

COURSE SYLLABUS

Spring 2024 | OBHR 3330.502 | Introduction to Human Resource Management | Alayna Thomas

Course and Instructor Information

Course	OBHR 3330.502 Introduction to Human Resource Management Th 7:00-9:45 PM in JSOM 2.102
Instructor	Alayna Thomas (she/her) CV available on CourseBook alayna.thomas@utdallas.edu
Office Hours	Virtual Schedule at my Microsoft Bookings page

Course Description

In *Introduction to Human Resource Management* (3 semester credit hours), students will learn theories and practices in many core areas of human resource management (HRM): planning, recruiting and selection, compensation and benefits, training and development, and performance management. The course highlights how an organization's human resource (HR) function contributes to its business strategy and competitive advantage while operating in a legal environment. There are no prerequisites, co-requisites, and/or other restrictions to take this course.

Learning Objectives

Upon completing the course, students should be able to:

- Describe the roles and activities of the core areas of HRM and how they are related.
- Explain how an organization's HR function contributes to its business strategy and competitive advantage.
- Understand the legal environment and its impact on all HR functions.
- Apply principles of HR to their future careers.

Required Materials

- [McGraw Hill Connect subscription](#) for Human Resource Management: Gaining a Competitive Advantage, 13th Edition, 2023 by Noe, Hollenbeck, Gerhart, and Wright (ISBN: 9781264188895)
 - Multiple graded assignments will be administered only through McGraw Hill Connect. Please wait until the first week of class to purchase your Connect subscription because I will share discounted purchase options (<\$90). The subscription includes the eBook.
- Access to a computer and Wi-Fi outside of class
 - There are computer labs across campus for student use.
- Access to UTD email and eLearning (a.k.a. Blackboard)
 - Check these regularly, as this is how I communicate class updates outside of class.

Updated December 27, 2023

All syllabus contents are subject to change at the discretion of the instructor.

Changes will be communicated through eLearning.

Attendance, Assignments, and Assessments

To accommodate various learning styles and increase the transfer of learning, this course comprises a mix of attendance, take-home and in-class assignments, and open-note and closed-note assessments. All details will be posted to eLearning, and all deadlines are listed on the Course Schedule.

Attendance

Class attendance – measured by timeliness, note-taking, and participation – is critical to achieving the learning objectives of this course. If you miss a class, it is your responsibility to fill in what you missed. I encourage students to connect with one another, reference eLearning, and/or to schedule time with me in office hours.

- *Timeliness:* Attendance will be taken in every class through pop quizzes on reading, individual surveys, or group activities. Students must be present at the time attendance is taken for full credit.
- *Note-Taking:* Modified presentation slides will be posted in advance of all classes for notetaking; however students will need to attend to receive all information. Students may use laptops or tablets to take notes, though handwritten notes are encouraged. Recording and distributing any part of the class is not allowed without written permission from the instructor.
- *Participation:* This class is meant to be interactive, so student participation is expected. If you cannot participate in class, please do not attend that day. Students should reduce distractions by turning off notifications on devices, limiting the use of cell phones, and avoiding multitasking. Headphones are acceptable if they help you focus.
- *Grading:* There are 14 opportunities for attendance, and the best (highest) 12 grades will be considered. I will award partial credit of up to 50% if the student emails me a copy of their notes for the covered chapter(s) within 7 days of the missed class.

Assignments

There are two types of class assignments: SmartBook readings and a project.

- *SmartBook readings:* Students are expected to read select parts of the textbook chapter prior to class. This reading will be done through Connect in the form of SmartBook assignments. There are 13 SmartBook assignments, and the best (highest) 12 grades will be considered. I will award partial credit of up to 50% for late SmartBook assignments until the date on the Calendar.
- *Project:* To demonstrate an understanding of training and development, students will create and deliver a 5-10 minute presentation about a knowledge, skill, ability, or other component mentioned in a job description of their choosing. Students can complete this project in groups of 2 to 4. I will award partial credit of up to 50% for late projects until the date on the Calendar.

Updated December 27, 2023

All syllabus contents are subject to change at the discretion of the instructor.

Changes will be communicated through eLearning.

Assessments

There are two types of assessments: quizzes and a final exam. I will not offer partial credit or accept late assessments; however, I will allow early assessments if the student requests.

- *Quizzes:* This course is broken into 3 parts, and each part will conclude with a quiz over its covered chapters. Quizzes are multiple-choice, open-note, and timed. Students will take quizzes through eLearning and can complete them in a multi-day window. There are 3 quizzes, and the best (highest) 2 grades will be considered.
- *Final Exam:* Students will be assessed on all covered chapters in one comprehensive final exam. This exam is multiple-choice, closed-note, and timed. Students will take this exam at the UTD Testing Center in a multi-day window during final exam week.

Extra Credit

- To earn extra credit, students can choose between 4 options, following the details on eLearning. I will not offer partial credit or accept late extra credit.
 1. Write a paper to accompany the presentation-based project
 2. Interview a recent college graduate in their field of choice and write a short paper
 3. Create an alternative assignment that could be used in future semesters
 4. Meet with an academic advisor or undergraduate HRM faculty to discuss a potential major in HRM

Grading Policy

Overview

Category	Component	Maximum Points	Percentage of Grade
Attendance	<i>Varies</i>	12.5 Points Each x Best 12 = 150	20%
Assignments	SmartBook	12.5 Points Each x Best 12 = 150	20%
	Project	150	20%
Assessments	Quizzes	75 Points Each x Best 2 = 150	20%
	Final	150	20%
		750	100%
Extra Credit	<i>Varies</i>	30	4%

Midterm and Final Grades

Midterm and final grades will be posted in Orion based on this breakdown.

A+ = 96.5-100%	B+ = 86.5-89.4%	C+ = 76.5-79.4%	D+ = 66.5-69.4%
A = 93.5-96.4%	B = 83.5-86.4%	C = 73.5-76.4%	D = 63.5-66.4%
A- = 89.5-93.4%	B- = 79.5-83.4%	C- = 69.5-73.4%	D- = 59.5-63.4%

Updated December 27, 2023

All syllabus contents are subject to change at the discretion of the instructor.

Changes will be communicated through eLearning.

How To Reach Me

Email

You can email me anytime from your UTD email. Whenever you send an email, please include the course section: OBHR 3330.502. I respond to emails in the order I receive them, and I will reply within 3 days. An instructor of mine once said "if it's an emergency, that's due to your lack of planning." I will apply that same concept here. You have the course schedule, so I expect you to ask questions as far in advance as you can; don't wait until the 2 days before an assignment is due to ask clarifying questions, because I might not reply as quickly as you want.

Office Hours

I don't have standing office hour time because I understand every student's schedule is different. You can schedule virtual or in-person office hours anytime by using my Calendly link. If you haven't visited a professor during office hours before, I highly encourage you to try it. It's a great opportunity to ask questions about specific slides or textbook concepts you didn't understand. You can practice applying class concepts to the real world. You can ask for a review of an assignment before you complete it. The possibilities are endless! You will get as much out of this class as you put into it.

Accommodations & Support

I designed this course with multiple learning styles, abilities, and preferences in mind. If you need further accommodation, I am happy to work with you. If you are financially unable to purchase the subscription, please see me as soon as possible, and we can discuss alternative assignment options.

Many academic support resources are also available to you, including the Office of Student Accessibility (accessibility.utdallas.edu) and the Student Success Center (studentsuccess.utdallas.edu). To see a complete list of academic resources, please see go.utdallas.edu/academic-support-resources.

Academic Dishonesty

Academic dishonesty includes but is not limited to cheating, plagiarism, copying the work of others, and failure to contribute to a collaborative project. All submitted work is subject to plagiarism validation. Students are expected to cite any sources used, including generative AI.

All cases of suspected academic dishonesty will be reported to the Office of Student Conduct for investigation, and students will be subject to the University's Judicial Affairs process, which could result in a grade of 0% on the assignment.

University Policies & Procedures

Please review UTD's policies and procedures here: go.utdallas.edu/syllabus-policies.

Updated December 27, 2023

All syllabus contents are subject to change at the discretion of the instructor.

Changes will be communicated through eLearning.

Course Calendar

Week	Class Date	Topic	Deadlines
1	Jan. 18	Course Overview	Purchase Connect by 1/22
Part 1: Chapters 1-4			
2	Jan. 25	Chpt. 1: Competitive Advantage Chpt. 2: Strategic HR Management	SmartBook Chpt. 1 by 1/25 6:55p SmartBook Chpt. 2 by 1/25 6:55p
3	Feb. 1	Chpt. 3: Legal Environment This Is Me Presentations	SmartBook Chpt. 3 by 2/1 6:55p This Is Me (Attendance) by 2/1 6:55p
4	Feb. 8	Chpt. 4: Analysis and Design of Work	SmartBook Chpt. 4 by 2/7 6:55p
5	Feb. 15	Part 1 Special Issues Review for Quiz 1	SB Chpt. 1-4 Late Until 2/10 11:55p Quiz 1 by 2/18 11:55p
Part 2: Chapters 5-7, 9			
6	Feb. 22	Chpt. 5: HR Planning & Recruitment Chpt. 6: Selection & Placement	SmartBook Chpt. 5 by 2/22 6:55p SmartBook Chpt. 6 by 2/22 6:55p
7	Feb. 29	Chpt. 7: Training Chpt. 9: Development	SmartBook Chpt. 7 by 2/29 6:55p SmartBook Chpt. 9 by 2/29 6:55p
8	Mar. 7	Part 2 Special Issues Review for Quiz 2	SB Chpt. 5-7, 9 Late Until 3/3 11:55p Quiz 2 by 3/10 11:55p
9	Mar. 14	<i>Spring Break, No Class</i>	
Part 3: Chapters 8, 10-13			
10	Mar. 21	Chpt. 8: Performance Management	SmartBook Chpt. 8 by 3/21 6:55p
11	Mar. 28	T&D Project Presentations	Project 3/28 by 6:45p
12	Apr. 4	Chpt. 10: Separation & Retention	SmartBook Chpt. 10 by 4/4 6:55p
13	Apr. 11	Chpt. 11: Pay Structure Decisions Chpt. 12: Recognizing with Pay	Project Late Until 4/7 11:55p SmartBook Chpt. 11 by 4/11 6:55p SmartBook Chpt. 12 by 4/11 6:55p
14	Apr. 18	Chpt. 13: Benefits	SmartBook Chpt. 13 by 4/18 6:55p
15	Apr. 25	Part 3 Special Issues Review for Quiz 3	SB Chpt. 8, 10-13 Late Until 4/21 11:55p Quiz 3 by 4/28 11:55p
Wrap-Up: Chapters 1-13			
16	May 2	Course Wrap-Up Review for Final Exam	Extra Credit by 5/2 6:55p
Week of May 6: Final Exam, Details TBA			

Updated December 27, 2023

All syllabus contents are subject to change at the discretion of the instructor.

Changes will be communicated through eLearning.