



**The University of Texas at Dallas  
Naveen Jindal School of Management  
COURSE SYLLABUS**

**OBHR 3330.501  
Introduction to Human Resource Management  
January to May 2025**



The University of Texas at Dallas  
Naveen Jindal School of Management  
COURSE SYLLABUS

OBHR 3330, Section 501  
Introduction to Human Resource Management  
January 21 to May 12, 2025

## COURSE INFORMATION

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Title	Introduction to Human Resource Management Mon-Wed. 5:30pm—6:45pm   JSOM 2.804
Term	Spring 2025
Dates	16 Weeks (In-Person)

## PROFESSOR INFORMATION

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Professor	Dr. Rhonda Green
Email	rhonda.green@utdallas.edu
Office Hours	In-person Wednesdays 10:30am-2:30pm or by appointment Virtually by appointment

### Communication Guidance

You can email me any day of the week. Please start all communications with your name and course number. This will enable a quicker response. I will get back to you as soon as I can, typically within a day.

## COURSE DESCRIPTION

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This course introduces you to the human resources management function in the context of a business enterprise. We begin the course by examining competitive advantage and how HR factors in its achievement. Then, we'll work our way through each of the "core" areas of human resource management including staffing, performance management, work and job design, training, compensation, and more. The course concludes with global considerations and how to manage the HR function strategically.

*The overall goal of this course is to orient you to the human resources function. At the end of the course, I want you to know what a good HR department does; therefore, you'll know what to reasonably expect from the HR function in a business setting.*

## COURSE LEARNING OBJECTIVES/OUTCOMES

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After completing this course, participants should be able to:

- Describe human resources management (HRM)
- Identify Human Resources' (HR) role within a business
- Explain Human Resources' contribution to a business' competitive advantage
- Describe the core Human Resources functions, their responsibilities and contributions
- Understand the government and legal environment within which HR functions
- Illustrate the key deliverables of one of the core human resources functions

## REQUIRED MATERIALS

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**Books:** Noe, R.A., Hollenbeck, J.R., Gerhart, B., & Wright, P.M. (2023). Human Resource Management: Gaining a Competitive Advantage (13<sup>th</sup> ed.) ISBN: 978-1-264-493333

**Note:** The publisher's "Connect" subscription is required and included in the electronic textbook purchase. All readings and chapter quizzes will be administered using McGraw-Hill "Connect" and should be accessed through Blackboard. You can purchase this as a bundle in the bookstore or directly from McGraw-Hill. To purchase directly through McGraw Hill (preferred), follow these steps:

1. Wait for the class to open on e-learning
2. Click into the "Course Introduction" folder
3. Click on any of the McGraw Hill items
  - i. This will take you to McGraw Hill and you will be asked to register/purchase
  - ii. Ensure that you use your official "net-id email address." (*Do not use the friendly email address*)

## COURSE SCHEDULE

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PART 1: January 21 to February 16					
Dates	Chapter	Assignment	Suggested Start	Due Date	Points
1/22 – 1/26	1:HRM Competitive Advantage	Smartbook Reading & Questions	1/22	2/16	12
1/27 – 2/2	2:Strategic HR	Smartbook Reading & Questions	1/22		12
		DISC Quiz	1/27		13
2/3 – 2/9	3:Legal Environ, EEO, & Safety	Smartbook Reading & Questions	1/27		12
		Connect: Self-Assmnt–What do you know...	1/27		10
2/10 – 2/16	4:Analysis & Design of Work	Smartbook Reading & Questions	2/3		12
Part 1 Quiz: Chapters 1-4				Open 2/10 Close 2/16	50

## PART 2: February 17 to March 9

Dates	Chapter	Assignment	Suggested Start	Due Date	Points
2/17 – 2/23	5:HR Planning & Recruitment	Smartbook Reading & Questions	2/10	3/9	12
2/24 – 3/2	6:Selection and Placement	Smartbook Reading & Questions	2/17		12
3/3 – 3/9	7:Training	Smartbook Reading & Questions	2/24		12
Part 2 Quiz: Chapters 5-7				Open 3/4 Close 3/9	50

## MID-TERM

**There is no mid-term exam for this course.** Mid-term grades are submitted based on the completion of assignments due up to the mid-term reporting date.

## PART 3: March 10 to April 6

Dates	Chapter	Assignment	Suggest Start	Due Date	Points
3/10 – 3/16	8:Performance Management	Smartbook Reading & Questions	3/3	4/6	12
		Connect Self-Assessment – Performance Appraisal			10
SPRING BREAK 3/17 – 3/21					
3/24 – 3/30	9:Employee Development	Smartbook Reading & Questions	3/10	4/6	12
3/31 – 4/6	10:EE Separation & Retention	Smartbook Reading & Questions	3/24		12
		Connect ABA – Who Can be Fired?			10
Part 3 Quiz: Chapters 8-10				Open 3/31 Close 4/6	50

## TERM PAPER

Assignment	Extra Credit Due Date	Due Date	Points	Extra Credit Points
Course Project/Term Paper	4/1	5/5	150	25

## PART 4: April 7 to April 27

Dates	Chapter	Assignment	Suggested Start	Due Date	Points
4/7-4/13	11:Pay Structure Decisions	Smartbook Reading & Questions	3/31	4/27	12
4/14-20	12:Recog. EE Contributions	Smartbook Reading & Questions	4/7		12
4/21-27	13:Employee Benefits	Smartbook Reading & Questions	4/14		12
	13: Employee Benefits	Connect Self Assessment -- Which benefits are...	4/14		10
Part 4 Quiz: Chapters 11-13				Open 4/21 Close 4/27	50

(Chapter 14 is optional)

## PART 5: April 28 to May 4

Dates	Chapter	Assignment	Suggested Start	Due Date	Points
4/28-5/4	15:Managing HR Globally	Smartbook Reading & Questions	4/21	5/11	12
5/5-5/11	16:Strategically Mng HR	Smartbook Reading & Questions	4/28		12

## FINALS

Dates	Chapter	Assignment	Open Date	Due Date	Points
5/12 – 5/16	Cumulative	Final Exam	5/12	5/12	230

## ASSIGNMENT DETAILS

### General Notes:

**DISC:** The “quiz” for the DISC functions as a self-reporting tool. It’s an easy way for me to know you completed it and have your style indicators. Having the style indicators on-hand will make that week’s lectures & activities more meaningful for you when we get to Chapter 6.

### In-Class Discussion Groups & Quizzes:

We will use in-class discussion groups extensively to help us rally around key concepts in the course. The days of the discussion groups will not be posted; you will find out about the discussions in the class when we do them. Each discussion group has a quiz, and the quiz will be released on e-learning on the day of the discussion in class. The quizzes are based on the discussion topics. You will not be able to correctly answer these quizzes until we have completed the discussions in class. Which effectively means, “you must be present to win.”

### Slides for Note Taking:

The presentation slides will be posted in advance of class sessions, via e-learning, for the purposes of notetaking. Check the folder for each respective chapter.

## Chapter 14:

The content on collective bargaining and labor relations is good to know. I encourage you to read it and use the Smartbook questions to enhance your learning. This chapter is not graded, and the completion is optional.

### Course Project / Term Paper:

The course project / term paper allows you to demonstrate that you can apply the information that you've learned. You will have 3 topics to choose from. This gives you the opportunity to choose a topic you will enjoy and also express your mastery of the content. The topics will be described in more detail in their respective folders in the e-learning system. **You may submit this paper early for the opportunity to earn an additional 25 points of extra credit.** Your paper will be graded as normal for the total possible of 120 points. After grading is completed the additional 25 points will be added to the result. **This is the *only formal extra credit* opportunity for the course.**

Example	Points	Percent
Course Project/Term Paper Possible Points	150	
Course Term Paper Grade	120	80%
<i>Early Submission Extra Credit</i>	+25	
Effective Grade	145	96.6%

### ORIGINAL WORK Expectation:

For any/all assignments, it is expected that your work is originally yours. While you can/should consult external sources for ideation and support, all use of external sources should be cited appropriately according to the APA 7th edition writing style standards. This includes any/all use of artificial intelligence (A.I.). Keep in mind that assignments are reviewed for usage levels of external resources, and this includes A.I. For any assignment, use of external resources should be less than 20%.

## GRADING

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Assignment Name	Number of Assignments	Total Point Value
Smartbook Reading & Questions (Chapters 1-13 & 15-16)	15	180
Personality Assessment (DISC)	1	13
In-Class Discussion Quizzes	9	117
Connect Self Assessments	3	30
Connect Application Based Activity	1	10
Quizzes for Parts 1-4	4	200
Course Term Paper	1	150
Final Exam (cumulative)	1	230
Participation		70
TOTAL	36	1000

Course Grading Scale			
Letter	Points		Percentage
	Low	High	
A+	980	1000	98-100%
A	940	979	94-97%
A-	900	939	90-93%
B+	870	899	87-89%
B	840	869	84-86%
B-	800	839	80-83%
C+	770	799	77-79%
C	740	769	74-76%
C-	700	739	70-73%
D+	670	690	67-69%
D	640	669	64-66%
D-	600	639	60-63%

## COURSE, PROGRAM, and UNIVERSITY POLICIES

### Assignment Submission & Make-up's

All assignments should be submitted to the course via eLearning on or before the due date/time listed. Assignments submitted after the due date are subject to rejection or reduced grades as described for the respective assignment in the syllabus and in e-learning. The dates established for the assignments are already designed to provide as much flexibility as possible, which means **there are no make-ups**. Extenuating circumstances should be discussed with the professor, and to the extent possible, in advance of missing any assignments.

### Attendance and Participation

Regular and punctual class *attendance* is *expected*. In addition to attendance, **a portion of the grade for this course is tied to your participation in this class**. This includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures. This course uses in-class discussion groups extensively, and missing classes will have a negative impact on your grade. Class participation is documented by faculty. Successful participation includes consistently adhering to the University's requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The following schedule is used to calculate the impact of attendance/absences on grades.

Attendance Grading Impact	
Absence in Weeks	Grading Impact
2	No Impact
3	-75 points
4	-180 points
5	-275 points
6	-350 points
>6	<b>COURSE FAILURE</b>

There is not an attendance grade in this class; rather, there is a *grade impact for absences*. I understand that “life happens” and we’re all prone to missing some sessions. That’s why there’s room for missing without penalty. It’s also true that you must show-up and be present to be successful. Missing class means you’re missing content, and it will negatively affect your learning process. Falsifying attendance records is an ethical issue and a violation of the Comet Creed. Unfortunately, it seems like every semester there are people who think they can “get away” with falsifying their attendance; if you’re going to miss class, that’s your decision; own your decisions and the impact of your decisions.

### **Class Behavior and Citizenship**

Students must be respectful of other student opinions, and disagreements should be handled professionally.

### **Comet Creed**

This 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.”*

### **Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access systems, content, and any recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the 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](#).

### **Sourcing and Plagiarism**

Students are expected to write at a professional level. This includes using proper grammar and syntax, having a logical flow, and giving credit to sources of information used in developing reports and papers. Students shall not copy the work of others and represent it as their original work.

All submitted work is subject to plagiarism validation and the University uses databases to automatically identify issues. When plagiarism becomes known, there will be consequences subject to the University’s Judicial Affairs. The program will adhere to the decisions and judgement of the judicial affairs process.

**Academic Dishonesty**

[Academic dishonesty](#) includes but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. All cases of suspected academic dishonesty will be reported to the [Office of Student Conduct](#) for investigation.

**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.

**Course Evaluation**

The completion of a UTD course evaluation is strongly recommended. A link will be provided via eLearning for completing the course evaluation.

**A Final Note**

The descriptions, assignments, points, and timelines contained in this syllabus are subject to change at the discretion of the Professor. The Professor will communicate changes to you in advance when possible.