

SAINT LEO UNIVERSITY
SCHOOL OF BUSINESS
SYLLABUS
AUGUST – DECEMBER - 2007

- I. COURSE: Human Resource for Managers – MBA 533
3 credit hours
- II. PREREQUISITES: MBA 525 and 530
- III. INSTRUCTOR: Dr. Lynn Wilson
Phone (352) 588-8314
FAX (352) 588-8912
E-Mail Lynn.Wilson@saintleo.edu
Office hours: As posted or by appointment
- IV. COURSE DESCRIPTION:
The course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union V non-union issues, safety and health issues, cross cultural and expatriate issues.
- V. TEXTBOOK: (Required) Human Resource Management, Ivancevich, John M., 10th edition, Irwin/McGrawHill, ISBN 0-07-313711-1
- VI. ATTENDANCE POLICY:
The student is expected to attend all scheduled classes. The class expectations are for graduate level work and attendance is required for the student to receive for any class participation grade.
- VII. INSTRUCTIONAL OBJECTIVES
1. Provide examples of the roles and competencies of modern HR managers.
 2. Review the role of globalization in HR management.
 3. Explain the history and role of EEO legislation and its effect on the HR function.
 4. Explain the roles of job analysis, description and design.
 5. Explain the objectives and procedures of the personnel selection process.
 6. Discuss the advantages and disadvantages of various evaluation criteria.
 7. Explain employer/employee concerns in developing a strategic compensation plan.
 8. Understand the current issues of pay discrepancies in today's workplace.
 9. Explain the characteristics of a sound employee benefit plan.
 10. Explain the process of establishing disciplinary policies, including but not limited to termination issues.

11. Identify the principal federal laws providing a framework for labor relations and describe the process by which labor and management bargain for a contract.
12. Discuss differences for international and domestic HR functions.

VIII. OUTCOMES ASSESSMENTS

Evaluation should be based on quizzes, written assignments, periodic exams, and a final exam. Classroom participation, case analysis and a term paper (assigned as time permits) project covering, in-depth, a current and relevant area of Human Resource Management

The requirements for the term paper will be as follows.

1. The paper shall be 6-8 pages in length
2. The paper will be done using APA style format and a 12 point font.
3. A finished hard copy will be presented to the instructor as the first item of business on the 7th class, December 3, 2005.
4. The paper will have only a cover page with the name of the student, the name and date of the class, and the instructor's name on it. You will need to use a staple in the upper left corner of the paper as the only containment vehicle. Additionally, you need to send the paper to the instructor via e-mail prior to the beginning of class number 7 on August 04, 2007.
5. The topic of the paper needs to be approved by the instructor before significant research is done. This is to avoid duplication of effort by students. Only one student may use a particular subject, first come, first serve.

All students are expected to adhere to the course syllabus and schedule. It is the responsibility of the student to be aware of what is happening in the class. **The professor reserves the right to change and/or modify the course schedule and content as necessary. The professor further reserves the right to determine whether a student receives a passing or failing grade for the course. The determination will be based on the student's SUSTAINED performance throughout the term to satisfactorily achieve course objectives.**

The grades will be computed as follows:

- A = 95-100
- A- = 90-94
- B+ = 86-89
- B = 83-85
- B- = 80-82
- C = 75-79
- F = Below 75

IX. ACADEMIC HONESTY

The University's academic honesty policy is specifically stated in the University catalog.

Academic honesty is representing another's work as one's own, active complicity in such falsification or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The University will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or floppy disks are easily copied and, when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of both students will be reviewed by the appropriate body and appropriate sanctions may be awarded to one or all students.

X. AMERICANS WITH DISABILITIES ACT (ADA)

Students with disabilities who may need academic accommodations should contact Dr. Mary Sloan, Director of ADA Student Services, in the Learning Resource Center in Lewis Hall, Room 131, or by calling (352) 588-8464 or e-mail to Mary.Sloan@Saintleo.edu or call (352) 588-8464.

XI. COURSE SCHEDULE

Sep 08, 2007 Introduction and syllabus review

Chapter 1 – be prepared to discuss all discussion questions except 1 & 2

Chapter 2 – Questions 8, 9, 10 and Application Case 2-1

Start Chapter 3

Sep 22, 2007 Chapter 3 – all questions, exercise 3-1 and application case 3-1

Chapter 4 – questions 2, 4, 5, 8, 9, HRM legal advisor and application 4-2

Chapter 5 – questions 2, 5, 9 and HRM legal advisor

Start Chapter 6

Oct 06, 2007 Chapter 6 – questions 3, 6, 9 & HRM legal advisor

Chapter 7 – questions 1, 5, 9 & HRM advisor

Chapter 8 – questions 4, 7, 8,9,10, HRM advisor and application case 8-1

As time permits, Chapter 9

Oct 20, 2007 First item of day – MIDTERM – CHAPTERS 1-8 *Ch 9 will not be included on the midterm

Finish Chapter 9 – questions 1,5,7,8,9, 10 & HRM legal advisor

Chapter 10 – questions 3, 5, 10 & HRM legal advisor and application case 10-1

- Nov 03, 2007 Chapter 11 – questions 1, 3, 6, 7, 10 & HRM legal advisor
Chapter 12 – questions 1, 3, 5, 6, 9, 10 & HRM legal advisor
Chapter 13 – questions 2, 5, 8, 9 & HRM legal advisor
- Nov 17, 2007 Chapter 14 – questions 2, 5, 6, 9, & HRM legal advisor
Chapter 15 – questions 2, 3, 5, 8, 9, 10 & HRM legal advisor and
application case 15-1
- Dec 01, 2007 Chapter 16 – questions 3, 4, 5, 7, 8, 9, 10 & exercise 16-1 and application
case 16-1
Chapter 17 – questions 1, 2, 5, 7, 9 & application 17-1
- Dec 15, 2007 FINAL EXAM – CHAPTERS 9-17 – PAPER PRESENTATIONS (AS
TIME PERMITS)