 - 20</td>
<td>Participation is spotty; picks and chooses topics to get involved. Demonstrates little initiative. Posts are normally made after all other students have posted a response to the questions.</td>
</tr>
<tr>
<td>1 - 10</td>
<td>Some participation; student makes relevant remarks.</td>
</tr>
<tr>
<td>0</td>
<td>No participation and no post.</td>
</tr>
</tbody>
</table>

Points for the discussion question participation will be allocated as follows: Five (5) points at Week 4 (for Sessions 1-4) and five (5) points at Week 8 (for Sessions 5-8) for a total of 35 points.

**Examinations**

There is not a midterm for the course but there is a final exam at Week 8. The test may consist of multiple choice, true/false, vignettes, acronyms, or essay questions. This is a **proctored exam (closed book and no notes)**.

It is the student's responsibility to schedule a **proctored exam**. For more information, go to [http://www.ggu.edu/cybercampus/ExamInformation](http://www.ggu.edu/cybercampus/ExamInformation).

**Late Assignments**

Under normal conditions, no late assignments will be accepted. Any student encountering a personal hardship must notify the instructor immediately if the situation interferes with or has the potential to interfere with an assignment. All late work will be penalized by a reduction of points to be determined by the hardship, assignment and length of lateness. Once the closing comments for the week have been posted, no late assignments will not be accepted or graded.

**Grading**

There will be no negotiation of the grading system. Points earned will be points given.

### 6. Grading Policy

The final grade for the course will be based on your performance in discussions, homework assignments, class project/term paper, and a final exam. Weighting will be applied as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Weekly Discussions - Maximum of 5 points each week X 7 weeks, (Half of the discussion question grade will be posted at Week 4 and the other half at Week 8)</td>
<td>35</td>
</tr>
<tr>
<td>Homework Assignments – (5 assignments @ 5 points each)</td>
<td>25</td>
</tr>
<tr>
<td>Class Project/Term Paper</td>
<td>15</td>
</tr>
<tr>
<td>Final Exam (Proctored)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
## Grading Distribution

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>91 – 95</td>
</tr>
<tr>
<td>B+</td>
<td>86 – 90</td>
</tr>
<tr>
<td>B</td>
<td>81 – 85</td>
</tr>
<tr>
<td>B-</td>
<td>76 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>71 – 75</td>
</tr>
<tr>
<td>C</td>
<td>66 – 70</td>
</tr>
<tr>
<td>C-</td>
<td>61 – 65</td>
</tr>
<tr>
<td>D</td>
<td>56 – 60</td>
</tr>
<tr>
<td>F</td>
<td>Below 55</td>
</tr>
</tbody>
</table>

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**Research and Documentation:** 6 Free Resources (Live and Online)

**Academic Dishonesty:** The failure to maintain academic integrity includes both cheating and plagiarism. The term “cheating” is the act of obtaining or attempting to obtain, or helping in obtaining credit for academic work through any dishonest, deceptive or fraudulent means. The term “plagiarism” is intentional or negligent presentation of another person’s idea, product or written work as one’s own. More details regarding academic dishonesty can be found in the GGU catalogue which can be accessed via the www.ggu.edu website. Penalties for academic dishonesty of any type can result in failing the course, expulsion from the course and up to expulsion from the degree program.

1. For detailed information on using and citing sources using APA, MLA, and other styles, consult *A Writer’s Reference* by Diana Hacker, the textbook used in GGU English composition classes, available in the GGU Bookstore, or consult the free website [http://dianahacker.com/writersref/resdoc.html](http://dianahacker.com/writersref/resdoc.html)

2. The University Library’s web site offers a wealth of information to guide you through the research process. Resources include a sample research paper and detailed information on evaluating and citing sources. Available at [http://internet.ggu.edu/university_library/](http://internet.ggu.edu/university_library/)

3. An online tutorial, Core Research Skills, is designed to help you find, evaluate, and use library and online sources in your projects and papers. In every step of the tutorial, a reference librarian is available to help with specific research needs and questions. The tutorial is free and can be accessed at [http://www.ggu.edu/cybercampus/FreeDemo](http://www.ggu.edu/cybercampus/FreeDemo)

4. At the Writing Center, located in Room P-25 at the San Francisco campus, you work one-on-one with experienced writing tutors (most of them GGU instructors) who are familiar with the types of writing assignments common in GGU courses.

5. The Online Writing Lab (OWL) offers online writing help to GGU students. OWL tutors help you...
solve specific problems in the work you submit, and guide you through the writing process. The OWL is available at http://www.ggu.edu/academic_programs/division_general_ed/english_communications/online_writing_lab

6. Ask your instructor about Turnitin.com. Turnitin helps you avoid unintentional plagiarism. When you submit a paper to Turnitin’s website, it searches 4.5 billion pages of web and printed sources, documents any matches, and give you the source for each match. You can then be sure your sources are properly documented. Any instructor can set up Turnitin for his or her students to log in to. In addition, Turnitin’s homepage has research resources available to anyone at http://www.turnitin.com without logging in.

Documenting Sources: Just 4 Rules

1. For short passages (usually under 40 words) quoted word for word, “put the quoted material inside quotation marks (like this is), and provide the author, date, and page number in parentheses right after the quotation” (Jones, 1999, p. 76).

2. For longer quotations, instead of quotation marks, the quoted material gets its own paragraph, and the entire paragraph is indented (given wider margins than the rest of the paper, like this paragraph). Then the author, date, and page number appear in parentheses at the end of the paragraph, and outside the last period. (Jackson, 2003, p. 229)

3. If you use material from another source but change the wording (called paraphrasing), give the author and date in parentheses (Jones, 1999).

4. At the end of the paper, give full bibliographical information for all your sources on a page called References. There are different styles for documenting sources. GGU recommends the APA style, which is used in the social sciences. An instructor, however, may require another style, so ask. APA references (for a web site, book, and journal article) look like this:

**References**

7. Instructor Biography

Tina R. Jackson is currently an Executive Director of Human Resources for a major telecommunications company. She has over 20+ years experience as a human resources professional, specializing in all areas of human resources management. Her educational background includes an undergraduate degree from San Jose State University and a MBA in Human Resources from Golden Gate University. In addition, she is certified as a Senior Professional Human Resources (SPHR) from the Society of Human Resources Management (SHRM).

8. Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>• Instructor/Student Introductions&lt;br&gt;• Course Syllabus Review&lt;br&gt;• Human Resources Mgmt in Perspective</td>
<td>• Read Chapter 1 &amp; 2&lt;br&gt;• Discussion Question</td>
</tr>
</tbody>
</table>
| Week 2 | • Meeting Human Resources Requirements | • Read Chapter 3 & 4  
• Discussion Question  
• Homework |
|--------|--------------------------------------|--------------------------------------------------|
| Week 3 | • Developing Effectiveness in Human Resources (Part 1) | • Read Chapter 5 & 6  
• Discussion Question  
• Homework |
| Week 4 | • Developing Effectiveness in Human Resources (Part 2) | • Read Chapter 7 & 8  
• Discussion Question  
• Outline due  
• Homework |
| Week 5 | • Implementing Compensation and Security (Part 1) | • Read Chapter 9 & 10  
• Discussion Question  
• Homework |
| Week 6 | • Implementing Compensation and Security (Part 2) | • Read Chapter 11 & 12  
• Discussion Question  
• Class Project Due |
| Week 7 | • Enhancing Employee-Management Relations | • Read Chapter 13 & 14  
• Discussion Question  
• Homework |
| Week 8 | • Final Exam  
• Closing Comments | • Proctored Exam  
• Closing Comments/ Survey |