

Human Resource Management (HRM)

Syllabus

3.0 credit hours

*Take our 20 best people away, and I will tell you that
Microsoft would become an unimportant company*
Bill Gates, CEO of Microsoft in Fortune, November 25, 1996

Instructor:	Class:
Timurlan Baiserkeev, Instructor Cornell University, USA E-mail: baiserkeev_t@auca.kg timurlan.b@gmail.com Mob: (772) 138-391	MBA – 553.1 Friday, 18:30 - 19:45, Room 207

Language of instruction – English

Course description:

Welcome to the HRM course! The purpose of this course is to provide students with theories and concepts of contemporary personnel management, to facilitate comprehension of the main functions and responsibilities of HR managers.

We will consider topics such as personnel strategy and career development. The course provides a framework for understanding and thinking strategically about the management of human resources in organizations. Specific topics include: recruitment and selection; compensation and benefits; promotion; training; performance appraisal; retention and turnover; and selected public policy issues pertaining to employment (e.g. discrimination and affirmative action).

Course objectives:

- Get acquainted with the theory of modern HRM;
- Discuss the importance of motivation, values, and ethics in the entire personnel area;
- Research, analyze, and interpret realistic and practical applications of personnel concepts;
- Distinguish methodologies and practices to improve attitudes and performances of individuals and groups in organization consequently increase their effectiveness and efficiency;
- Enhance students' knowledge and skills as members of organization as well as HR managers.

Course requirements

The HRM course is designed as an interactive one, so your attendance and participation will make up the substantial part of your grade. The other parts will be number of papers, a midterm paper, and a group project.

Academic Honesty

All students are expected to abide the AUCA Honor Code. Students are expected to maintain high ethical standards in all their courses. All cases of academic dishonesty will result in a failing grade.

Points Table:

#	Description	Due Date	Points
1	Participation	Throughout the course	30
2	Job Analysis: <ul style="list-style-type: none">• Job Description• Job Advertisement	October 6, 2017	5
3	Midterm Paper	November 3, 2017	25
4	Orientation program	October 27, 2017	10
5	Performance appraisal form	November 24, 2017	5
6	Group project: Present your company	December 22, 2017	25

What you get your points for:

Participation – as mentioned above the course is interactive, so being active in the classroom is important. Participation will be evaluated on the basis of your attentiveness, respect to classmates and instructor, preparedness, and involvement in class discussions.

Job Analysis – consists of Job Description, and Job Advertisement. You have to choose a substantial position in your company and make the full Job Analysis of this position, which should contain Job Description. On the basis of job analysis, you will have to design a Job Advertisement. Job Advertisement should contain primary duties, professional and educational requirements a candidate applying for the position should possess. It should also inform what set of documents should contain (for example: resume, cover letter, recommendations, etc.), where and till what deadline it should be sent, in order to apply for this vacant position. The paper is due once class starts! The deadline is mentioned in the table above.

Orientation program – You should design an orientation program for a new staff member. It should be a continuation of the previous task. Imagine you have hired a new specialist for the vacant position announced earlier and now this new employee needs to go through the orientation program in your company. The paper is due once class starts! The deadline is mentioned in the table above.

Performance appraisal form – You should design a performance appraisal form for the same staff member. This paper should be a continuation of two previous tasks. Imagine since you have hired a new employee a whole year has passed and now you have to evaluate his/her performance. The paper is due once class starts! The deadline is mentioned in the table above.

You may use internet resources while completing these three tasks, but the final version of each paper should be the result of your personal brainstorming joint with the class discussions and knowledge gained from the class readings

Group project – The groups will present a company from the HR manager’s point of view in class. As soon as you are united in a group, each member will contribute to the group project his/her previous assignments and you will have a lot of prepared materials for the final result. After the presentation, the group will have to answer the questions from the instructor and/or classmates. Answers to the questions will be considered while grading the group project. The presentation of your company should contain the following information:

- Brief info about the company
- Organizational chart
- Diversity issues
- Recruitment and selection procedures/policies
- Job descriptions of the key positions
- Orientation program for a mid-level employee
- Company’s ethical issues
- Performance appraisal procedure and form/forms
- Compensation system
- Safety and Health policies

Midterm paper – TBA.

All the papers that will be submitted throughout the course (Job Analysis, Orientation Program, Performance Appraisal, midterm) should not contain your name just ID. Papers with your name on them will not be accepted. Late papers will not be accepted. All papers should be printed out and submitted to the instructor. Electronic versions of your papers will not be accepted. No exceptions will be made, unless prior agreed.

Additional tests or extra assignments might be given to you throughout the course.

Grading:

Points earned throughout the course	Grade
93 – 100 (or more)	A
90 – 92	A–
87 – 89	B+
83 – 86	B
80 – 82	B–
77 – 79	C+
73 – 76	C
70 – 72	C–
67 – 69	D+
63 – 66	D
60 – 62	D–
59 (or less)	F

Required Reading:

- **Human Resource Management: Essential Perspectives. 7th Edition.** Robert Mathis and John Jackson, Sean Valentine, 2014
- Human Resource Management. 14th Edition. Robert Mathis and John Jackson, Sean Valentine, 2013

The instructor reserves the right to modify any parts of this syllabus at any time during the period of the course.

Course Schedule:

Class	Lecture topic/required readings	Date
Class 1	Syllabus overview	September 8, 2017
Class 2	HR's Role and Strategic Nature	September 15, 2017
Class 3	Individuals/HR Planning	September 22, 2017
Class 4	Job Analysis	September 29, 2017
Class 5	Guest Speaker	October 6, 2017
Class 6	Staffing: Recruiting and Selection	October 13, 2017
Class 7		October 20, 2017
Class 8	Training and Talent Management	October 27, 2017
Class 9	Guest Speaker	November 3, 2017
Class 10	Performance Management	November 17, 2017
Class 11	Total Rewards and Compensation	November 24, 2017
Class 12	Risk Management; Employee Relations	December 1, 2017
Class 13	Workforce Diversity	December 8, 2015
Class 14	Group Project Presentations	December 15, 2015
Class 15	Group Project Presentations	December 22, 2017