



**MAN 3301 Human Resource Management 3 credit hours**  
CRN 11185 M/W/F 11:30 – 12:20  
Lutgert 1204

**Instructor:** Dr. Jerry Schoenfeld  
**Phone:** 239-590-7388 (office); 239- 272-2374 (cell)  
**Email:** [gschoenf@fgcu.edu](mailto:gschoenf@fgcu.edu)  
**Office Location:** Lutgert Hall room 3359  
**Office Hours** Monday/ Wednesday/ Friday 10:30 – 11:30 & by arrangement

**Note: This is an Honors Embedded Course. Please look at section E. “Grading, Assignments and Course Requirements” for the embedded honors activity that students interested in earning honors credit in this course will need to successfully complete.**

### A. COURSE DESCRIPTION

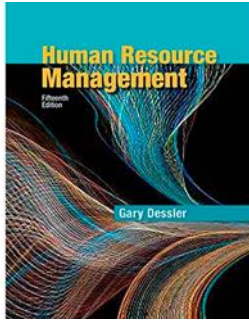
“Provides a broad exposure to the policies, functions (such as recruitment, selection, compensation, evaluation, and development), and current issues involved in managing a firm's employees. The strategic role of HRM will be emphasized.”

### B. KEY TOPICS COVERED IN THIS COURSE

1. *What is Human Resource Management?*
2. *Equal Opportunity and the Law*
3. *Job Analysis*
4. *Human Resource Planning*
5. *Recruitment*
6. *Interviewing*
7. *Employee Selection*
8. *Training and Development*
9. *Performance Management and Appraisal*
10. *Employee Engagement and Retention*
11. *Career Development*
12. *Job Design*
13. *Diversity*
14. *Strategic Pay Plans and Policies*
15. *Pay for Performance*
16. *Employee Benefit Plans*
17. *Employee Relations/ Fair Treatment*
18. *Labor Relations*
19. *Employee Safety and Health*
20. *Global Human Resource Management*
21. *Strategic Human Resource Management*

## C. TEXTBOOK

### Human Resource Management, 15 Ed.



Author: Gary Dessler  
(2016) Publisher: Pearson  
ISBN: 9780134235455

Students can get the traditional textbook at the FGCU bookstore.

**This book is available free as a download. Here is one such link:**

[https://www.academia.edu/39035303/PDF\\_Download\\_Human\\_Resource\\_Management\\_15th\\_Edition\\_Free\\_Online](https://www.academia.edu/39035303/PDF_Download_Human_Resource_Management_15th_Edition_Free_Online)

## D. CLASS OVERVIEW

This course is concerned with the management of an organization's most vital asset - its employees. How an organization interacts with its employees can greatly affect its bottom line success. The human resource management function is therefore a critical area for business management. Over the course of this semester, we will explore the multitude of human resource management issues faced by organizations in creating and maintaining a skilled, motivated, and satisfied workforce. External influences on an organization's management of human resources will be discussed through sessions devoted to public policy, human resource planning, and labor relations. Traditional personnel areas such as job analysis, recruitment and selection, performance appraisal, compensation, and training and development will also be covered in depth.

## E. GRADING, ASSIGNMENTS AND COURSE REQUIREMENTS

### Three exams

- closed book and notes
- **each exam will be worth 20% of final grade**

### Career portfolio

- Detailed analysis and plan to acquire your desired post-graduation job
- **worth 15% of your total grade**

### Case Analysis

- 7-10+ page detailed analysis of an assigned HR management case
- **worth 15% of final grade**

## Quizzes

- The top six scores of eight short quizzes given unannounced in class on assigned chapter reading and class discussion.
- **worth 7% of your total grade**

## Current Event Report

- Completing and presenting a current event report
- **worth 3% of final grade**

**Honors Embedded Course (HEC) Activity:** Students wishing to earn Honors credit in this course will successfully complete one of the following three group based project activities.

1. Create a feedback survey (with quantitative and qualitative questions) on the value and future application of the Career Portfolio assignment to be completed by students in both spring, 2020 sections of MAN 3301. Tabulate the results and provide a summary report.
2. Conduct a 6 – 10 page literature review, following AP format, on why organizations should not conduct performance appraisals.
3. Conduct a 6 – 10 page literature review, following AP format, on what employers are looking for in new college graduates they hire.

Students interested in completing the HEC Activity must inform the professor of their interest by January 22. The professor will form project groups and meet outside of class with each group to discuss the project activity. The professor will be available throughout the semester to provide advice, guidance, and feedback. Final activity reports are due by the final exam date for the course.

## GRADING SCALE:

<b>93-100</b>	<b>A</b>
<b>90-92.9</b>	<b>A-</b>
<b>87-89.9</b>	<b>B+</b>
<b>83-86.9</b>	<b>B</b>
<b>80—82.9</b>	<b>B-</b>
<b>77-79.9</b>	<b>C+</b>
<b>70-76.9</b>	<b>C</b>
<b>67-69.9</b>	<b>D+</b>
<b>60-66.9</b>	<b>D-</b>
<b>00-59.9</b>	<b>F</b>

**Due Dates:** Please see the Canvas course page for exam and assignment due dates.

**Make-up exams:** Will only be given when situations out of your control warrant provided that there is proper documentation (e.g., police report, doctor's note, FGCU athletic travel). If you feel that a make-up exam is warranted, please contact the professor **before** the exam is scheduled if at all possible. Please note that unannounced quizzes cannot be made up and missed quizzes will be graded as zero.

**Policy for late work:** All papers / assignments should be turned in on the designated due date. Late papers, and papers not in the right format, will receive a 5-point deduction if they are turned in one-day late. Each subsequent day will receive an additional 10 point deduction. No exceptions.

**Plagiarism:** Plagiarism includes using the work or words of others without proper citations. Copying an assignment from a friend, roommate, etc. is plagiarism. Any plagiarized work will be given a grade of zero (0).

**Cheating:** Anyone caught cheating may receive an automatic grade of "F" for the assignment, the class, or even expulsion from the University. This is at the full discretion of the Professor.

Course grades are posted on Canvas throughout the semester and CORRECTIONS TO POSTED GRADES MUST BE REQUESTED WITHIN TWO WEEKS of the date the grade was posted. At the end of the semester, final course grades posted to Gulfline at: <http://gulfline.fgcu.edu>. The grade of "Incomplete" will be given by exception only in accordance with University policy. An Incomplete Grade Contract Form must be completed prior to receiving the Incomplete.

*Students who are dropped from this course by the University for Non-payment of tuition and/or fees are still responsible for completing all course activities and assignments by the deadlines stated in the course syllabus and associated handouts while they work on reinstatement to this course.*

## **F. ATTENDANCE POLICY:**

An understanding of how organizations manage their most important asset, their employees, can greatly facilitate your own work careers, regardless of your career track or job title. Therefore, each of you should have an active interest in the information covered in this course. To help enhance this interest and the learning experience, class lectures and textbook readings will be supplemented with current event discussions, videos, assigned cases, and skill building exercises that illustrate and reinforce specific human resource management theories and concepts. However, in order for you to get the full benefit of these applied activities, it will be necessary to come to class prepared to actively participate. This means that assigned readings and management applications will have to be read and thought about prior to coming to class. By being prepared for each class session this course will be both more enjoyable and fruitful to your business careers.

**Regular attendance and enthusiastic participation in class discussions and activities is expected.** I do not intend to review all of the assigned textbook readings for the corresponding class session. Also, some of what I discuss in class will not be covered in your text. To do well in this course you will have to know both the text material and class lectures, including the class discussions and exercises.

If you cannot attend class, it is your responsibility to get notes from a classmate and to catch up on the material missed. It is not the instructor's/professor's responsibility to provide you with the material you missed in class.

Students are expected to conduct themselves in accordance with the student code of conduct. Attendance related actions such as arriving to class late, temporarily leaving and returning to the classroom, and/or leaving class early have a significant negative impact on the learning experience of other students in the class. Please respect the learning experience of your classmates by addressing your personal issues before arriving to class. Should students choose to leave the classroom for any reason, they may not be able to return for the rest of the class period.

## **G: INFO ON YOUR PROFESSOR**

Jerry Schoenfeld is a Professor of Management in the Lutgert College of Business at Florida Gulf Coast University (FGCU). He has previously served as Chair of the Management Department and Director of the M.B.A. program. Jerry earned his doctorate degree in the areas of Human Resource Management and Strategic Management from the University of Pittsburgh.

Jerry has consulted extensively for the last thirty five years and his employment history includes having worked for one of the largest International Human Resource Management consulting firms. A partial client list includes: United States Steel, Westinghouse, Coca-Cola, New York City Police Department, Wacoal (Japan), General Motors of Canada, PPG Industries, the FDIC, and Xerox. In the state of Florida, Jerry has consulted with the Barron Collier Corporation, Broward County School District, Collier County Government, Florida Department of Health, Lee County Sheriff's Department, Lee Memorial Health System, and Moorings Park, among many others. His work with these organizations has included, but is not limited to: strategic planning, cultural change, the development of a wide array of selection devices (e.g., interviewing skill training and assessment centers), performance appraisal development and implementation, career development systems, team building, human resource planning, quality of work life programs, total quality management, and numerous customized training programs and workshops.

Jerry teaches courses in the Executive MBA, MBA, and undergraduate levels. His principal research interests are in the areas of leadership; self-efficacy; performance appraisal; human resource strategy, and teaching effectiveness. Jerry has authored numerous academic and practitioner articles on business management and human resource management and has presented his work at many professional conferences and meetings.

Jerry is active in a number of professional organizations including the Society of Human Resource Management at the national, local (HRMA of SWFL, Collier County HRA), student (where he is the advisor of the FGCU chapter) levels, Southern Management Association, Academy of Management, Industrial Relations Research Association, American Psychological Association, and Society of Industrial and Organizational Psychology.

## **H. LEARNING OUTCOMES & ASSESSMENT**

The Department of Management creates an environment that enables students to develop managerial knowledge and leadership skills, both individually and collaboratively, to: (1) recognize, evaluate, and cultivate business opportunities; (2) identify, understand, and implement positive solutions to organizational issues; and (3) build leadership capabilities to effectively manage organizational change in the global environment.

Lutgert C.O.B. Learning Goals & Objectives	Management Learning Objectives	Course Learning Objectives (measurable)	Assessment Methods
<p><b>Be effective communicators</b></p> <p>1. Deliver effective oral presentations</p> <p>2. Prepare effective written reports</p>	<p>1. Demonstrate effective professional communication skills</p> <p>2. Work effectively in diverse teams</p>	<p>Show proficiency in writing clear and concise using college level standard English writing, spelling, and grammar</p>	<p>B</p>
<p><b>Be effective problem solvers</b></p> <p>1. Solve business problems using analytical tools</p>	<p>3. Solve management problems using analytical tools</p>	<p>Apply the concepts, framework &amp; techniques of Human Resource Management to evaluate and recommend solutions for human resource problems.</p>	<p>A, B, C</p>
<p><b>Understand the business environment</b></p> <p>1. Demonstrate knowledge of ethical issues</p> <p>2. Demonstrate knowledge of global factors influencing business.</p> <p>3. Explain the importance of environmental responsibility.</p>	<p>4. Analyze ethical and CSR issues as they apply to management.</p> <p>5. Demonstrate knowledge of global factors influencing business</p>	<p>Understand the ethical, global and sustainability issues related to the human resource management process</p>	<p>A,B,C</p>
<p><b>Have interdisciplinary business knowledge</b></p> <p>1. Understand main concepts &amp; definitions in accounting, economics, finance, information systems management, marketing and operations management.</p> <p>2. Integrate knowledge across business disciplines</p>	<p>6. Integrate key management theories and practices</p>	<p>Understand how the concepts, theories, models, framework, and techniques of human resource management can be applied strategically to solve business problems within organizations.</p>	<p>A, B, C</p>

### *Legend for Learning Outcomes Measures*

- A) Exams
- B) Case Analysis
- C) Quizzes

## **I. ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC DISHONESTY**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found under the “Student Code of Conduct” and “Policies and Procedures” sections in the Student Guidebook. All students are expected to study this document, which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

## **J. UNIVERSITY NONDISCRIMINATION STATEMENT**

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC’s phone number is (239)745-4366; the OIEC email address is [OIEC@fgcu.edu](mailto:OIEC@fgcu.edu).

## **K. DISABILITY ACCOMMODATIONS SERVICES**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

## **L. STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be

scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

## M. COURSE SCHEDULE

The following outline indicates the topics to be covered and assigned readings for the semester. While an effort has been made to balance the workload throughout the course, as in the real world, there will be periods of time during the semester when the workload is greater. Therefore, it is recommended that you review this syllabus carefully and plan your time accordingly. Please note that the schedule may vary and I may make modifications with notice as the term progresses.

### MAN 3301 Human Resource Management Syllabus

Date	Agenda
January 6/ 8	Topic: Introduction to HRM  Read: Chapter 1
January 10/ 13/ 15/ 17  <b>January 10 – Add/Drop ends;                      Last day to withdraw for 100% refund</b>  <b>January 13 – Cancellation for non-payment                      begins</b>  <b>January 20 – MLK Day: No Classes</b>	Topic: Equal Employment and the Law  Read: Chapter 2
January 22	Topic: Strategic HRM  Read: Chapter 3 and first part of Chapter 5
January 24	Topic: Resume Writing
January 27/ 29/ 31  <b>January 31 – Last day to withdraw from All                      classes for 25% refund</b>	Topic: Job Analysis  Read: Chapter 4
February 3/ 5/ 7	Topic: Recruiting  Read: Rest of Chapter 5



<p><b>February 10 Monday</b></p>	<p><b>EXAM 1 Chapters 1 – 5</b></p>
<p>February 12/ 14/ 17</p>	<p>Topic: Interviewing Read: Chapter 7</p>
<p>February 19/ 21/ 24</p>	<p>Topic: Employee Testing and Selection/ Mock Interviews Read: Chapter 6</p>
<p>February 26</p>	<p>Topic: Employee Retention/ Engagement Read: Chapter 10</p>
<p>February 28/ March 9/ 11 March 2- 7 – Spring Break: No Classes</p>	<p>Topic: Training and Development Read: Chapter 8</p>
<p>March 13/ 16/ 18 <b>Career Portfolio Due 3/15</b></p>	<p>Topic: Performance Management and Appraisal Read: Chapter 9</p>
<p><b>March 20 Friday</b></p>	<p><b>EXAM 2 Chapters 6 - 10</b></p>
<p>March 23/ 25/ 27 March 27 – Last day to withdraw without academic penalty</p>	<p>Topic: Compensation Management Read: Chapters 11 &amp; 12</p>
<p>March 30/ April 1</p>	<p>Topic: Employee Benefits Read: Chapter 13</p>
<p>April 3/ 6/ 8 <b>Case Study Due on 4/5</b></p>	<p>Topic: Workplace Safety Read: Chapters 16</p>

April 10/ 13/ 15	Topic: Labor Relations Read: Chapter 15
April 17/ 20	Topic: Global HRM Read: Chapter 17
April 22/ 24	Topic: Employee Separation/ Progressive Discipline Read: part of chapter 14
<b>April 27 Monday</b>	<b>Exam 3 Chapters 11 - 17</b>

### Credit Hours/ Weekly Hour Workload

For this course you should expect on average to spend an additional 1 – 2 hours per credit hour preparing outside of class each week. Therefore, for this 3 credit hour course you should expect to spend 2.5 hours in class each week and an additional 3- 6 hours outside of class reading course materials, completing homework assignments, and preparing for class activities and tests. Total time per week for this course will be between 5.5 – 8.5 hours per week *averaged* across the semester.

### Course Website

We be using the **CANVAS** website throughout the semester for posting course announcements, syllabi changes, and additional learning resources. You will need to visit this web site frequently throughout the semester.

**Please make sure you have a picture of yourself on your Canvas preferences. It will greatly help in allowing me and your classmates to learn your name.**

### Use of Technology in the Classroom Policy

Technology is an essential part of today’s learning environment. With the increasing use of technology, the need for the responsible use of such technology has likewise increased. Most FGCU students have, at some point, sat next to students who used their laptops or PDAs in class to check e-mail, talk to friends, text message, search the internet or play on-line games. Unfortunately, every person sitting around such students is distracted by this behavior and classroom learning decreases. As a result of these distractions, we will implement the following policy: **Using laptops or PDAs in class to legitimately take notes or work on class projects is allowed, but all other use of laptops or PDAs in class is prohibited.** Please respect your fellow students and professors and abide by this technology policy. Thank you.

## **Cell Phone Policy**

Students are not allowed to use cell phones in class. Please turn them off as you enter the classroom and keep them stored out of sight in your backpack or pocket.

## **Privacy Policies**

<https://www.canvaslms.com/policies/privacy>

<https://corp.kaltura.com/privacy-policy>

<http://www.adobe.com/privacy/policy-linkfree.html>

<https://www.respondus.com/about/privacy.shtml>