SHRM 200-1S Human Resources in a Diverse Society

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SHRM 200-IS - HUMAN RESOURCES IN A DIVERSE SOCIETY

2015 Summer Semester
May 18 – June 26, 2015

KEEP THIS SYLLABUS AND REFER TO IT OFTEN

Three Credit Hours - No Prerequisites Required
This syllabus should be viewed as a teaching / learning agreement. Refer to it for details of the course calendar, requirements, expectations and grading.

Williams College of Business Mission Statement
“We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition.”

We Are Xavier Musketeers.
We Are Unique Individuals Who Come Together In The Spirit Of St. Ignatius,
To Learn Together, To Serve Together
And We Will Succeed In Changing The World Together.
We Act With Integrity, Justice And Generosity.
All For One And One For All.

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Email:   gordong@xavier.edu

GENERAL LEARNING GOALS ESTABLISHED BY THE WILLIAMS COLLEGE OF BUSINESS UNDERGRADUATE PROGRAM

“This course is part of the Xavier Core Curriculum, which aims to develop people of learning and reflection, integrity and achievement, in solidarity for and with others. It addresses the following core learning objectives at the introductory level: 4a: Students describe and examine the multifaceted character of society and how the inclusion of different perspectives can influence one’s worldview”

Full requires available at: http://www.xavier.edu/core-transition/Diversity-Curriculum-Requirement.cfm

- Critical Thinking
  
  Learning Goal: WCB graduates will be able to think logically, reason quantitatively, and utilize appropriate analytical techniques and technology when evaluating and making decisions.

  Corresponding Objectives:
  
  - (1) WCB students will collect, evaluate and synthesize information to offer solutions and support decision-making.
  
  - (2) WCB students will evaluate and articulate implications of business decisions and their impact on organizational stakeholders, both individually and in teams.

- Ethics and Social Responsibility
Learning Goal: WCB graduates will be able to recognize ethical issues, discern moral implications of decision making, and be prepared, and willing, to serve as responsible and professional members of society.

Corresponding Objectives:
• (1) WCB students will recognize ethical issues and their implications on personal and business decisions.
• (2) WCB students will demonstrate the skills necessary to analyze information and make informed, ethical decisions in complex, conflicting or ambiguous environments or situations.

Effective Written and Oral Communication

Learning Goal: WCB graduates will be able to organize, support and communicate ideas clearly and effectively, employ multiple mediums of communication (e.g., written, oral and visual), and adapt communication to audience, context or purpose.

Corresponding Objectives:
• (1) WCB students will produce business documents and reports demonstrating their ability to organize and communicate ideas clearly and professionally.
• (2) WCB students will make effective presentations, accompanied by the appropriate technology, demonstrating their ability to organize and communicate ideas clearly and professionally, both individually and in teams.

Global Perspective and Cultural Diversity

Learning Goal: WCB graduates will appreciate the historical and cultural contexts of the world in which they live, demonstrate the competencies required for engaging in global business activities, and respect and value diverse peoples and perspectives.

Corresponding Objectives:
• (1) WCB students will identify and contrast key attributes of countries’ business environments.
• (2) WCB students will evaluate and integrate global economic, political, technological, environmental and societal issues into their decision-making.
• (3) WCB students will integrate the concepts of respect, inclusiveness and valuing all persons into their decision-making.

Understanding and Application of Knowledge Across Business Disciplines

Learning Goal: WCB graduates will be able to evaluate business from an integrative and holistic point of view, leverage the synergies between functional business areas, and demonstrate college-level mastery of their chosen discipline.

Corresponding Objectives:
• (1) WCB students will demonstrate the appropriate knowledge of accounting, economics, finance, management, management information systems, marketing, quantitative business analytics, international issues, and the legal and social environment of business.
• (2) WCB students will evaluate business problems from an integrative point of view, including diverse business functions, competition and external environment (social, political, economic, and environmental.)
• (3) WCB students will demonstrate college-level mastery of the body of knowledge and skills relative to their major. (To be determined at the departmental level.)

Personal and Professional Development

Learning Goal: WCB graduates will be well prepared for their future careers and appreciate the importance of continuous professional development and life-long learning.

Corresponding Objective:
• WCB students will articulate career goals, prepare a professional resume, demonstrate behavior-based interviewing techniques and develop a professional network.
SHRM 200 LEARNING OBJECTIVES

This is a management course with the focus on the human aspect of management and the course also fulfills the diversity requirement.

“Our experiences of the world may seem absolute, but in many ways they are shaped by our culture. The ability to analyze the ways that cultures affect experiences and opportunities is invaluable in today’s society. In this course, you will examine the social, economic, political, psychological, and cultural experiences and positions of individuals and groups defined by gender, race, sexual orientation, ethnicity, socioeconomic class, age, religion, and physical/mental abilities. The ability to explain your own cultural perspective and make meaningful comparisons to other cultural perspectives will improve your ability to live and work effectively with diverse groups and individuals."

1. Examine stereotyping, discrimination and prejudice and the relation to power when dealing with work related issues.
2. Identify key laws addressing issues of race, sex, sexual orientation, gender identity, and religious, national origin, and color, age and disability discrimination.
3. Identify and describe the increased diversity of the U.S. labor force and the opportunities and challenges surrounding these changes.
4. Explore Human Resource policies of U.S.-based companies with facilities overseas and of foreign companies operating in the U.S.
5. Discuss issues of worker health and safety.
6. Discuss procedures used to make hiring decisions, to determine compensation, and to make promotions are examined, and to evaluate whether stereotyping, discrimination, and prejudice play a role.

This is the introductory course for the study of Human Resources Management (HRM), and blends descriptive, theoretical, ethical/moral, and applied approaches to issues faced by people at the workplace. Issues Examined:

1. Strategic use of HRM
2. HRM’s leadership role in organizations
3. Laws governing workplace behavior
4. Recruiting workers
5. Hiring decisions
6. Setting wages
7. Evaluating employees
8. Establishing benefits
9. Disciplining workers
10. Employee health and safety
11. Labor relations
12. International human resources.

REQUIRED TEXT: Human Resources Management 3rd edition; authors Denisi / Griffin: South-Western Publishing: 978 1285867571

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<thead>
<tr>
<th>COURSE REQUIREMENTS &amp; GRADING:</th>
<th>POINTS POSSIBLE</th>
<th>POINTS EARNED</th>
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<tbody>
<tr>
<td>1. Discussions</td>
<td>150</td>
<td></td>
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<tr>
<td>2. Quizzes</td>
<td>350</td>
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<td>3. HRM Audit</td>
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4. HRM Research: 5-7 Pages; Accepted Any Time After Midterm And Before The Final Examination | 100
5. Final Exam (Multiple Choice Questions) | 200

| TOTAL POINTS | 1000 |

| 930-1,000 points | A | 770-799 points | C+ |
| 900-929 points | A- | 730-769 points | C |
| 870-899 points | B+ | 700-729 points | C- |
| 830-869 points | B | Below 700 points | D |
| 800-829 points | B- | Below 600 points | F |

**FINAL GRADE CALCULATION:**
Your final grade is based on the total number of points received throughout the semester. Assignments are graded both on an absolute and a relative basis. Assessment of your submitted work is evaluated based on the assignment instructions and criteria, with consideration of how submitted work compares to work submitted by your peers.

Grades are not curved on exams and assignments during the semester. It is your responsibility to retain all graded work in the case you have questions regarding calculation of your final grade.

**GRADE CONCERNS:**
If you have a question about a grade you have received on an assignment in this course, you should discuss this with me during office hours or a scheduled appointment. Grade concerns will not be discussed by email or phone.

If you disagree with a grade that you receive on any assignment in this course, you are invited to submit a written appeal within one week of receiving the grade in question. This appeal should outline your specific concerns with the grade and the evidence you have to support why it should be changed. I will consider your written appeal and schedule time to talk to you regarding the grade.

**You must complete each graded quiz on the coursemate.cengage.com companion site for the week in which the chapters are assigned.**

**Course key:** CM-9781285867618-0000010

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<th>THE WEEK OF:</th>
<th>READING &amp; ACTIVITIES</th>
<th>NOTES</th>
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| May 18th    | 1. Chapter 1: The Nature of HRM  
2. Chapter 2: The legal Environment  
3. Chapter 4: The Competitive Environment |       |
<table>
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<th>THE WEEK OF:</th>
<th>READING &amp; ACTIVITIES</th>
<th>NOTES</th>
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</table>
| May 25<sup>th</sup> | 1. Chapter 5: Information for Making HR  
2. Chapter 7: Recruitment & Selection |       |
| June 1<sup>st</sup>  | 1. Chapter 8: Managing a New and Diverse Workforce  
2. Chapter 9: Compensation & Benefits  
3. MIDTERM |       |
| June 8<sup>th</sup>  | 1. Chapter 10: Performance Appraisal & Career Management  
2. Chapter 11: Labor Relations |       |
| June 15<sup>th</sup> | 1. Chapter 12: Safety, Health, Well-Being & Security  
2. Chapter 13: Motivation at Work  
3. HR AUDIT DUE |       |
| June 22<sup>nd</sup> | 1. Chapter 14 Managing & Enhancing  
2. Chapter 3: The Global Environment  
3. RESEARCH PROJECT DUE  
4. FINAL EXAMINATION |       |

**REFERENCE TEXTS:**

*American Samurai*, by William Lareau


*Dr. Deming: The American Who Taught the Japanese about Quality*, Rafael Aguayo

*Drive: The Surprising Truth about What Motivates Us*, Daniel Pink

*Factory Man*, by Beth Macy

*Mary Parker Follett*, prophet of Management, Pauline Graham, (ed).

*Maslow on Management*, Abraham Maslow

*Out of the Crisis*, by W. Edwards Deming

*Peak: How Great Companies Get Their Mojo from Maslow*, by Chip Conley and Tony Hsieh

*Punished by Rewards: The Trouble with Gold Stars, Incentive Plans, As, Praise, and Other Bribes* by Alfie Kohn

*The Functions of the Executive*, Chester Barnard

*The Human Side of Enterprise*, Douglas McGregor


*The Motivation to Work*, Herzberg, Snyderman, Mausner
The Practice of Management, Peter Drucker
The Price of Inequality, Joseph Stiglitz
The Spirit Level, Richard Wilkinson and Kate Pickett
Why We Do What We Do: Understanding Self-Motivation, Deci & Flaste