

# COURSE SYLLABUS

## Staffing

Course Number: 37:533:311:B1  
 Days and Time: Monday and Wednesday, 1:00 - 5:00 p.m.  
 Room: LCB 110

**Instructor:** Douglas Coffey  
**Office:** Levin Building, Room 217B  
**Email:** douglas.coffey@rutgers.edu  
**Phone:** (848) 445-5639  
**Office Hours:** Class days – 11:30-12:30 a.m.  
**Class Material:** <https://sakai.rutgers.edu> (Use your eden ID and Password.)

### Course Description

This course focuses on the effective management of the flow of talent into and through organizations. Students learn human resource planning, recruiting and selection, 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.

### Text

Phillips, J. M., & Gully, S. M. (2015) **Strategic Staffing**, Prentice Hall, ISBN-13: 978-0-13-357176-9 (3<sup>rd</sup> Edition)

### Schedule

DATE	SESSION	TOPIC	TEXT
5/28	1	Strategic Staffing	Chapter 1
6/2	2	Business & Staffing Strategy	Chapter 2
6/4	3	Human Resources Planning	Chapter 5
6/9	4	Job Analysis Exam I Outline	Chapter 4
<b>6/11</b>	<b>5</b>	<b>EXAM I – Chapters 1,2,4 &amp; 5</b> Introduction to Recruitment Methods	Chapter 6
6/16	6	Recruitment Methods/ Competitive Advantage in Recruitment/ Screening Devices/Interviews	Chapters 6, 7 & 9
6/18	7	Performance Criteria and Appraisal/ Tests/Succession Planning (Continued) Exam II Outline	Chapter 10
<b>6/23</b>	<b>8</b>	<b>EXAM II – Chapters 6, 7, 9 &amp; 10</b> Evaluation of Staffing	Chapters 8 & 13
6/25	9	Workforce Flow	Chapters 11 & 12
6/30	10	Legal Issues/Exam III Outline	Chapter 3
7/2	11	Legal Issues (Continued) <b>EXAM III – Chapters 3, 8, 11, 12 &amp; 13</b>	Chapter 3

## Grading Weights

Exam I	25%
Exam II	25%
Exam III	30%
Skill Demonstrations	10%
Attendance and Participation	10%
<b>Total</b>	<b>100%</b>

## Grading Scale

90-100%	A
85-89.9	B+
80-84.9	B
75-79.9	C+
70-74.9	C
65-69.9	D
<64.9	F

## Attendance and Participation

The attendance and participation grade is comprised of 40% attendance and 60% class discussion/poll responses. Everyone begins with 8 out of the total possible 10 points. Points can be gained for insightful contributions to class and good attendance, and points can be lost for frequent absenteeism, being unprepared, and misconduct during class. For each class session, you are expected to have read the assigned reading for that particular session, as well as be prepared to discuss topics in class. **Attendance at every class is required. Attendance will be monitored through Poll Everywhere.**

## Skill Demonstrations

Due to the hands-on nature of the course material, students will work in teams on a rotational basis to demonstrate interviewing techniques, giving performance feedback, career counseling and other interpersonal skills required for human resource professionals.

## Registering for Poll Everywhere

Throughout the semester, attendance will be taken via the Poll Everywhere website. In addition, questions related to the readings may be asked (Poll Questions). You can respond to the poll questions in two different ways, (1) via text message sent from a mobile phone, and (2) via web browser on your mobile phone, tablet, or laptop. The only time you are permitted to use these electronic devices is during the in-class polling sessions.

You will need to register with the Poll Everywhere website at least 24 hours prior to our third class and will receive further instructions prior to that time.

**Please remember** that for your attendance and responses to poll questions you will need to bring your mobile phone, tablet or laptop with you to class. If you do not have access to any of these electronic devices, please see me for an alternative option.

## Professionalism Policy

- **Phones, PDA's, and similar electronic devices are not to be used in class.** Please make sure these are turned off and put away before class begins. No email, texting, tweeting, etc, or web surfing will be allowed in this class out of respect for others.

- **Students arrive on time.** On time, arrival ensures that classes are able to start and finish at the scheduled time. On time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions.
- **Students are fully prepared for each class.** Much of the learning takes place during classroom discussions. When students are not prepared, they cannot contribute to the overall learning process. This affects not only the individual, but their peers who count on them, as well.
- **You are responsible for all administrative announcements** including any changes announced on Sakai.
- **Special Needs.** If you are a special needs student and you wish to be granted special accommodations, please notify me.
- **No extra-credit projects will be given at anytime during the semester.**

### **Academic Honesty**

The University's honesty policy on cheating and use of copyrighted materials will be enforced in this class. Students are expected to pursue knowledge with integrity and abide by the Academic Integrity Policy. Please refer to the Academic Integrity Policy for more detail: <http://academicintegrity.rutgers.edu/integrity.shtml>

### **Students with Disabilities**

Students requesting accommodations for disabilities should contact the Office of Disability Services to determine his/her Coordinator. The Coordinator will then provide documentation to the student. Upon review and approval, the student must then provide this documentation to the instructor. Please refer to the Office of Disability Services for Students for more detail regarding this policy: <http://disabilityservices.rutgers.edu/request.html>

### **Examinations**

Three exams will cover all course material, including lectures, discussions, exercises, and readings. Each exam will cover approximately one-third of the course material. The exams will be non-cumulative.

### **Make-up policy**

The dates of each of the three exams are noted on the course agenda. An exam grade of zero (0) will be assigned to any student who is absent without a legitimate excuse on the date of a regularly scheduled test. Legitimate excuses include illness (verified with a note from a doctor), inclement weather (only when the Rutgers Information Service, 732-932-INFO, indicates that Rutgers is closed), when I as the instructor email the class announcing that class is suspended, or other critical circumstances such as a death in the family. A make-up exam will be held at a time that is convenient for the instructor. An officially cancelled examination will be held at the next regularly scheduled class period.