

Managing Workforce Flow (38:533:533)
SYLLABUS
Spring 2013 (Subject to Change as Needed)

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Overview

This course focuses on the effective management of the flow of talent into and through organizations. I give particular attention to the impact of business strategy, internal and external labor markets, recruiting, selection, and person-job and person-organization match on staffing practices. We will cover human resource planning, layoffs, career transitions, and other workforce movement. An important goal of the class will be to provide opportunities to develop hands-on skills that are relevant to effectively managing talent flow. Thus, experiences focusing on the transfer of course material to real-world situations will be an integral part of the class.

Required Materials

Phillips, J.M. & Gully, S.M. (2011). Strategic Staffing (2nd ed.). Pearson/Prentice Hall.
ISBN-10: 0136109748
ISBN-13: 978-0136109747

We will also be using Sakai for the course. Instructions are below. ***Please check Sakai for the most current syllabus and weekly assignments.***

Using Sakai

1. Go to: <http://sakai.rutgers.edu>
2. Login using your Rutgers netid and password
3. Click on the TAB “Managing Workforce Flow”
4. If you do not see the TAB “Managing Workforce Flow”, contact me at jeanp@rci.rutgers.edu as you may not be on the roster.
5. Click on Resources to download the current syllabus and other course material.

Evaluation

Grades will be determined on the basis of 4 factors that will be weighted as follows:

1) Participation	10%
2) Midterm	30%
3) Final Exam	30%
4) Chern’s Case Study	<u>30%</u>
	100%

The midterm and final exam will together account for 60% of your grade. The nature of the exams will be discussed in more detail in class. There will be both multiple choice and essay questions, and I will give you some practice questions in advance.

Ten percent of your grade will be determined by your active participation in class. This includes participating in discussions and attendance.

A semester-long case study on a fictitious company called Chern's, contained in the textbook's Appendix, will account for the remaining 30% of your course grade. You will complete this case in teams of up to 5 people. This case study is designed to enhance your analytical skills and allow you to apply course material to a simulated organization. You will be assigned a portion of the case study after reading each chapter in the textbook and turn in a report at the end of the semester. It can be helpful to keep a copy of your final case study report to show potential employers what you are capable of doing in the area of staffing.

DO NOT read or use any previous student's reports as a reference for the case or for any other purpose. I keep electronic copies of all past case reports and can easily compare them to other case reports. I expect all work on the case to be your own as this is how you will learn best. *The Project Academic Integrity Contract located on Sakai under Resources must be signed and submitted along with the project.*

Extra Credit

For students whose earned points in the class put them just below the next highest grade, the determination to award the higher grade will be determined on the basis of the provision to me of at least **two** examples of how specific companies are using the subject matter of the course. *Please turn in the entire article, etc. from which each example came and provide a complete citation.* Also write a brief paragraph for each example explaining how it relates to relevant course concepts, and giving your thoughts. Please do not submit anything proprietary or intended to be kept private by an organization. **These materials must be given to me before you begin the second exam to be considered in the final grade determination.**

Integrity

All work in the course is expected to be your own. I urge you to familiarize yourself with Rutgers' policies on academic integrity, as they will be adhered to in this course. Violations of academic integrity (e.g., cheating, plagiarizing, etc.) will not be tolerated. Any material taken or adapted from another's published or unpublished work must be given clear credit via a citation that includes the web link, if applicable.

If you have any problem completing coursework, please let me know immediately. Informing me of potential situations that will interfere with your best performance in class BEFORE they become problems will make it possible to minimize their impact on your learning of the material and ultimate course performance.

Media Policy

The recording and transmission of classroom lectures, activities, and discussions by students is prohibited without written permission from the class instructor and all students in the class. Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the

recording. The recording may not be reproduced or uploaded to publicly accessible web environments. You cannot share any part of any recording without express written permission by all parties contained in or potentially affected by the recording.

Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or University policy. Violation of this policy may subject a student to disciplinary action under the University's Standards of Conduct.

Exception:

It is not a violation of this policy for a student determined by the Learning Needs and Evaluation Center ("LNEC") to be entitled to educational accommodations, to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study. Such recordings of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the recording. The restrictions on third party web and commercial distribution apply in such cases. Please contact me for permission before recording any part of class.

Destruction of Approved Recordings:

Students must destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the instructor's written permission to retain them or are entitled to retain them as an LNEC-authorized accommodation.