Rutgers – The State University of New Jersey

School of Management and Labor Relations

Spring 2013

Human Resource Issues in the Workplace – 37:575:493:80

Wednesday, 3:00 pm – 5:40 pm (Western Monmouth)

Instructor: Jeffrey J. Kaplowitz

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Office Hours: By appointment

Text (optional)

Lepak, David. & Gowan, Mary (2010) Human Resource Management Upper Saddle River, NJ: Pearson.

There will also be additional mandatory readings distributed in class.

- Available at the Western Monmouth campus.

Course Overview

The purpose of this course is to identify the core issues of human resource management in the workplace and how those issues contribute to overall organizational effectiveness. Students will develop an understanding of the contribution human resource management makes to achieve organizational goals and the various methods that can be implemented to accomplish this. Students will also learn how the organization works to improve employee job satisfaction and effectiveness.

The class will include group presentations, lectures, role-playing, and interactive discussions that are meant to supplement the readings and stimulate debate on the various topics. Attendance and participation are strongly recommended since they make up an integral part of the grade. Attendance at group oral presentations is mandatory.

Grades

Grades will be determined based on attendance (10%), participation (10%), mid-term (25%), final (25%), and group project (30%). The mid-term, on Wednesday, March 6th, 2013 during class hours, will cover all material discussed up to and including the class on Wednesday, Feb. 27th, 2013. The final, on Wednesday, May 1st, 2013 during class hours will predominantly cover all material from the mid-term through the end of the term but may include material from the beginning of the term.

Group Projects

A group project will be assigned to help students grasp Human Resource issues and to encourage group dynamics and interpersonal skills. Groups will be assigned a Human Resource issue (from the list below as well as cases which will be distributed in class) and an oral presentation will be made. Group presentations will be in the form of a ten to fifteen (10-15) minute presentation to the class by all members of the group. The presentation will present the facts of the issue, the key problems, solutions to the problems and recommendations for implementation. Each member of the group must participate in the presentation to the class. Fifty percent of the grade for the project will be a group grade on the overall presentation and the other fifty percent based on individual input. Any group member (s) who fails to significantly contribute to the project may receive a substantially lower grade. Groups will be given regular time during class to meet, but substantial work must be done outside of class.

HR Issues: HR - How to become a strategic partner in the organization.
Executive Pay – fair or foul.
What to do about health care benefits.
How to manage change.
Diversity and the labor force – boon or bane.
How to attract qualified candidates and keep them.
Skills training – What is the best way to accomplish it.
What is a fair pay policy for employees.
How can performance appraisals fairly measure employee performance.

Turnover – How do we manage it.

Employee verses Employer loyalty.

Course Policies

Lectures: Please be on time for lectures and active participation (questions, comments, etc) is encouraged. To facilitate meaningful interaction, you are required to read the assigned chapters *before* lectures. Be sure to turn off your beepers and cellular phones during lecture because these sources of disruptions prove to be very annoying to your instructor and distracting to your classmates. Use of these devices during class will result in points deducted from the class participation grade.

Make-up exams: Make-up exams will only be given if you make arrangements with the instructor in advance (at least 7 days) of the originally scheduled date or if you have a *validated* emergency, with proper documentation, that prevented you from taking the exam. You may not take a make-up exam because you were unprepared, forgot about the exam, your cat was sick, you were mildly ill, thought the exam was a different day, were worried, caught in traffic, overslept, etc. Missed exams receive zero (0) points.

Schedule

Date	Topic	Reading
Week 1 (Jan 23rd)	Introduction/Syllabus/Expectations Group Projects and HR Structure	
Week 2 (Jan 30th)	Managing HR through Strategic Partnerships	Ch 1
Week 3(Feb 6th)	Internal Environments - Culture	Ch 2
Week 4 (Feb 13th)	Ensuring Fair Treatment & Legal Compliance	Ch 3
Week 5 (Feb 20th)	Recruitment	Ch 6,7
Week 6 (Feb 27th)	Training and Development/Review	Ch 8
Week 7 (Mar 6th)	**Midterm**	
Week 8(Mar 13th)	Compensation	Ch 9
Week 9 (Mar 20th)	**Spring Break**	
Week 10 (Mar 27th)	Compensation (cont.)	Ch 10
Week 11 (April 3rd)	Comp./Perf. Management.-Appraisal	Ch 9
Week 12 (Apr 10th)	Performance Management-Rewards	Ch 11
Week 13 (Apr 17th)	Providing Benefits and Services	Ch 12
Week 14 (Apr 24th)	**Oral Presentations**	
Week 15 (May 1st)	**Final Exam**	