

SYLLABUS

Human Resource Management (2 credits)

Instructor: 劉玉雯 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.

Course Objectives:

1. Provide examples of the new management practices that are changing HR management.
2. Present the basic processes for: developing job specifications; recruiting, interviewing, and placement of employees; compensation and benefits plans; and conducting performance appraisals.
3. Outline the organization's role in the career management process.
4. Explain employee mobility.
5. Understand the impact of globalization on HR management

Readings:

A reading packet of selected cases and articles will be assigned.

Cases:

#1 柏榕酒店

#2 Citibank

#3 Black and Decker

#4 Southwest Airlines

#5 Pending

Class Structure:

Class sessions may include lectures, small and large group discussions, and exercises. 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:

Group project	30%
Reflection paper	40%
Class participation and activities	15%
Peer evaluation	15%

Course Schedule:

Session #	Topic	Activities/Assignment
<u>Session 1</u> 12/1	<ul style="list-style-type: none"> • Introduction/course overview • Staffing and selection: HR Planning and Recruiting, Selecting and Interviewing, Case study 	Cases: 柏榕酒店 Activities
<u>Session 2</u> 12/8	<ul style="list-style-type: none"> • Training and Developing Employees • Appraising and Managing Performance • Case study 	Cases: Citibank, Black and Decker Reflection paper #cases 2 & 3 DUE Activities Guest speaker
<u>Session 3</u> 12/15	<ul style="list-style-type: none"> • Compensation and Benefits: Establishing Strategic Pay Plans, Pay for Performance and Financial Incentives 	Cases: southwest airlines, and one pending case Reflection paper #cases 4 & 5 DUE Activities Guest speaker
<u>Session 4</u> 12/22	<ul style="list-style-type: none"> • IHRM • Group presentation 	Group presentation Individual assignment DUE

Reflection paper:

The paper should be 3 typed, single-spaced pages with one-inch margins and use 12-point font. The length should be less than 3 pages.

Group paper:

Each group is expected to pick topics regarding performance management and pay plans. The paper should be no more than 10 pages with typed, exclusive of appendices, single-spaced pages with one-inch margins and use 12-point font.

Group presentation:

The presentation content is aligned with the outlines of the group paper. Every group member has to participate in the presentation process fairly.

Grading criteria:

The paper will be evaluated according to: 1) how well they are structured; 2) how well they integrate references and evidence; 3) how well they demonstrate your ability to link the specifics of your subject area to HR management in general; and 4) the quality of writing and editing. Please note that late assignments will not be accepted unless there is a very compelling reason and you and I agree upon a revised due date in advance.

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The presentation will be evaluated in terms of effective stating objects, a succinct but appealing summary, the clearness of slides design, artistic skills, time management, professional manner/appearance, and good eye contact.