BUS504 Human Resource Management
August - December 2016

Course Details

Course Title	Human Resource Management
Course Code	BUS504
Credit Hours	3
Semester & Year	Fall 2016
Pre-requisites	
Co-requisites	
Department	SolBridge International School of Business
Course Coordinator	

Contact Hours

Class Type	Days	Time	Room
Lecture	Wednesday	13:00 – 16:00	1006

Instructor Details

Instructors:	Prof. Kushal Sharma
Room:	1002, SolBridge
Consultation Hours:	• Monday: 13:00 – 16:00 • Thursday: 13:00 – 16:00 • Other times: by appointment (send an email) or open door (drop in and check if instructor is free)
Email:	kushal@solbridge.ac.kr
Telephone:	0426308868

Mission Map

Mission Based Goals	Approximate % of Course Content	Approximate % of Assessment
Global Perspective	30%	40%
Asian Expertise	30%	20%
Creative Management	10%	10%
Cross Cultural Competencies	20%	20%
Social Responsibility	10%	10%
Total	100%	100%

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SolBridge Mission & Course Objectives

This course is aligned with SolBridge's mission of educating the next generation of Asian Thought Leaders. In line with SolBridge's mission, this course aims to equip students with a global perspective, Asian expertise, creative management, cross-cultural competence, and social responsibility.

This elective course is designed to provide you with knowledge of contemporary Human Resource Management (HRM) functions and practices. Even if you are not considering a career in HRM, you need to possess basic knowledge about HR. For example, as a manager you need to select the right people for your department; promote someone in your branch; assess how well your subordinates are doing their jobs; and know how to motivate and reward your employees. In this course, we will explore and analyze the above mentioned activities and much more. Through class lectures, short videos, small group discussions, and student presentations, we will together develop knowledge about basic HRM functions. The table below outlines the knowledge and skills you are expected to develop during this course:

Knowledge	Skills
1. **Understand the importance of human resource management in the modern world** • How HRM has evolved over the years • How HRM contributes to achievement of organizational goals • How legal, social, and cultural contexts determine the scope and efficacy of HRM policies	***Ability to identify and assess HRM opportunities and challenges*** • Recognizing the shifts in attitudes towards employees • Ability to link HRM with organizational goals • Ability to identify emerging challenges and opportunities in HRM
2. **Understand the logic behind different HRM tools for employee recruitment and selection** • Understand the need for gathering information and analyzing HRM data • Appreciate the importance of correct selection tools to avoid litigation and discrimination • Recognize employee selection as a fundamental and recurring HRM activity	***Collection and analysis of relevant information*** • Ability to use job analysis to plan and design new jobs as well as revise existing ones • Ability to use various data collection methods to gather information for job analysis • Identifying and choosing among several different options for employee testing and screening • Recognize different types of interview techniques and learn how to use them in an organizational setting
3. **Examine how organizations and individuals can take charge of an employee's career** • Understanding the logic behind organizational efforts to train employees • Understand the importance of measuring performance • Understanding the and role of employees in own career development	***Ability to plan, design, and measure employees' performance*** • Identify and choose an appropriate method for employee training and development • Recognize different tools for measuring employee performance and suggesting corrective measures • Identify career development strategies
4. **Understand the fundamentals of employee compensation and rewards; employee relations** • Choices available to firms for designing compensation packages • Various options for employee rewards and benefits • Building blocks of positive employee relations • Understanding how to manage human resources in small and entrepreneurial firms	***Ability to analyze rewards and benefits systems grounded in motivational theories*** • Techniques for evaluating a job's worth • Identify differences in needs of various employee groups regarding compensation • Best practices for building positive employee relations • Identify challenges for managers / owners of small and entrepreneurial firms

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In short, at the completion of this course, you will be able to:

- Examine the main goals of HRM.
- Explain organizational HRM functions, strategies, and contingencies.
- Practice and familiarize yourself with tools currently used in HRM.
- Understand HRM as a decentralized process from a managerial and employee perspective.
- Explore and critically examine relevant means of managing, motivating, and developing talent under your responsibility.

Teaching Methodology

The course will be taught as a mixture of lectures, class discussion, and small exercises. Important concepts will be introduced via classroom lecture and discussion while group discussions and small exercises will allow the student to gain knowledge of the practical aspects of human resource management on a holistic basis, and see these concepts applied in real-life situations.

The course is comprised of 15 sessions of length 3 hours each. Students should be able to outline practical HRM situations, and establish a critical understanding of relevant issues applied to these situations. To facilitate learning, we will utilize the following learning strategies:

- Lectures: overview topics of interest
- Reading material: get an in-depth perspective
- Group discussions: discuss with group members
- Group presentations: collaborate with fellow students
- Videos: observe how theory and practice meet real life

The course will be conducted using Moodle, and all students must familiarize themselves with Moodle usage. There will be no printed notes, and most of the distributed material will be in the electronic form with a few exceptions. All submissions by students will also be in the electronic form.

The instructor will communicate with all students using the Moodle system and student Solbridge e-mail ids. It is the student's responsibility to update their e-mail addresses and access the messages as and when necessary.

Course Materials and Readings

Textbook

Title: Human Resource Management, Global Edition
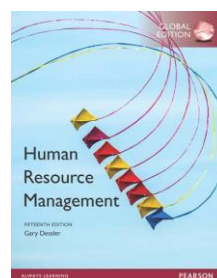**Edition:** 15th
Author(s): Gary Dessler
Publisher: Pearson

Other material

Additional readings will be given by the instructor, and students are expected to be prepared for the class with these readings. Some of the cases to be discussed in class will be distributed in the class by instructor or through Moodle.

Recommended General Reading and Sources

1. *Business Week, Economist, Forbes, New York Times, Fortune, Wall Street Journal (also Asian Wall Street Journal), California Management Review, Harvard Business Review, Sloan Management Review, Business Horizons, Long Range Planning*

2. Library databases of EBSCOHOST, ProQuest and Lexis-Nexis.

3. In the databases, you will find journals such as *Human Resource Management, International Journal of Human Resource Management, Academy of Management Journal, Strategic Management Journal, Organization Science, Management Science* and a host of other *Economic* and *Management* journals with useful articles on human resource management or related field.

Assessment Method

Component	Weight
1. Attendance	20%
2. Midterm Examination	20%
3. Final Examination	40%
4. Individual Assignments (2)	20%
Total	**100%**

I.   Midterm Examination (20%)

The midterm exam will be held in the eighth week of the semester. The exam will be based on the material covered until the week before the exam. The exam tests the student's knowledge of theory and analytical application of the knowledge.

II. Assignments (20%)

Students will complete two (2) individual assignments during the semester. The primary goal of these assignments is to help students understand and apply material discussed in class. The secondary goal is to help students learn the basic skills in gathering information and in organizing as well as analyzing information for business decisions.

- Assignment 1:
    - Discussion and detailed instructions: end of week 4
    - Submission deadline: end of week 7
- Assignment 2:
    - Discussion and detailed instructions: end of week 10
    - Submission deadline: end of week 13

III. Final Examination (40%)

Final Examination will be a mix of case analysis and theoretical questions. It will be held on the final class.

Course Outline

This is a tentative outline. There will be adjustments as we progress through the course.

Week	Topic	Textbook Chapter
1	Course outline and Introduction to HRM	Chapter 1
2	Legal Aspects of HRM	Chapter 2
3	HRM Strategy and Analysis	Chapter 3

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Week	Topic	Textbook Chapter
4	Job Analysis and Talent Management Assignment 1	Chapter 4
5	Personnel planning and recruiting	Chapter 5
6	Employee testing and selection; interviewing candidates	Chapters 6, 7
7	Training and developing employees	Chapter 8
8	*Midterm Examination*	
9	Performance management and appraisal	Chapter 9
10	Managing careers and retention Assignment 2	Chapter 10
11	Compensation and rewards	Chapters 11, 12, 13
12	Employee relations and collective bargaining	Chapters 14, 15
13	Managing global human resources	Chapter 17
14	HRM in small and entrepreneurial firms	Chapter 18
15	*Final Examination*	

Plagiarism, Copying and Academic Dishonesty

Students are expected to produce original work of their own for assignments and examinations. Plagiarism is defined as "The practice of taking someone else's work or ideas and passing them off as one's own (OED)." Plagiarism includes, but is not limited to:

(a) copying another individual's or group's ideas and work, copying materials from the internet and other published sources and producing such materials verbatim,

(b) using others' ideas and work without proper citation of the original author.

These rules apply to internet sources also. Students are strongly advised to access the following website and learn how to avoid plagiarism. It is the student's responsibility to learn this on his/her own.

http://owl.english.purdue.edu/owl/resource/589/01/

SolBridge considers plagiarism as a serious breach of professional ethics. Plagiarism will not be tolerated in any form at SolBridge. Penalties can be as severe as expulsion from the university. To avoid plagiarism it always best to do your own work or cite the work of others. A more detailed description of plagiarism and the associated penalties can be found in the student handbook.

In this course, the rules are as follows:

1. The first instance of plagiarism will result in a "zero" for the assignment in question.

2. The second instance of plagiarism will result in a fail grade for the entire course.

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3. The third cumulative instance of plagiarism, academic dishonesty and violation of school disciplinary rules in this and other classes will result in serious disciplinary action which could include expulsion from SolBridge.

4. The instructor will report each instance of plagiarism, academic dishonesty and violation of school disciplinary rules to the disciplinary officer.

I. <u>Copying textbooks. copyrighted materials and academic dishonesty</u>

    A. Copying textbooks and other copyrighted materials without permission of publisher or author is tantamount to theft. Therefore, students are expected to purchase the prescribed books and other materials from the Woosong Bookstore.

- Students using copied versions of books will be asked to leave the classroom.

- In addition, such students will get "zero" participation points and any other penalties as levied by the instructor.

    B. Academic Dishonesty includes but not limited to: (a) plagiarism, (b) cheating during examinations, (c) obtaining/ providing information for reports, assignments and examinations by fraudulent means, (d) falsification of information or data, and (e) false representation of others' effort as one's own.

    Some examples of academic dishonesty are: copying from other students during examinations; copying material from other students' reports/ assignments and submitting the same as one's own report; creating fictitious interview materials for assignments or reports. These are just a few examples and not exhaustive.

In this class, the rules are:

1. The first instance of academic dishonesty will result in a "zero" for the assignment in question.

2. The second instance of academic dishonesty will result in a fail grade for the entire course.

3. The third cumulative instance of plagiarism, academic dishonesty and violation of school disciplinary rules in this and other classes will result in serious disciplinary action which could include expulsion from Solbridge.

4. The instructor will report each instance of plagiarism, academic dishonesty and violation of school disciplinary rules to the disciplinary officer.

The rules on plagiarism, copying and academic dishonesty are non-negotiable.