

SPRING 2021

**HUMAN RESOURCES STRATEGY I
COURSE SYLLABUS**

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Course Web: <https://canvas.rutgers.edu>

This is an Online and Asynchronized Course

Course Description

This course provides an overview of human resource management (HRM) and its role in contributing to the competitive advantage. The course will examine how the business strategy, legal environment, and megatrends in the external labor market affect human resource management. The course also examines the techniques, policies, processes, and practices used by companies and/or managers to effectively and efficiently utilize human resources. Students will learn theories and practices in many different “core” areas of human resource management including work and job design, staffing, training, performance management, compensation, and labor relations.

Objectives

The primary goal of this course is to provide students with an understanding and appreciation of the basic functions of human resource management and current practices/issues. By the end of this course, students should think systematically about how environmental forces shape HRM activities, and should be able to describe how specific HR practices can be used to help an organization satisfy its multiple stakeholders. Specific learning objectives include the ability to:

- Create alignment between human resource strategies and business strategies.
- Identify, select, and develop people having the knowledge, skills, and abilities.
- Use compensation and other incentives to attract, retain, and motivate employees.
- Design work systems that empower employees to contribute to performance.
- Make human resource decisions that are legal and ethical.
- Understand how an employment relationship is like a contract (with both explicit and implicit expectations) and understand the consequences of contract breach.
- Use quantitative tools, where appropriate, to make and explain human resource decisions.

Required Course Materials

Text: Lepak, D. and Gowan, M. (2016). Human resource management: managing employees for competitive advantage. Second edition. United States of American: Chicago Business Press.

Optional Text:

Noe, R. A., Hollenbeck, J. R., Gerhart, B. & Wright, P. M. (2011 or later edition). *Fundamentals of Human Resource Management*. Irwin McGraw-Hill: New York. (ISBN: 978-0-07-353046-8)

Note...CD is not required.

Susan E. Jackson, R. S. Schuler, and S. Werner. *Managing Human Resources*, 11e or later edition (Mason, OH: Thomson/South-Western, Publishing, 2012 or later edition).

Course Web Page (subject to change): CANVAS

All class material, including PowerPoint slides for the lectures and all assigned article readings, will be posted on the course’s website. Students are responsible for checking Canvas for the most current syllabus, course materials, and other announcements.

We will use the following features:

- **Syllabus** to understand the requirements of this course
- **Modules** to access course agenda, and weekly lectures including recorded PowerPoint presentations and reading materials for each class
- **Assignments** to submit assignments
- **Discussions** to participate in the graded forum discussion
- **Announcements** to check weekly course schedule, assignment due date/feedback, exam requirements, and etc.
- **Grades** to help keep track of the grades

Evaluation

The grade in the course will be based on forum discussions, a midterm exam, a final exam, and a current event assignment. Students have the option to earn extra credits through class attendance/participation. (Specific information regarding grading guidelines follows subsequently).

The breakdown of points is:

A. Forum discussions	30 points
B. Midterm	30 points
C. Final Exam	30 points
D. <u>Current Event Assignments</u>	<u>10 points</u>
Total	100 points

Grading scale:

A	90 – 100 points
B+	85 – 89.9 points
B	80 – 84.9 points
C+	75 – 79.9 points
C	70 – 74.9 points
D	60 – 69.9 points
F	0 – 59.9 points

I do NOT round numbers for the final grades.

****** Class “Attendance” (*Extra points*):**

It can be helpful to schedule consistent times each week to complete course readings and assignments. Because the course is online, completing the reading and assignments on time requires more self-discipline than does a face-to-face class that meets at the same time every week.

Students will receive extra points for “attending class” by just taking the quiz in each lecture. The quiz will not be graded and the purpose is to encourage learning. Students can earn up to 2 points depending on the participation in these quizzes:

- 2 points if students complete 7 or more quizzes;
- 1 point if students complete 3 or more quizzes.

A. Forums (discussions; 30 points in total)

Of great importance in an online learning environment is the use of forums to discuss course topics. Students can communicate their insights and thoughts pertaining to a particular topic, as well as learn from one another in the process. Discussions are also a means for the instructor to identify whether or not a student comprehends required reading and video assignments. Forums include instructor-generated questions and suggested topic areas for discussion and student-to-student interaction.

Five learning community forums are held throughout the semester and all of these forums are mandatory. Students are expected to engage in forum discussions multiple times during a Monday– Monday course week. Forums open on Mondays (8:00 A.M.), first comment due-dates are on Wednesdays (by 11:59 P.M.), and forums close on the next Mondays (8:00 A.M.). An email/announcement will be sent out to remind students about the due dates of these forums.

- 1) Forum 1: Introduction/should HR be a strategic partner? (6 points; week 2)
- 2) Forum 2: Regulatory Issues in HRM (6 points; week 4)
- 3) Forum 3: Recruitment and Selection (6 points; week 8)
- 4) Forum 4: Compensation and Rewards (6 points; week 11)

Best Practices in Forum Participation

While forums are designed to be active and expressive, they are not chat rooms. A forum is an established area of the course where peers contribute to the greater understanding or appropriate expansion of course topics. Working together, students create an intriguing, supportive, and

useful “community of learners” where peers choose to visit and participate. Earning the highest number of points in a forum requires following these best practices:

Comment Quality (50% of Points) – At least 3 comments (one original post and two comments for others):

- are relevant to the topics addressed in a forum
- exhibit critical thinking and an overall understanding of topic evidently
- are constructed so that citation of original work is available

Participation (50% of points)

- 3 or more comments during each forum open period; 10% penalty if 1st comment will not be made prior to Wednesday (3 days after forum opens).
- 2 or more replies acknowledging and then building upon the ideas/thoughts of others. (no echoing)

B. Mid-Term Exam (30 points) & C. Final Exam (30 points):

The mid-term and the final exam will be online (two hours). Therefore, successful completion of the two exams will require students to be familiar with all of the concepts and tools discussed.

The exam may include questions from the course material and relevant chapters of the textbook.

The exam format will comprise multiple-choice questions and several short answer questions.

The final exam is not cumulative and will only test on the material covered in class after the mid-term exam.

D. Current Event Assignment (10 points):

For this individual assignment, read the current business press (*e.g., Wall Street Journal, Fortune, Business Week, NY Times, etc.*) and identify an article (published in 2019-) with relevance to a topic we have covered/will be covering in class. **Write a short, double-spaced report of 1 to 2 pages (pages beyond this limit will not be considered)** including:

1. How others can find the article (written reference or on-line link) (1 point);
2. A very brief synopsis of the article (4 points);
3. A discussion of how the article is relevant to a topic(s) covered in class (3 points)
4. At least two questions that could potentially stimulate discussion among students concerning the article and its relevance to a topic(s) covered in class (2 points).

Students do have the option of writing up an additional current event report in which case the lowest grade will be replaced. All reports must be submitted via the appropriate *assignment* module at the course website on the designated days (see Course Calendar). Failure to submit on time will lose all points possible for this assignment.

Best Practices in Completing Writing Assignments

There are three sets of criteria on which students are graded. Earning the highest number of points within each section of the writing assignments requires following these best practices:

Content

- Content that relates to the required/recommended course material is accurate.
- Content is appropriate for the topic of inquiry.

- Content that indicates knowledge gained and potential for knowledge/skills to influence future thoughts/behavior is adequately linked to course materials (including any material brought into the course by a student). When required, citations are provided.

Reflection

- A high level of reflection and insight on the topic.
- Critical thinking and creative ideas are evident.

Organization and Mechanics

- Writing is fluent and lively.
- Presented in a professional manner: using appropriate grammar, sentence structure, and spelling.
- All ideas/thoughts are well communicated. Answers to all questions are concise/to the point.
- Engages in a high-quality Internet search (when applicable).

OTHER POLICIES AND PROCEDURES

Office Hour and Email Policy

- Due to the COVID, office hour is held with virtual sessions and by email request only.
- Instructor's Email Checking Policy: Unless students receive an advance notification, the instructor will check for email messages randomly between 10:00 AM and 6:00 PM on most workdays (This excludes Saturday/Sunday, holidays, and Thanksgiving Break). If a student sends a comment or question, the instructor will try to answer the email within 24 hours.
- Students Email Checking Policy: It is the responsibility of the student to check for incoming course-related messages at least 2 times a week. This is in addition to engaging in forums in the course. Forgetting or being unable to check the email is not an excuse. Email messages are ALWAYS sent to the student's default email address for the course.

Class Sessions and Assignment Due-Date Information

- Use the course calendar to identify all assignment due-dates and graded assignment return dates. The calendar is available as a link under course home along with the syllabus.
- Students are given ample time to participate in forums. Forum participation cannot be made up.
- The writing assignment will be accepted up to 24 hours late for a 10% penalty. Writing assignments submitted after the 24-hour late period will not be accepted.

Things happen

- When students don't have to attend a class session in person, it's easy to let a situation in the personal or professional life get in the way of online course work. In addition, remember the first rule in computer use – the computer or Internet connection will act up at the most critical time.
- Because “things happen” it's a best practice not to wait until the last minute to take the exam, submit a comment in a forum, or upload a writing assignment.

- Plan ahead if Students will be unable to complete an assignment on time. Students may need to submit the assignment earlier than the posted due date.

Academic integrity policy

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the University. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Please see <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/> for details regarding the Academic Integrity Policy. Students are expected to refrain from cheating, fabricating information, plagiarizing, inappropriately denying others access to material, and facilitating others in academic dishonesty

Resources

- NetID or Rutgers email problems: Call 732-445-HELP (4357)
- Logging into the course: Call Monday through Friday 9 A.M. to 5 P.M.: 732-932-4702

Students with disabilities

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where students are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports the request for reasonable accommodations, the campus's disability services office will provide students with a Letter of Accommodations. Please share this letter with the instructors and discuss the accommodations with them as early in the courses as possible. To begin this process, please complete the registration form on the ODS web site at:

<https://ods.rutgers.edu/students/registration-form>