



Penn State University
School of Hospitality Management
Fall 2013

HRIM 466: HUMAN RESOURCE MANAGEMENT

Course Instructor

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Human Resource Development/Organization Development Emphasis
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Course Teaching Assistant

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Meeting Times and Location

Section 2
Tuesday and Thursday
9:45 to 11:00 a.m.
208 Ford

Office Hours

Tuesday and Thursday
12:00 to 3:00 p.m.

Course Description

Quality employees are vital for success in any hospitality organization. Thus, the goal of this course is to provide you with the tools for successfully managing employees to enhance individual and organizational performance. Upon completion of this course, you should be able to:

- demonstrate an understanding of the core concepts of human resource management;
- articulate the most effective methods for attracting, selecting, developing, motivating, and retaining quality employees in diverse organizational environments;

- evaluate information to make sound decisions for effective human resource management;
- describe key pieces of legislation impacting the human resource management function; and
- demonstrate personal and professional standards for ethical decision-making and behavior as a manager.

Class sessions will be conducted in an interactive format using multiple methods, including discussions, exercises, cases, and videos. You are expected to read assigned materials **prior** to each class and be prepared to fully discuss this material.

Materials

Fundamentals of Human Resource Management (3th ed.) by Gary Dessler with MyManagementLab. **The package ISBN for the unbound Student Value Edition of Fundamentals of Human Resource Management text with MyManagementLab is 9780133480429** . The MyManagementLab for this course is **required**. Most weeks, there will be two assignments due that are to be submitted in the Lab.

Course Requirements

① **Reading Assessments**

You will be required to complete reading assessments to facilitate your knowledge acquisition throughout the semester. The reading assessments will be completed **prior** to every Tuesday's class on your MyManagementLab site and will cover the assigned reading material to be addressed during the upcoming class period. The reading assessments will consist of 2-4 short-answer questions. Approximately 12-15 reading assessments will be administered. "Make-ups" are not allowed. However, your two lowest reading assessment grades will be dropped, and your overall reading assessment grade will be based on the average of the remaining assessments. In total, the reading assessments will contribute **20%** toward your final grade.

② **Chapter Quizzes**

Chapter Quizzes will be assigned most weeks and due prior to class on Thursdays on your MyManagement Lab. These quizzes will be open book and will assist you greatly in preparing for the exams. We will review the answers to these quizzes in class on Thursdays. Approximately 12-15 Chapter Quizzes will be administered. "Make-ups" are not allowed. However, your two lowest Quiz grades will be dropped, and your overall Chapter Quiz grade will be based on the average of the remaining quizzes. In total, the Chapter Quizzes will contribute to **20%** toward your final grade.

③ **Exams**

Three exams will be administered—two exams during the semester and a cumulative final exam. The exams will cover material presented in the text, supplemental readings, and class sessions. The exams will be closed-book and closed-note. The format will include multiple-choice, short answer, and essay questions. Each exam during the semester will contribute **20%** toward your final grade, and the final will contribute **20%** toward your final grade.

You are expected to take exams as scheduled. Failure to do so will result in a zero. However, under exceptional circumstances make-up exams will be permitted. These will be oral exams and will span the time allotted for a regular class period. I and one additional faculty member will be present to evaluate the quality of student work during these exams. Make-up exams will only be granted when all three of the following conditions are met: 1) the student notifies

me within 24 hours of the scheduled exam time; 2) the circumstances are extenuating; and 3) the student presents proof of the extenuating circumstances with original documentation.

Extra Credit—Current Trends in HR - Presentation and Write-Up

To help educate your peers and myself on emerging trends in human resource management, you are afforded an opportunity to provide a brief, informal presentation in class on such a topic during any class period other than the day of a scheduled exam, exam review, or guest speaker. Two of these trends are in Module A & B at the end of the book: International HRM and HRM in Small and Entrepreneurial Firms. You must notify me via email by 5:00 p.m. the day before the class period in which you wish to present. Presentation opportunities will be allocated on a first-come, first-serve basis. Should you participate in this opportunity, **2.5%** will be added to your final course grade. For example, 85% (B) would be increased to 87.5% (B+).

Participation and Attendance

Because an active learning environment is extremely important to development and learning, you are expected to participate during class. You can expect to be called upon at any time to answer questions and provide facilitative information to stimulate class discussion. The quality and quantity of your contributions will be noted. Most importantly, active participation will enhance your learning experience.

While class attendance does not ensure active participation, it is a necessary condition for such. Accordingly, you are expected to attend all classes and be fully prepared to participate. Attendance will be taken for each class. You will be allowed to miss 2 classes without an official university excuse. In the event that you miss more than 2 classes without an official University excuse, your final course grade will be lowered by **2.5%** for each absence. For example, 82% (B) would be decreased to 79.5% (B-) for one such absence.

Summary

	Percentage
Reading Assessments	20
Chapter Quizzes	20
Exams	
Exam I	20
Exam II	20
Final Exam (Exempt with a 92% Average at the end of classes)	20
Total	100

As detailed above, the total will be adjusted based on the completion of the extra credit assignment and/or attendance.

Overall Course Grade

Final grades will be based on a student’s weighted average using the following scale:

A	92-100	B+	86-89	C+	76-79	D	60-69
A-	90-91	B	82-85	C	70-75	F	0-59
		B-	80-81				

Academic Integrity

All students are expected to adhere to the highest standards of academic integrity in the completion of course requirements. Academic integrity is defined as the pursuit of scholarly activity in an open, honest, and responsible manner. Violations of academic integrity in any form will not be tolerated. Violations include, but are not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, submitting the work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. Use of notes, books, cell phones, computers, or other materials during an exam or quiz is a violation of academic integrity, unless such use has been specifically authorized. Students involved in violations of academic integrity may receive an F for the course and may be referred to the College Academic Integrity Committee.

Cell Phones and Laptops

Cell phones must be turned off or silenced during class. Laptops are permitted in class for note taking purposes only. Emailing, instant messaging, and internet surfing are strictly prohibited. Because these activities are distracting and disrespectful to me and your peers, I reserve the right to approach you in class without notification to see what is open on your laptop. If there is anything other than PowerPoint or Word open along your toolbar, you will be asked to leave class.

TENATIVE COURSE SCHEDULE

WEEK 1

Date

8/27

Topic

Course Introduction

Reading

8/29

MyLab, HRM Overview

Chapter 1

WEEK 2

Date

9/3, 5

TopicManaging Equal Opportunity
And Diversity**Reading**

Chapter 2

WEEK 3

Date

9/10, 12

Topic

HR Strategy and Analysis

Reading

Chapter 3

WEEK 4

Date

9/17, 19

TopicJob Analysis, Talent Mgmt
Succession Planning**Reading**

Chapter 4

WEEK 5

Date	Topic	Reading
9/24, 26	Recruiting	Chapter 5

WEEK 6

Date	Topic	Reading
10/1	Selection	Chapter 6
10/3	Exam I Review	

WEEK 7

Date	Topic	Reading
10/8	Exam I	
10/10	Alumni in the Classroom	

WEEK 8

Date	Topic	Reading
10/15, 17	Training and Development	Chapter 7

WEEK 9

Date	Topic	Reading
10/22	Performance Management	Chapter 8
10/24	360 Feedback and other tools	

WEEK 10

Date	Topic	Reading
10/29	Retention, Engagement & Careers	Chapter 9
10/31	Succession Planning -Revisited	

WEEK 11

Date	Topic	Reading
11/5, 7	Compensation	Chapter 10

WEEK 12

Date	Topic	Reading
11/12	<i>NY Hotel Show</i>	
11/14	Benefits	Chapter 11

WEEK 13

Date	Topic	Reading
11/19	Exam II Review	
11/21	Exam II	

Thanksgiving Holiday 11/23 -30

WEEK 14

Date	Topic	Reading
12/3, 5	Ethics & Employee Relations	Chapter 12

WEEK 15

Date	Topic	Reading
12/10, 12	Working with Unions & Safety	Chapters 13 & 14

Note: Your learning is my principal concern. As such, I may need to modify the course schedule as necessary if we need to spend more time on certain topics and/or less time on others.

FINAL EXAM

The final exam will be held during the University's scheduled exam time.