

SYLLABUS

The Human Resources Manager

Hours 25; # CEUs 2.5

Fall, 2009

Instructor: Janice Tuman

Contact hours:	M-F 9:00 a.m. – 6:30 p.m.
Office phone:	253-985-2757(w) or 253-677-6934(c)
E-mail:	janicetuman@fhshealth.org or jtuman@comcast.net
Class meetings:	7-9:30 p.m., Mondays, October 5 - December 7, 2009.
Prerequisites:	At least two years of work experience in an area of human resources management; and completion of at least two years of college preferred.
Technology requirements:	None

COURSE DESCRIPTION

This course lays the foundation for the certificate by presenting a comprehensive overview of the role of the human resources professional, and by examining the breadth and scope of the human resource function as a strategic business partner within an organization.

COURSE OBJECTIVES

At the end of this course, students will understand:

1. The history and development of HRM.
2. The role of the human resource generalist and career opportunities available.
3. The importance of strategic HRM practices.
4. Local and national affiliations, resources, professional certification.
5. Current issues in HRM: outsourcing, HRIS systems, impact of technology, global HRM, safety.
6. Future trends and developments.

COURSE TOPICS

The course will cover the following topics:

1. HRM activities and the history of HRM
2. HR career development; professional resources and certification
3. Strategic HRM
4. Individual performance and retention
5. HR metrics and benchmarking
6. The impact of technology; outsourcing
7. Health and Safety
8. Global HRM
9. Trends and developments

COURSE FORMAT

This is a lecture-discussion course in which topics are presented by the instructor, principles are explained, and assignments are completed by students outside of class for presentation in class. You should read textbook assignments as indicated, and be ready to discuss the material in class. We will have two guest speakers.

TEXT(S) AND REQUIRED SUPPLIES

Required text: *Human Resource Management*. Mathis and Jackson. Twelfth edition. Thomson South-Western. \$125 at bookstore or online (various prices). ISBN 0-324-07152-3.

EVALUATION AND GRADING

Coursework will be weighted as follows:

- Grading is SC/USC (successful completion/unsuccessful completion). SC is a minimum of 75% or higher.
- 80% attendance is required.

1. Why We Hate HR Article	40%	Each student will be given the article, "Why We Hate HR" and will be required to answer a series of questions to be assigned by the instructor.
2. Short Essay	20%	Each student will interview at least three "internal customers" of his or her HR unit and complete a one page report detailing how HR contributes to or detracts from their success.
3. Class Participation	20%	As HR generalists who need to deal with a broad range of issues, developing relationships and networking with colleagues is critical to success. By sharing experiences and knowledge with each other in class, we advance and grow in the profession.
4. Attendance	20%	Attendance is encouraged to maximize the benefits of taking the class.
TOTAL	100%	

CLASSROOM RULES OF CONDUCT

1. Turn off cell phones.
2. Food and drink are permitted in the classroom.
3. Participate fully and share your ideas. Share "air time" with other students.

COURSE SCHEDULE PLAN		
DATE	DAY	TOPIC/ACTIVITY
Oct 5	Mon	<p>ORIENTATION TO THE COURSE Course logistics, parking, breaks, etc. Course overview: review syllabus, assignments, grading Introductions Class Discussion:</p> <ul style="list-style-type: none"> ➤ What is HR? Where did it all start? History of HR • <i>For next week:</i> Text, Chapter 1 Changing Nature of HRM and “SHRM Code of Ethical and Professional Standards in HRM.”
12	Mon	<p>THE HR PROFESSIONAL/GENERALIST Class Discussion:</p> <ul style="list-style-type: none"> ➤ HR Challenges and Roles ➤ SHRM Code of Ethics • <i>For next week:</i> Text, Chapter 2 Strategic HR Mgt and Planning <p><u>Assignment:</u> Why We Hate HR – Question 1</p>
19	Wed	<p>STRATEGIC HRM DVD: HR Role Models: What it Means to Be a Strategic HR Leader in the 21st Century Class Discussion:</p> <ul style="list-style-type: none"> ➤ Strategic HR Management – what does it mean? • <i>For next week:</i> Review p. 25-28 in Text <p><u>Assignment:</u> Why We Hate HR – Question 2</p>
26	Mon	<p>DEVELOPING YOUR CAREER Class Discussion:</p> <ul style="list-style-type: none"> • Certification and Local and National Resources • Essay Assignment due. Roundtable discussion. • <i>For next week:</i> Text, Read Chapter 3 Organization/Individual Relations and Retention <p><u>Assignment:</u> Why We Hate HR – Question 3</p>
Nov 2	Mon	<p>ORGANIZATION/INDIVIDUAL RELATIONS AND RETENTION Class Discussion:</p> <ul style="list-style-type: none"> ➤ Retention/Motivation.....Chapter 3 • <i>For next week:</i> Review p. 58-62 of text. Read Handout What are the Basic Steps in an HR Audit? and What Should We Include in an HR Audit? <p><u>Assignment:</u> Why We Hate HR – Question 4</p>
9	Mon	<p>THE HR AUDIT Class Discussion:</p> <ul style="list-style-type: none"> ➤ HR Audit , Metrics and Benchmarking • <i>For next week:</i> Review p. 19-21 of text. Read Handout: “SHRM Asks- Is HR Outsourcing Here to Stay?” <p><u>Assignment:</u> Why We Hate HR – Question 5</p>

COURSE SCHEDULE PLAN

16	Mon	<p>IMPACT OF TECHNOLOGY Class Discussion:</p> <ul style="list-style-type: none"> ➤ Technology trends, HRIS systems, outsourcing • <i>For next week:</i> Text, Read Chapter 15 <p><u>Assignment:</u> Why We Hate HR – Question 6</p>
23	Mon	<p>RISK MANAGEMENT AND WORKER PROTECTION Class Discussion:</p> <ul style="list-style-type: none"> ➤ Health and Safety • <i>For next week:</i> Read Handout “ Introduction to the Global Human Resources Discipline Review p. 14-15; p. 42-45 of text
30	Mon	<p>GLOBAL HRM Class Discussion:</p> <ul style="list-style-type: none"> ➤ Global HR Management <p>Why We Hate HR Assignment Due</p>
Dec 7	Mon	<p>Wrap UP Class Discussion:</p> <ul style="list-style-type: none"> ➤ Round Table on Why We Hate HR Article ➤ Thoughts on class ➤ Instructor Evaluation