

OBHR 3330.007 Syllabus – Fall 2023

Course Information

Course Prefix, Number, Section	OBHR 3330.007
Course Title	Introduction to Human Resource Management
Term	Fall, 2023
Days & Times	MW 4:00-5:15
Location	JSOM 12.218

Professor Contact Information

Professor	Jeff Weekley, PhD
Office Phone	972.883.2564
Email Address	jeff.weekley@utdallas.edu
Office Location	JSOM 4.202
Office Hours	MW 10:00-11:00 or by appointment

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

OBHR 3330 is an introduction to the field of human resource management (HRM). HRM includes functions such as workforce planning, talent acquisition, learning and development, compensation and benefits, and labor and employee relations. The functional activities occur in a legal and global context, shaping how they are practiced. The objective of the course is to enable a better understanding of “How do organizations manage their people to create sustainable competitive advantage?”

Student Learning Objectives/Outcomes

- Understand the role of HRM in the creation of sustainable competitive advantage in modern corporations.
- Understand major laws and regulations shaping the practice of HRM.
- Be able to analyze work and identify the tasks and requirements needed to perform them well.
- Describe basic recruiting activities and selection practices enabling effective talent acquisition.
- Determine the best method of training and development given the job demands.
- Describe performance management systems objectives and methods.
- Describe total rewards systems and the role they play in talent acquisition, motivation, and retention.
- Understand the impact unions have on the management of people.

Required Textbooks and Materials

Required Text: Human Resource Management, V15 Author(s): Joseph J. Martocchio. ISBN: 9780134739724, www.pearson.com

Assignments & Academic Calendar

DATE	TOPIC	ASSIGNMENTS
8-21 (M)	Introduction	Chapter 1
8-23 (W)	Introduction	
8-28 (M)	Legal Environment	Chapter 3
8-30 (W)	Legal Environment	
9-4 (M)	NO CLASS – LABOR DAY HOLIDAY	
9-6 (W)	Job Analysis, Planning, Diversity	Chapter 4
9-11 (M)	Job Analysis, Planning, Diversity	
9-13 (W)	Recruiting	Chapter 5
9-18 (M)	Recruiting/Selection	
9-20 (W)	Selection	Chapter 6
9-25 (M)	Exam I	
9-27 (W)	On-Boarding & Training	Chapter 8
10-2 (M)	On-Boarding & Training	
10-4 (W)	Employee and Organization Development	
10-9 (M)	Employee and Organization Development	
10-11 (W)	Performance Management	Chapter 7
10-16 (M)	Performance Management	
10-18 (W)	Compensation and Benefits	Chapter 9
10-23 (M)	Compensation and Benefits	Chapter 10
10-25 (W)	Compensation and Benefits	
10-30 (M)	Exam II	
11-1 (W)	Employee Relations	Chapter 12
11-6 (M)	Employee Relations	
11-8 (W)	Labor Relations	
11-13 (M)	Health and Safety	Chapter 13
11-15 (W)	Labor Relations	Chapter 11
11-20 (M)	NO CLASS – THANKSGIVING HOLIDAY	
11-23 (W)	NO CLASS – THANKSGIVING HOLIDAY	
11-27 (M)	International HRM	Chapter 14
11-29 (W)	HR Strategy/Analytics	
12-4 (M)	Team Presentations	Group Papers due
12-6 (W)	Exam III	


Classroom Conduct Requirements Related to Public Health Measures

UT Dallas will follow the public health and safety guidelines put forth by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and local public health agencies that are in effect at that time during the Fall 2021 semester. Public health measures may be required for class participation (e.g., wearing of masks, social distancing) and students who refuse to comply may face disciplinary action for [Student Code of Conduct](#) violations.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "[What should I do if I become sick?](#)" webpage)

Grading Policy

GRADING	
Criteria	<p>Points:</p> <ul style="list-style-type: none"> • Exams 60% or 80 points each (240 points total) • Group Project 30% or 120 points • Exercises/ Participation 10% or 40 points <p>376 points or greater A 360-375 points A- 348-359 points B+ 333-347 points B 320-332 points B- 308-319 points C+ 293-307 points C 280-292 points C- 240-279 points D 239 points or less F</p>
Exams	<p>There will be three closed notes/book exams in class. Exams are <u>not</u> cumulative and will cover only the material (book and class) since the last exam. Exam questions will be multiple choice and come from the book and class lecture. Please bring a green scantron sheet to each exam.</p> <p>There will be no makeup exams. If you cannot make the exam, you will be expected to contact me and make arrangements one week in advance to take it prior to the rest of the class. Unacceptable excuses will receive a 0 for that exam.</p>
Group Project	<p>Groups of 5 will be formed the first week of class to work on a team project. Your goal will be to lay out a comprehensive HR plan for a job of your choosing.</p> <p>Your final paper should be 12-ish pages (not counting references, charts, figures, etc.), double spaced using bullet points. It should include</p> <ul style="list-style-type: none"> • An analysis of the job, including a description of key tasks and deliverables and KSAOs • A sourcing and recruiting plan • A structured interview designed around the KSAOs • A description of what will be trained and how it will be trained • A description of the performance management process and example of the measure • A total rewards plan, including a description of base pay, incentive pay, and benefits • A career development plan • A description of the employee relations environment and culture

	<p>Use the template provided below and simply populate the cells with your content. Writing concisely (e.g., in bullet point form) is encouraged.</p> <p style="text-align: center;"></p> <p style="text-align: center;">Group Project.docx</p> <p>The objectives I will be grading are described in the template. <u>If I could execute your plan, i.e., would I know what to do from reading it,</u> you will do well on the paper. During the last week of class you will make “poster-style” presentations. While I will describe this more completely in class, you will prepare a summary of your paper and tape it to the wall so that others can review your work. Be prepared to answer any questions they may have. You will also be given time to review their work and vote (see next). Each student will nominate the best and second-best paper (excluding their own). I will grade the papers independently and then add bonus points for the papers the students nominate as best/second best.</p> <p>Common mistakes I see students make is to (a) tell me what they could do (e.g., “We could reward people with time off or give them additional developmental opportunities”) rather than tell me what they would do, (b) tell me what the employer they took the job from is currently doing rather than what they would do, and (c) recite material from lecture/the book rather than apply it to the task. The entire purpose of the paper is for you to apply what you learned in a critical thinking exercise. Use the concepts to tell me what you would do.</p> <p>Organization and governance will be left to each team. You will need to figure out amongst yourselves how best to coordinate to get this done. If someone is not doing his/her fair share, the other team members need to bring it to my attention as quickly as possible. To minimize social loafing, peer reviews <u>may be</u> gathered at the semester’s end, based on input from the team members. This can be used to adjust individual grades on the group paper up or down based on each person’s relative contribution. Alternatively, I may grade each person’s contribution separately. In either event, <u>do not do the person’s work for him/her</u> (instead, leave those sections blank). This makes it much easier to give the student the grade he/she deserves.</p>
Exercises and Participation (EP)	<p>Throughout the semester, you will be given short assignments or exercises to complete in class. As they are designed to encourage attendance and participation, they will occur unannounced and at random intervals through the semester.</p> <p><u>There will be no make-up for missed EP grades and no “extra credit”.</u> If you miss class on a day we do an EP, you will receive a zero (0) for that grade. Telling me in advance that you will not be in class will not change the grading policy. The only exceptions are for university sponsored events (and will require substantiation from the sponsor, e.g., coach, professor, etc.). Because people do get sick and have emergencies, two missed participation grades will be excused (i.e., your grade will be the 8 highest of the 10 collected). If you are ill, your car</p>

	<p>breaks down, etc., and cannot make it to class, you do not need to tell me. The policy above is intended to cover those unforeseen circumstances.</p> <p><u>Phones, laptops, and other wireless devices are to be left off during class.</u> Anyone who persists in checking their phone, texting, etc. will be asked to leave the class for that day. Listen, take notes, speak up, and learn.</p>
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Other

Class Materials

The instructor will provide some materials in class to all students registered for this class. They are intended to supplement the classroom experience. These materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Classroom Citizenship

The Comet Creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

Academic Support Resources

The information contained in the following link lists the University's academic support resources for all students. Please see <http://go.utdallas.edu/academic-support-resources>.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.