



## MGT 221 - Human Resource Management

**A transcript for this course will be issued by the host university, Shanghai International Studies University.**

### **Basic Information:**

<b>Instructor Name</b>	Scott Freehafer, Ph.D., SPHR, SHRM-SCP
<b>E- Mail</b>	freehafer@findlay.edu
<b>Office</b>	TBD
<b>Office Hours</b>	TBD, and by appointment

### **Course Description:**

Develops a framework for human resource management comprising the context, issues, strategies, and processes of managing people in organizations. The challenges arising from the context include legal and ethical issues as well as global perspectives. Processes include selection and recruitment, performance appraisal, training and development, compensation and benefits, labour relations, and managing employee and employer interests within the employment relationship.

### **Required Course Materials:**

<b>Textbook</b>	<b>Edition</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN-10</b>
Canadian Human Resource Management: A Strategic Approach	10th	Schwind et al	McGraw-Hill Ryerson	1259066665

Link to e-book purchase address:

[https://www.amazon.ca/Canadian-Resource-Management-Connect-Access/dp/1259066665/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1493696956&sr=1-1&keywords=Canadian+Human+Resource+Management%3A+A+Strategic+Approach](https://www.amazon.ca/Canadian-Resource-Management-Connect-Access/dp/1259066665/ref=sr_1_1?s=books&ie=UTF8&qid=1493696956&sr=1-1&keywords=Canadian+Human+Resource+Management%3A+A+Strategic+Approach)

Human Resource Management	3th	Robert N. Lussier, John R. Hendon	Sage Pubns	1544320612
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Link to e-book purchase address:

[https://www.amazon.ca/Human-Resource-Management-Interactive-Access/dp/1544320612/ref=sr\\_1\\_2?ie=UTF8&qid=1548321337&sr=8-2&keywords=Human+Resource+Management+-+Interactive+Robert+N.](https://www.amazon.ca/Human-Resource-Management-Interactive-Access/dp/1544320612/ref=sr_1_2?ie=UTF8&qid=1548321337&sr=8-2&keywords=Human+Resource+Management+-+Interactive+Robert+N.)

### **Course Hours:**

The course has 19 class sessions and a 5-hour field trip. Each class session is 160 minutes in length. The course normally meets from Monday to Friday. This course has a total of 67 contact hours including a final exam. Final exams are scheduled on July 29 and 30, 2019.



**Prerequisite:**

None

**Course Schedule:**

Week	Session	Day	Topic (s)	Chapter(s)
Week 1	July 2	T	School Orientation	
	July 3	W	Introduction Ch. 1 – Strategic Human Resource Management	Ch. 1
	July 4	TH	CH. 2 – Job Analysis and Design	Ch. 2
	July 5	F	Ch. 3 – HR Planning	Ch. 3
Week 2	July 8	M	<b>Quiz 1 over Chapters 1, 2, 3</b> Ch. 4 – Legal Aspects of Employment	Ch. 4
	July 9	T	Ch. 5 – Recruitment	Ch. 5
	July 10	W	Ch. 6 – Selection	Ch. 6
	July 11	TH	Ch. 7 – Orientation and Training	Ch. 7
	July 12	F	Ch. 8 – Performance Management	Ch. 8
Week 3	July 15	M	<b>Quiz 2 over Chapters 4, 5, 6, 7, 8</b> Ch. 9 – Compensation	Ch. 9
	July 16	T	Ch. 10 – Employee Benefits and Services	Ch. 10
	July 17	W	Ch. 11 – Managing Employee Relations	Ch. 11
	July 18	TH	Ch. 12 – Ensuring Safety and Health	Ch. 12
	July 19	F	<b>Field Trip (5-Hour)</b> Company Visit of Industrial Bank Co., LTD  Industrial Bank is one of the first batch of joint-stock commercial banks in China and represents a time of change. Industrial Bank will arrange their HR manager and Business manager to introduce key elements of their bank operations.	
Week 4	July 22	M	<b>Quiz 3 over Chapters 9, 10, 11, 12</b>	
	July 23	T	Ch. 13 – Union-Management Framework	Ch. 13
	July 24	W	Ch. 14 – Global HRM	Ch. 14
	July 25	TH	Group Case Presentations and Final Exam Review	
	July 26	F	Group Case Presentations and Final Exam Review	
Week 5	July 28	SAT	Reading Day	



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	July 29	M	<b>Final Exams</b>	
	July 30	T	<b>Final Exams</b>	

**Evaluation:** Students will be evaluated by 3 Quizzes, Case Presentation, Homework, and a Final Exam.

**Grading Policies:**

<b>Part</b>	<b>Percentage</b>	<b>Points</b>
Attendance	5%	5
Chapter Quizzes	45%	45
Case Presentation	10%	10
Homework	20%	20
Final Exam	20%	20
<b>Course Total</b>	<b>100%</b>	<b>100 Points</b>

**Grade Distribution:**

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Points</b>
100-90	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 or below	F	0.0

**Exam Policy**

Quizzes and Exams are closed-book and closed-notes. You may not use an electronic device of any type during exams, with the exception of an ordinary wristwatch. Dictionaries are not permitted.

**Academic Integrity**

The school expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own
- having someone else write or create all or part of the content of your assignments
- submitting the same paper for more than one study or class without explicit permission from the faculty members



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## **General Principles**

This program is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

## **General Disciplinary**

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

## **Disciplinary Actions for Specific Offenses**

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: If a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. If a student cheats on more than two assignments or exams shall be dismissed from this program.