

Introduction to Human Resource Management (Spring 2021)

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Instructor: Eugene Son (eugene.son@rutgers.edu)

- Virtual Office Hours: by appointment

This course is taught 100% online using the **Canvas**.

Canvas login: <https://canvas.rutgers.edu/>

Get Help

Need Assistance with a technical question?

It is the student's responsibility to be able to perform technically in the course. Contact helpdesk staff if you need assistance using the **Canvas**. Your instructor cannot assist you with technical issues – but the helpdesk staff can!

Helpdesk: Rutgers Teaching and Learning with Technology Department

Email: help@canvas.rutgers.edu

Call: 877-361-1134 24 hrs./7 days

Course Overview

This course will introduce and overview the major topics in Human Resource Management (HRM). HRM is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization, as it influences who is hired, how they are trained, evaluated, compensated, and what steps are taken to retain them. In turn, HRM plays a critical role in predicting employees' behavior, attitudes, and performance. In other words, if an organization wants good people, it must practice good HRM.

Course Material

Optional Text: Lepak, D., & Gowan, M. (2017). Human Resource Management: Managing Employees for Competitive Advantage. Chicago Business Press. ISBN: 978-0-9971171-5-8.

Class Material: All class material, including PowerPoint slides for the lectures and all assigned article readings, will be posted on the course's Canvas website.

Grading and Course Requirements

Activity	Points
Exam 1	25
Exam 2	25
Exam 3	25
Case study 1,2	10
Attendance Quiz	15
Total	100

Percentage	Grade
90-100%	A
85-89.9%	B+
80-84.9%	B
75-79.9%	C+
70-74.9%	C
60-69.9%	D
<59.9	F

Details on each requirement

- **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 and will be non-cumulative. **No late submission is accepted.**

- **Case study**

There are two case studies in this course (5points each). A script on a certain company and related questions will be provided. Students are expected to provide their opinions and solutions about the situation and submit a short report (1-2 pages, *No longer than 2 pages*). **No late submission is accepted.**

- **Attendance Quiz**

Every Tuesday, new attendance quiz will appear on Canvas- Quiz section. Students are expected to take the quiz every week to earn the full score. Even if students provide a wrong answer to the question, they will still get the point. Don't miss the quiz every week, then you will get the point! **No late submission is accepted.**

# of Missing Quiz	0-1	2	3	4	5	6	7	8	9	10	11~
Points	15	14	13	12	11	10	9	8	7	6	5~

Class Policies

- **Message Checking Policies**

Messages Sent to Instructor's Canvas Inbox

Unless students receive advance notification, the instructor will check her Canvas Inbox by 10:00 am ET on regular workdays. (This excludes Weekends and Spring Recess.) If a student sends a comment or question, the instructor will address the contents of the message within 24 hours.

Messages Sent to Student Canvas Inbox

It is the responsibility of the student to regularly check for incoming course messages. Messages are always sent through the Canvas messaging system. Students will receive a notification when a new message has been sent to his/her Canvas inbox. Forgetting or being unable to check for messages in one's Canvas inbox is not an excuse.

- **Weekly Messages**

A weekly message will be uploaded into the announcements area of the course Tuesday mornings. Reviewing the weekly message is a required activity. Weekly Messages present timely information on course activities/assignments and content.

- **Taking Exams and Attendance Quizzes**

Exams/ Attendance Quizzes may be taken anytime between the open and close day and time. Exams/Quizzes must be completed by 11:59 pm on the close date. Once a student logs into the exam area, the exam/quiz must be completed in one sitting.

- **No extra-credit** projects will be given at the end of the semester

Course Schedule

Date	Contents
Week 1: Jan 19- Jan 25	Introduction & Syllabus
Week 2: Jan 26- Feb 1	HRM Overview
Week 3: Feb 2- Feb 8	HR Challenges
Week 4: Feb 9- Feb 15	Job analysis and design
Week 5: Feb 16- Feb 22	Case study 1
Week 6: Feb 23- Mar 1	Exam 1
Week 7: Mar 2- Mar 8	Planning and Recruitment
Week 8/9: Mar 9- Mar 22	Selection (Spring Recess: Mar 13-Mar 21)
Week 10: Mar 23-Mar 29	Legal Issues in Selection
Week 11: Mar 30-Apr 5	Training
Week 12: Apr 6-Apr 12	Exam 2
Week 13: Apr 13- Apr 19	Performance Management
Week 14: Apr 20- Apr 26	Compensation/ Case study 2
Week 15: Apr 27-May 3	Retention
Week 16: May 6 ~ May 12	Exam 3

University guidelines and Resources

Academic Honesty

The University's policy on cheating and use of copyrighted materials is enforced in this class. Students are expected to pursue knowledge with integrity. Please refer to the Academic Integrity Policy for more detail regarding these policies: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

All students registered for this course are asked to sign an Academic Integrity Contract (refer to the last two pages of this syllabus). You must return a signed copy to me and keep a copy for yourself. This contract includes detailed explanations of behavior that constitutes plagiarism and cheating. Examples of a breach of this contract with regard to this specific course include, but are not limited to: sharing your answers or copying another student's answers on examinations; copying material that is not your own without providing proper documentation. In the event that this contract is breached, the punishment can range from receiving a failing grade on the assignment, to being placed on disciplinary probation or permanent expulsion from Rutgers.

Students with Disabilities

Students requiring 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/>.

Student may make requests for accommodations: <https://ods.rutgers.edu/request.html>.

Counseling

CAPS is a comprehensive mental health resource center for the campus community. They offer a variety of high quality counseling services to Rutgers students in order to enhance both academic and personal achievement and progress. Please click on the following link to learn more about their services:

<http://rhscaps.rutgers.edu/services/counseling>.

Academic Integrity Contract (For students)

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://policies.rutgers.edu/sites/policies/files/10.2.11-current.pdf> for details regarding the Student Code of Conduct. Please see https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI_Policy_2013.pdf for details regarding the Academic Integrity Policy.

Similarly, all students and faculty members of the academic community at the School of Management and Labor Relations should uphold high standards for personal conduct, ethical behavior, and professional integrity. In the area of academic integrity, students are expected to refrain from cheating, fabricating information, plagiarizing, inappropriately denying others access to material, and facilitating others in academic dishonesty. Please see <http://policies.rutgers.edu/sites/policies/files/10.2.11-current.pdf> for detailed descriptions of each type of action.

Any of the following acts, when committed by a student, is an act of academic dishonesty and decreases the genuine achievement of other students and scholars. Academic dishonesty includes, but is not limited to, any of the following:

Plagiarism/ False Representation of Work

- Quoting directly or paraphrasing portions of someone else's work without acknowledging the source
- Submitting the same work, or major portions of thereof, including presentations, to satisfy the requirements of more than one course without permission from the instructor.
- Using data or interpretative material for a report or presentation without acknowledging the sources or the collaborators.
- Failing to acknowledge assistance from others, such as help with research, statistical analysis, or field data collection, in a paper, examination, or project report.
- Submitting purchased materials such as a term paper as your own work.
- Copying from any source and altering a few words to avoid exact quotation without the appropriate documentation or by using improper documentation of the source.
- Rewording the major concept found in a source but then omitting documentation or improperly citing the source.
- Submitting as one's own any work created by someone else (e.g., paper, project, speech, video, exercise, etc.) without crediting them. Large duplication of someone else's work should be avoided unless you obtain express permission from both the instructor and originator of the work.
- Fabricating or misrepresenting data or information
- Forging signatures

Cheating

- Copying work on examinations
- Acting to facilitate copying during an exam
- Sharing answers through technology or in written or verbal form when such interactions are prohibited
- Using prohibited materials, such as books, notes, phones, or calculators during an examination.
- Working with another student on an assignment when such collaboration is prohibited
- Stealing or having in one’s possession without permission any materials, or property belonging to or having been generated by faculty, staff, or another student for the course
- Willfully offering to do another student’s work so they may represent it as their own
- Assisting another student in cheating or plagiarizing
- Doing another student’s work, excluding collaborative learning assignment or joint assignments approved by the instructor.

Engaging in any of the above behaviors can result in an F on the examination or project, an F in the course, denial of access to internships, suspension for one or more semesters, or permanent expulsion from the School of Management and Labor Relations at Rutgers University.

I, _____, understand the Policies on Academic Integrity and the Student Code of Conduct at Rutgers University and the School of Management and Labor Relations. Furthermore, I understand the consequences of unethical behavior.

We all share a responsibility in creating an ethical environment. I resolve to uphold and support high standards for ethics and integrity at Rutgers University. If I see, hear, or observe violations of ethics and integrity, I will report them to my instructor, Department Chair, or Dean.

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Rutgers University ID: _____