

## SYLLABUS

### Human Resource Management (3 credits)

Instructor: Yuwen Liu

#### **Course Description:**

This course explores the central, strategic role that HR plays in making organizations competitive. This course focuses on the concepts and practices of human resource management, namely recruitment and selection of employees, equal opportunity, training and development, performance appraisals, compensation and benefits issues. A special focus on the increase of globalization and workforce diversity in the high-performance organization is also included.

#### **Course Objectives:**

1. Describe the functions of HR management.
2. Provide examples of the new management practices that are changing HR management.
3. Illustrate how building employee commitment can be a cornerstone of an employer's HR philosophy.
4. Present the basic processes for: developing job specifications; recruiting, interviewing, and placement of employees; compensation and benefits plans; and conducting performance appraisals.
5. Outline the organization's role in the career management process.
6. Explain employee mobility.
7. Understand the impact of globalization on HR management

#### **Readings:**

Noe, R. A. et al. (2009). Fundamentals of Human Resource Management. McGraw-Hill. Supplementary reading materials are available in class

#### **Class Structure:**

Class sessions may include lectures, small and large discussion groups. We will strive to clarify, supplement, and analyze text materials. You are responsible for all assigned readings and all materials presented in class. You are also responsible for all information disseminated in class and all course requirements, including deadlines.

#### **Course requirements:**

<u>Midterm</u>	25%
<u>Final exam</u>	20%
<u>Reflection paper</u>	15%
<u>Group presentation</u>	30%
<u>Class participation and activities</u>	15%

**Weekly schedule:**

<u>Week 1</u>	Introduction/course overview	Chapter 1
<u>Week 2</u>	Human Resource Environment	Chapter 2
<u>Week 3</u>	Analyzing Work and Designing Jobs	Chapter 4
<u>Week 4</u>	Staffing and selection I: HR Planning and Recruiting	Chapter 5
<u>Week 5</u>	Staffing and selection III: Selecting and Interviewing	Chapter 6 Supplementary materials
<u>Week 6</u>	Training and Developing Employees	Chapter 7
<u>Week 7</u>	Appraising and Managing Performance I	Chapter 8
<u>Week 8</u>	Appraising and Managing Performance II	Chapter 9
<u>Week 9</u>	Case study	
<u>Week 10</u>	Compensation and Benefits I: Establishing Strategic Pay Plans	Chapter 11
<u>Week 11</u>	Compensation and Benefits II: Pay for Performance and Financial Incentives	Chapter 12
<u>Week 12</u>	Compensation and Benefits III: Benefits and Services	Chapter 13
<u>Week 13</u>	IHRM I: Expatriation/ Repatriation	Chapter 15
<u>Week 14</u>	Outsourced/Video	
<u>Week 15</u>	Group Presentation	<u>Reflection paper due</u>
<u>Week 16</u>	Group Presentation	
<u>Week 17</u>	The Future	
<u>Week 18</u>	Final Exam	<u>Final project paper due</u>