

## **MGMT303 – Human Resource Management**

**Fall 2016**

**Instructor:** Izzet Atalay, MBA

**Credit Hours:** 3 hours

**Email:** izzet.atalay@emu.edu.tr

**Term:** 2016 - Fall Semester

**OFFICE HOURS :** Wednesday 13:30 – 14:30      Thursday 15:30 – 16:30 (Office: BE327)

### **COURSE HOURS:**

Group 1      Wednesday 16:30 - 18:20, RD 302      Thursday 17:30 – 18:20, RD 203

Group 2      Wednesday 14:30 - 16:20, RD 302      Thursday 16:30 – 17:20, RD 203

**COURSE WEB SITE:** MOODLE

### **Course Description:**

This course is an introduction to the human resource management (HRM) function and related elements and activities to examine the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and the rising cost of benefits are analyzed. Emphasis is placed on the modern day importance of HRM at the corporate level as well as the view of HRM from the perception of both management and subordinate employees.

### **Learning Objectives:**

Upon satisfactory completion of this course, students will be able to:

1. Define the roles and activities of a company's human resource management function.
2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.
3. Define the process of job analysis and discuss its importance as a foundation for human resource management practice.
4. Compare and contrast methods used for selection and placement of human resources.
5. Describe the steps required to analyze, develop, implement, and evaluate an employee training program.
6. Identify and explain the issues involved in establishing compensation systems.
7. Identify how new technology, such as social networking, is influencing human resource management.
8. Discuss what companies should do to compete in the global marketplace.

### **Instructional Materials:**

Dessler, G., (2015). Human Resource Management. Global Edition (Ed. 14.) Upper Saddle River, NJ: Pearson Education, Inc.

**Methodology:**

The method of study for this course will include any combination of lecture and discussion, problem-solving, case studies, role playing, as well as assignments from My Lab.

**Attendance Policy:**

Student learning is improved by regular attendance and participation in all classes. As part of their preparation for a career, students are expected to maintain good attendance. In a professional environment, employees are expected to be regular and punctual in attendance and to report to their employer if they will be absent.

**Make-Up Policy:**

Students, who have valid excuses, will be allowed to take make-up examinations for mid-term exams.

Students, who have valid excuses and academic warning, will be allowed to take re-sit examinations for final exams.

No Make-Up Exams For Quizzes!

**Academic Integrity:**

As an institution which values learning through academic inquiry, and must ensure that its students clearly understand the value, process, and use of research, as well as the consequences of misconduct in presenting or otherwise employing the results of research.

Students must accurately represent and attribute ideas and expressions belonging to others, and completely and accurately document all resources in which those ideas or expressions are found. Whether quoted, paraphrased, summarized, or otherwise represented, every idea or expression beyond the realm of common knowledge or the student's own invention must be appropriately attributed and its source carefully documented.

**Method for Evaluating Students:**

Quizzes	10%
Group Activities	20%
Midterm Examination	30%
Final Examination	40%

**ACADEMIC DISHONESTY (Plagiarism)**

This course has a zero-tolerance policy for cheating. What this means is that all work submitted for this must be the result exclusively of your own effort. A confirmed plagiarism will result in an immediate "0" for the assignment.

Submitting the work of another person as your own (i.e., plagiarism) constitutes academic misconduct. Such actions will not be tolerated. Specifically, for this course, the rules are as follows:

Assignments are to be done alone. You may not, under any circumstances, submit any solution not written by yourself without proper attribution, and you may not share your own work with others. You may, however, be allowed to discuss assignment solutions and design decisions with your fellow students. In other words, you can talk about the assignments as much as you like, but you cannot look at or copy other people's solutions. Whenever you are in doubt whether plagiarism is committed, consult your instructor. Violations of these rules constitute very serious academic misconduct, and they will result in a grade of zero on a particular assignment.

### Course Outline

Week 1-Sep 28-29	Chapter 1: Introduction to Human Resource Management
Week 2-Oct 5-6	Chapter 3: Human Resource Management Strategy and Analysis
Week 3-Oct 12-13	Chapter 4: Job Analysis and the Talent Management Process
Week 4-Oct 19-20	Quiz 1 + Chapter 5: Personnel Planning and Recruiting
Week 5-Oct 26-27	Chapter 6: Employment Testing and Selection
Week 6-Nov 2-3	Quiz 2 + Chapter 7: Interviewing Candidates
Week 7-Nov 9-10	Chapter 8: Training and Developing Employees
Weeks 8&9 Nov 16-26	Midterm Examinations
Week 10-Nov 30-Dec 1	Chapter 9: Performance Management and Appraisal
Week 11-Dec 7-8	Quiz 3 + Chapter 10: Managing Employee Retention & Engagement
Week 12-Dec 14-15	Chapter 12: Pay for Performance and Financial Incentives
Week 13-Dec 21-22	Quiz 4 + Chapter 13: Benefits & Services
Week 14-Dec 28-29	Chapter 14: Ethics, Employee Relations & Fair Treatment at Work
Week 15-17-Jan 3-20	Final Examinations