

COURSE SYLLABUS
Introduction to Human Resource Management
Fall 2020, Asynchronous
Course Number: 37:533:301:02, index 15869

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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 Materials

- **Class Materials:** All class materials, including all recorded lectures, required article readings, PowerPoint slides, videos, weekly quizzes, and writing assignment instructions, will be posted on the course's Canvas website: <https://canvas.rutgers.edu> (use your NetID and password).
- **Class Announcement:** All class announcements will be posted on the Canvas website. Please make sure that you check the Canvas website frequently so that you won't miss any important information and course materials.

Grading and Course Requirements

Activity	Points	Notes
Participation (poll questions)	105	Embedded in lectures; Due by Sunday at 11:59 pm (EST) each week.
Weekly quizzes (starting from week 2) - 15 points x 13 weeks	195	Due by Sunday at 11:59 pm (EST) each week; Can retake each quiz 1 time.
Assignments (select any 4 of 6)	120	
- <i>Assignment #1: Job Analysis</i>	30	Due Step.27 at 11:59 pm (EST)
- <i>Assignment #2: Selection</i>	30	Due Oct.18 at 11:59 pm (EST)
- <i>Assignment #3: Training</i>	30	Due Nov.1 at 11:59 pm (EST)
- <i>Assignment #4: Performance Management</i>	30	Due Nov.15 at 11:59 pm (EST)
- <i>Assignment #5: Compensation</i>	30	Due Nov.29 at 11:59 pm (EST)
- <i>Assignment #6: Retention & Recruiting</i>	30	Due Dec.10 at 11:59 pm (EST)
Total	420	

Percentage	Points	Grade
90-100%	378-420	A
85-89.9	357-377	B+
80-84.9	336-356	B
75-79.9	315-335	C+
70-74.9	294-314	C
60-69.9	252-293	D
≤ 59.9	≤ 251	F

Course Delivery Format

This course will be delivered asynchronously in an online format through Canvas (<https://canvas.rutgers.edu>). This means that the learning activities and communication take place outside of real-time. You do not have to log in at any specific scheduled time. However, **you are required to adhere to all course work due dates**. In the face of COVID-19, I understand that you may face challenges during the semester that create barriers to completing course requirements. My goal is for you to complete this course successfully, having learned the fundamentals of HR functional capabilities and developing a passion for HR.

Details on Course Requirement

PARTICIPATION AND ATTENDANCE

Participation is comprised of poll responses (105 points). There is a set of poll questions embedded in each of the lecture videos. And these poll questions may cover information in the assigned article readings, so, please be prepared ahead of time. It is a **requirement** of the course that you watch each lecture in its entirety and answer poll questions that correspond to the lecture content throughout the video.

Your responses to these poll questions will NOT be graded for accuracy, but they will serve three primary purposes:

- First, they allow me to take your “attendance”, which is a proportion of your grade.
- Second, I will use them to see if everyone is on the same page, is grasping the information, or if I need to spend more time on certain topics.
- Thirdly, they will inform the weekly quizzes, which is a proportion of your grade.

You will have **until Sunday at 11:59 pm (Eastern Standard Time) each week** to watch the respective week’s lecture and respond to its poll questions. Late submission of the poll responses without a legitimate excuse will lead to a score of 0 for the corresponding week’s participation grade.

Please note you must submit the poll responses at the end of the lecture videos (click on the box at the right corner of the screen to submit your poll responses). It’s your responsibility to submit the polls so that your attendance/participation is recorded.

WEEKLY QUIZZES

For each week (starting from week 2), a quiz will be available that corresponds to that week’s lecture topic. Detailed instructions for the weekly quizzes could be found on the course Canvas website (<https://canvas.rutgers.edu>).

There will be 13 quizzes for this semester. Each quiz will have 5 questions in total, with each question worth 3 points (so, each quiz is worth a possible 15 points, for a total of 195 points). And you should complete the weekly quiz independently.

The weekly quiz is due by **Sunday at 11:59 pm (Eastern Standard Time) each week**. *You can re-take each quiz one time.*

WRITING ASSIGNMENTS

There are six writing assignments that correspond to the lecture topics (e.g., job analysis). These assignments should be a minimum of 1 single-spaced page and a maximum of 2 single-spaced pages. The instructions and requirements for these assignments are posted on the course Canvas website (<https://canvas.rutgers.edu>).

Each assignment is worth a maximum of 30 points, and you will choose any four of the six to complete, for a total possible 120 points. You have to submit the writing assignment via Canvas **before the corresponding deadline**.

Your submissions will be sent to TurnItIn to be electronically reviewed for plagiarism. Examples of plagiarism (cheating) include taking someone else's work and passing it off as your own (either by quoting directly or paraphrasing portions of someone else's work without acknowledging the source).

EXTRA CREDIT

The opportunities to retake each weekly quiz one time would work as ways to earn extra credit. Besides, you will have an opportunity to submit an extra credit assignment (see Canvas "Extra Credit" assignment for details). Worth 4 points, maximum. This assignment must be submitted via Canvas **no later than December 10 at 11:59 pm** to receive credit. No extra-credit projects will be given at the end of the semester.

Learning Goals Met by This Course

COURSE-SPECIFIC LEARNING GOALS

Upon completion of this course, students should be able to demonstrate:

- The fundamentals of HR functional capabilities used to select, develop, and motivate workers.
- The context and challenges of HRM and its role as a strategic function and set of practices within organizations.
- How to calculate the value of HR practices to the organization (e.g., turnover costs, training programs, and compensation and benefits packages).
- Analyze contemporary global issues from a multidisciplinary perspective.

SMLR LEARNING GOALS

Understanding Context - Evaluate the context of workplace issues, public policies, and management decisions

- Analyze the degree to which forms of human difference shape a person's experience of, and perspectives on work.
- Analyze a contemporary global issue in their field from a multi-disciplinary perspective.
- Analyze issues related to business strategies, organizational structures, and work systems.
- Analyze issues of social justice related to work across local and global contexts.



- Analyze issues related to the selection, motivation, and development of talent in a global context.

Application – Demonstrate an understanding of how to apply knowledge necessary for effective performance

- Apply concepts and substantive institutional knowledge, to understanding contemporary developments related to work.
- Understand the legal, regulatory and ethical issues related to their field.
- Develop human resource management functional capabilities used to select, motivate, and develop workers.
- Understand the internal and external alignment and measurement of human resource practices.

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 contract to me via Canvas 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 quizzes; sending a fellow student who did not watch the recorded lectures the answers to a poll to falsely indicate their presence; copying material that is not your own without providing proper documentation (in the example of the writing assignments). 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

Rutgers University welcomes students with disabilities into all of the University's educational programs. 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/>. Students may make requests for accommodations: <http://disabilityservices.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>

Tentative Course Schedule

The content of the course will be covered in the following sequence (see the next page). Weekly information (objectives, readings, lectures, etc.) will be posted in the Canvas. Please note this syllabus is the plan for the course. However, it is subject to modification at any time throughout the semester (some topics may take more time and others less time, depending on students' interests). Such changes will be announced via Canvas; an updated syllabus will also be posted on Canvas. You are responsible for abiding by the terms of the syllabus and any changes announced via Canvas.

Special Notes: You must NOT share course materials, including recorded lectures, quiz questions, writing assignments, and videos on websites or to others without my express permission.

The due dates provided below are based on Eastern Standard Time (United States). If you live in a different time zone, please note all assignments are due by 11:59 PM Eastern Standard Time (EDT) on the proposed dates. If needed, please use the following time zone converter to adjust your schedules accordingly: <https://www.timeanddate.com/worldclock/converter.html>

Date	Topics	Assignment
Week 1 (Step. 1 – 4)	Syllabus & Course Information Introduction to HRM	- Poll questions
Week 2 (Step. 7 – 11)	Org Demands & Environmental Influences	- Poll questions - Weekly quiz
Week 3 (Step. 14 – 18)	Job Analysis & Job Design	- Poll questions - Weekly quiz
Week 4 (Step. 21 – 25)	Workforce Planning	- Poll questions - Weekly quiz
Step. 27		- Job Analysis Assignment Due
Week 5 (Step. 28 – Oct. 2)	Recruitment	- Poll questions - Weekly quiz
Week 6 (Oct. 5 – 9)	Selection: Method Evaluation	- Poll questions - Weekly quiz
Week 7 (Oct. 12 – 16)	Selection Methods	- Poll questions - Weekly quiz
Oct. 18		- Selection Assignment Due
Week 8 (Oct. 19 – 23)	Legal Issues	- Poll questions - Weekly quiz
Week 9 (Oct. 26 – 30)	Training	- Poll questions - Weekly quiz
Nov. 1		- Training Assignment Due
Week 10 (Nov. 2 – 6)	Performance Management	- Poll questions - Weekly quiz
Week 11 (Nov. 9 – 13)	Compensation	- Poll questions - Weekly quiz
Nov. 15		- Performance Mgt Assignment Due
Week 12 (Nov. 16 – 20)	Retention & Benefits Separation I	- Poll questions - Weekly quiz
Week 13 (Nov. 23 – 27)	No classes – Happy Thanksgiving!	
Nov. 29		- Compensation Assignment Due
Week 14 (Nov. 30 - Dec. 4)	Separation II (continued) Special Topics – Trends in HRM I	- Poll questions - Weekly quiz
Week 15 (Dec. 7 – Dec. 10)	Special Topics – Trends in HRM II & Wrap Up	- Poll questions - Weekly quiz
Dec. 10		- Retention/Recruiting Assignment Due

Academic Integrity Contract

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://studentconduct.rutgers.edu/studentconduct-processes/university-code-of-student-conduct/> for details regarding the Student Code of Conduct.

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://nbacademicintegrity.rutgers.edu/home/for-students/> for detailed information about the academic integrity process and <http://nbacademicintegrity.rutgers.edu/home/academic-integrity-policy/levels-of-academic-integrityviolations/> for details on the levels of academic integrity violations

Any of the following acts, when committed by a student, is an act of academic dishonesty and decreases the genuine achievements 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 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 or presenting material verbatim from any source without using quotation marks.
- 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.
- Responding to polling questions when not physically present in the classroom.
- Acting to facilitate copying during an exam.
- Sharing answers through technology (including online platforms such as Quizlet) 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 assignments 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: _____