

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:

Textbook is optional

Cases:

#1 柏榕酒店

#2 Citibank

#3 Black and Decker

#4 Southwest Airlines

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>Reflection papers</u>	40%
<u>Mid term</u>	15 %
<u>Final group project</u>	25 %
<u>Class participation and activities</u>	20%

Weekly schedule:

<u>Week 1</u> 9/20	Introduction/course overview	
<u>Week 2</u> 9/27	Human Resource Environment	
<u>Week 3</u> 10/04	<ul style="list-style-type: none"> • Analyzing Work and Designing Jobs • Staffing and selection I: HR Planning and Recruiting 	
<u>Week 4</u> 10/11	Staffing and selection II: Selecting and Interviewing	<u>Case #1</u>
<u>Week 5</u> 10/18	Appraising and Managing Performance I	
<u>Week 6</u> 10/25	Appraising and Managing Performance II	
<u>Week 7</u> 11/01	Up in the air/critiques	
<u>Week 8</u> 11/08	Mid term	
<u>Week 9</u> 11/15	Training and Developing Employees	<u>Case #2</u>
<u>Week 10</u> 11/22	<u>On-line course</u>	
<u>Week 11</u> 11/29	Compensation and Benefits I: Establishing Strategic Pay Plans	<u>Case #3</u>
<u>Week 12</u> 12/06	Compensation and Benefits II: Pay for Performance and Financial Incentives	
<u>Week 13</u> 12/13	Compensation and Benefits III: Benefits and Services	<u>Case #4</u>
<u>Week 14</u> 12/20	IHRM: Expatriation/ Repatriation	
<u>Week 15</u> 12/27	Group Project Presentation	
<u>Week 16</u> 1/03	Group Project Presentation	
<u>Week 17</u> 1/10	The Future	
<u>Week 18</u> 1/17	Final	<u>Group project paper due</u>