



HRER 375 Section 101- LEC (2428)
HUMAN RESOURCE MANAGEMENT
Spring, 2018
Monday, Wednesday, Friday 1:40 –2:30
SCHREIBER CENTER - ROOM 725

Instructor Information

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Office Hours: Mondays, 12:00 – 1:00 and 4:00 – 5:00 and Wednesdays & Fridays, 12:00 – 1:00
or by appointment

Catalog Description

This course provides an overview of the various functional areas within the field of human resource management for those who will be working in general management positions as well as in the human resources function. Topics will follow a logical sequence beginning with pre-employment planning and continuing through organizational exit. Specifically, topics will include forecasting human resource needs, employee recruitment and selection, training, performance evaluation, wage and salary administration, collective bargaining, legal constraints on human resource practices and organizational exit.

Course Objectives and Learning Outcomes

1. To gain an appreciation for and an understanding of the importance that people can make in the competitive advantage of an organization and how the Human Resources function can support the organization.
2. To understand the legal aspects of managing people at work.
3. To develop in-depth knowledge in at least one area of HRM, as demonstrated by oral presentation and written report.

Goals for this Course/Evaluation

- Gaining factual knowledge (terminology, classifications, methods, trends).
- Learning fundamental principles, generalizations or theories.
- Learning to apply course material (to improve thinking, problem solving, and decisions).
- Developing specific skills, competencies, and points of view needed by professionals in the field most related to this course.

Required Materials

Wayne F. Cascio, *Managing Human Resources: Productivity, Quality of Work Life, Profits*. 10th Edition, 2015. McGraw-Hill/Irwin

Class Notes and Handouts

Class Policies

The course is designed to be fully interactive. Participation requires preparation before class, attendance in class, and presentation of your ideas to the class.

- Please check Sakai prior to each class for announcements and possible handouts before each class. Power Points will be posted on Sakai for each chapter that is covered.
- Exams cover material discussed in class in addition to assigned readings and handouts. If you have to miss a class, it is your responsibility to get notes and information from your classmates.
- Assignments are due on the date indicated. Assignments will be submitted on Sakai and Sakai does not accept assignments after the due date. Therefore, late assignments are not accepted.
- Plagiarized written assignments will receive a grade of F.

Please leave me a message, either by telephone or email, informing me that you will not be in class. I do consider absenteeism when assigning final grades for class participation.

Grading

There will be two non-cumulative exams worth 75 points each. There will be quizzes and/or short assignments worth a total of 50 points - 10 points each. Class participation is 25 points, and the final 75 points of your grade will come from a team-based report that you submit and present in class. See the class schedule for dates of exams and assignments. See below for a summary of the grading elements:

Grade Element	% of Grade	Points
Midterm Exam	25%	75
Final Exam	25%	75
Quizzes & Other Assignments	17%	50
Class Participation	8%	25
Team Report	25%	75
Total Points	100%	300



Total Points for Grading Purposes	Grade	Points
A 100-93%	A	279-300
A- 92-90	A-	270-278
B+ 89-87	B+	261-269
B 86-83	B	249-247
B- 82-80	B-	240-248
C+ 79-77	C+	231-239
C 76-73	C	219-230
C- 72-70	C-	210-218
D+ 69-67	D+	201-209
D 66-60	D	180-200
F 59 and below	F	< 179

Bonus Points

Bonus points can be earned by attending a selected event that is sponsored by Loyola's Institute of Human Resources and Employment Relations or the Human Resource Student Association (HRSA) during the semester and by writing a one page paper identifying what you learned at that event. Five bonus points will be awarded for attending one event during the term and another five points for a second event. Qualifying events will be posted on Sakai.

The opportunity to earn bonus points is provided to encourage students:

- To enrich your Human Resources knowledge
- To develop your professional network of students, alumni and other HR professionals in the Chicago area.
- To involve you in important discussions taking place in the HR field

Class Participation

Class participation does not mean that you must talk a lot. It does mean that you share with the class your focused, thoughtful ideas, comments, and questions. Some students will choose to speak infrequently, but contribute valuable ideas and comments. Others will speak more frequently, but contribute fewer original insights. Either style is acceptable. What I want to see is student engagement. The more engaged you are, the more you will learn. Keep in mind that you need to be present in class in order to participate. Therefore, **attendance is important** for your participation grade, however, **you need to do more than just attend class.**

Exams

The exams are non-cumulative and will generally be multiple-choice questions. The exams will cover material from assigned readings, lectures, and classroom discussions and activities.

Team Presentation and Paper

Working in 4-5 person teams, your job will be to explore a current issue in HRM. Then you will need to consult relevant literature on the subject, and to interview relevant people (if appropriate to your study) in order to broaden and deepen your understanding of the issue and progressive ways of dealing with it. Short videos may also be used to enhance presentations. In your final report, be sure to identify how this topic is important to supporting the business.

In your final report, be sure to include sections that address the description of the issue or function, how this issue/function impacts business and how employers can utilize this to support their business. For example, the use of social media in recruiting – describe how social media is used in recruiting, why it may be important, what are the possible issues of using social media in recruiting and how this may impact the business. Your report must include literature citations. The paper should be double spaced, have 1 inch margins and use Times New Roman 12 point font. A reasonable number of sources are expected from both books and periodicals. At least half of the references should be from academic articles. While use of Google is appropriate, use of library sources should be used.

You will be requested to rank topics based on your preferences. Once your input is received, I will use your input to assemble teams.

Refer to the schedule at the end of the syllabus for the due date for reports. Reports should be typed, double-spaced, and text material should not exceed 20 pages. You may add appendixes if you wish. Each team will be required to make a 15-20-minute presentation to the class on the subject of its report on the dates indicated on the schedule. You should plan on using the Power Point for the presentation. Power Points are to be submitted with the report. Please note the Power Point should essentially be an outline of the paper. The paper and the Power Point should not be developed independently.

Each member of the team should be involved in both the class presentation and paper – however, it is not expected that each will be involved equally on both. Along with the paper, please include a table stating each member's contribution to the project. Use the form on the next page.

Peer Review

In the interest of fairness with respect to each team member's relative contribution to the report, a contribution that team members are uniquely qualified to judge, you are requested to rate every other team member's contribution. We will do this at the conclusion of the project. Here is how the procedure will work.

Each team member will be assigned a total number of points equal to 100 (N-1). That is, if you are in a 4-person group, you will be allocated 300 points. A 4-person group will be allocated 300 points. If, in your opinion, each of your co-workers contributed equally to the final project, then you would assign 100 points to each team member. However, you might also assign 50 points to one team member and 150 points to another. The total number of points must equal 100 (N-1). Each individual's ratings will be the average of all other team members' ratings. You **do not** rate yourself.

Team members whose average rating is between 75 and 60 points will receive a grade on their reports that is one-half a grade lower than that of the rest of the team. Team members whose average rating is between 59 and 50 points will receive a grade on their reports that is a full grade lower than that of the rest of the team. Team members whose average rating is below 50 points will receive a failing grade on their reports. Conversely, team members whose average rating is between 125 and 140 points will receive a grade on their reports that is one-half a grade higher than that of the rest of the team. Average ratings above 140 will receive a full grade higher than the rest of the team.

Each team member must submit the information listed below for each team member. Then each team member will submit this confidentially to the Professor with the "Points Assigned". These evaluations must be submitted by each individual team member on the day the paper is due.

Team #/Case	
Date of presentation	

	Team Member	Contribution to Presentation	Contribution to Paper	Points Assigned
1.				
2.				
3.				
4.				
5.				

Submitted by: _____

Quinlan School of Business Policies

Attendance

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students.

Faculty may set participation policies unique to their courses and use class participation as a component of the final grade. The student is responsible for any assignments or requirements missed during an absence.

Make-Up Examinations

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician's note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. Limited assistance in proctoring make-up exams may be available through a designated Quinlan administrative assistant. . For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.

Academic Integrity

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

Laptops and Handheld Devices

The use of laptops in the class room is **NOT allowed**. The reason for this is that I have personally found laptops to be a distraction from learning. An increasing number of studies have found laptops in the classroom to have a negative effect on learning. If you feel that not having a laptop will be a detriment to your learning, you can seek approval to have a laptop in class. See the Appendix for details.

The use of handheld devices (e.g. cell phones) during class is prohibited. This means no texting or reading of texts during class.

Class Schedule

Dates (Mondays, Wednesdays, Fridays)	Chapter/Topic	Reports/ Assignments*
1/17	Introduction: HR Overview	
1/19	1:HR in a Globally Competitive Business Environment	
1/22	1: HR in a Globally Competitive Business Environment,	#1. Smashing the Clock – Case Study
1/24	2:Financial Impact of HR	
1/26	2: Financial Impact of HR	
1/29	3:The Legal Context of Employment Decisions	
1/31	3, The Legal Context of Employment Decisions	Supplemental Assignment: Crossword Puzzle
2/2	4, Diversity at Work	
2/5	4, Diversity at Work	
2/7	5, Analyzing Work and Planning for People	#2. Vision & Mission Statement
2/9	5, Analyzing Work and Planning for People	
2/12	Sysco Systems video case study	
2/14	6, Recruiting	
2/16	6, Recruiting	#3. Elevator Speech
2/19	Guest Speaker: Erol Atac	

2/21	7, Staffing	
2/23	7, Staffing	
2/26	8, Workplace Training	
2/28	8, Workplace Training	
3/2	Midterm Exam	
3/5 – 3/10	Spring Break	
3/12	9, Performance Management	
3/14	9, Performance Management	
3/16	10, Managing Careers	
3/19	11, Pay and Incentives	
3/21	Student Presentations – Teams 1 & 2	Team Reports Due (All Teams)
3/23	Guest Speaker: Katie O’Neill, Northern Trust , SVP, HR, Compensation, Benefits, Global Mobility	
3/26	11, Pay and Incentives	
3/28	Student Presentations – Teams 3 & 4	
3/29 – 4/2	Good Friday/Easter	
4/4	11, Pay and Incentives	Supplemental Assignment: Value of stock options exercise
4/6	Student Presentations – Teams 5 & 6	
4/9	12, Employee Benefits	
4/11	12, Employee Benefits	#4. Annual Benefit Enrollment Exercise

4/13	Student Presentations – Team 7	
4/16	Guest Speaker – Brian Montgomery, Vice President, Employee & Labor Relations, Exelon	
4/18	13, Unions, collective bargaining	
4/20	16, International HR	#5. Your transfer overseas
4/23	16, International HR	Peer Review Reports Due
4/25	16, International HR	
4/27	“What is HR Discussion”	Supplemental Assignment: Elevator Speech: “What is HR?”
5/3	FINALS 1:00 – 3:00	

*Only those items in bold have an actual due date. All other assignment due dates will be determined during the course. The assignment due dates will be established and will coincide with when we discuss the material in class. For example, the “Vision & Mission Statement” will be due when we discuss Chapter 5 on Planning.

The “Supplement Assignments” will not be graded and will not be required to be turned in. However, it is expected that you will complete these assignments and be prepared to discuss in class.

Please note that this schedule of when chapters will be reviewed may change during the course.

APPENDIX

If you feel that not having a laptop will be a detriment to your learning, you can seek approval to have a laptop in class. You can send me an e-mail with the language below requesting the use of a laptop in class. We must also meet to discuss your request.

Email:

“I regularly use a laptop to take notes in class and it would negatively impact my learning without the use of a laptop. Therefore, I am requesting to use a laptop in class. I understand that if the professor sees that I am distracted in using my laptop in class, I will have 10 points deducted from my grade and will no longer be able to use my laptop in class. I also understand that I must meet with the professor to further discuss and to have my request reviewed and approved.”

