

SYLLABUS

Human Resource Management Spring 2020

Class meets: Wednesday 9:10-12:00 in Room 120 TSMC Building

Instructor: Yu-wen Liu

Office: Room 851 TSMC Building

Office hours: by appointment

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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

Textbook (Optional):

Noe, Hollenbeck, Gerhart & Wright (2016). Fundamentals of Human Resource Management (6th ed). McGraw Hill.

HRM textbook with different versions or from different publishers all work.

Cases:

#1 Black and Decker

#2 Karen Leary

#3 Mount Everest

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.

Grading criteria:

<u>Reflection papers</u>	15%
<u>Two assignments</u>	40 % (Twenty points for each)
<u>Individual final paper</u>	20%
<u>Class participation and activities</u>	25%

Details:

Guidelines for Reflection paper, CS paper, and Final individual project will be provided in separate documents.

Assignment #1: What are those new techniques and applications that can be incorporated with existing typical recruiting procedures? How do those techniques and applications work with recruitment and selection? Please think about something outside the box. Be as creative as possible. Introduce your new ideas, models, framework, or findings in PowerPoint with less than five slides. You can write down notes and description in notes pane.

Assignment #1 contains six slides in total.

Title side: The title, your name, and date

1st slide: Introduce the new techniques and applications.

2nd slide: How to embarrass those new techniques and applications in recruitment?

3rd slide: Continue with last slide.

4th slide: Challenges and obstacles? If no obstacles, list the benefits to the users.

Final slide: For those applications with obstacles, please describe your initial thoughts/ideas to overcome obstacles. For those without obstacles, then tell us how to realize it?

Assignment #2: What business models and new ventures are viable regarding the given topic? What makes your new ventures stand out from others? What's new about your models? Any competitors in the field? Pitch your idea in the class.

Assignment #2 contains six slides in total.

Title side: The title, your name, and date

1st slide: Describe your products or services.

2nd slide: Describe potential customers.

3rd slide: Who will be in your team? Who do you need?

4th slide: Challenges and obstacles.

Final slide: How to start it?

Round table discussion: Everyone needs to present and promote his/her work during discussion. Participants are responsible to discuss and debate on the idea of a circular layout.

OTHER POLICIES OR NOTES:

- Do not miss classes. However, you are allowed to be absent from the class for two times, no questions asked. You might want to use the freebee wisely. *Beyond that, your grade will be significantly affected.*
- Be on time for classes

- Turn off cellular phones
- Do not accept late assignments
- Do not cheat on exams
- Attendance ≠ participation

Any violation of the above rules will seriously adversely affect your grade.

Weekly schedule (tentative):

<u>Week 1</u> 3/4	<ul style="list-style-type: none"> • Introduction/course overview • Human Resource Environment 	
<u>Week 2</u> 3/11	Analyzing Work and Designing Jobs Staffing and selection I: HR Planning and Recruiting	
<u>Week 3</u> 3/18	Staffing and selection II: HR Planning and Recruiting	
<u>Week 4</u> 3/25	Staffing and selection III: Selecting and Interviewing	
<u>Week 5</u> 4/1	Round table discussion (Recruitment) Topic: New techniques and applications	Assignment #1 due: New findings (6 slides)
<u>Week 6</u> 4/8	Appraising and Managing Performance I	
<u>Week 7</u> 4/15	Appraising and Managing Performance II	<u>Exercise: Coaching Term</u>
<u>Week 8</u> 4/22	Layoff/Up in the air	Video
<u>Week 9</u> 4/29	Mid term	<u>Reflection paper due (Up in the air)</u>
<u>Week 10</u> 5/6	Training and Developing Employees	<u>Case #1/CS paper due</u>
<u>Week 11</u> 5/13	Training and Developing Employees	
<u>Week 12</u> 5/20	Round table discussion (T & D) Topic: New ventures	Assignment #2 due: Ideas and models (6 slides)
<u>Week 13</u> 5/27	Compensation and Benefits I: Establishing Strategic Pay Plans	<u>Case #2/CS paper due</u>
<u>Week 14</u> 6/3	Compensation and Benefits II: Pay for Performance and Financial Incentives	<u>Case #3/CS paper due</u>
<u>Week 15</u> 6/10	Group Project Presentation /Final individual project	TBD
<u>Week 16</u> 6/17	Group Project Presentation /Final individual project	TBD
<u>Week 17</u> 6/24	IHRM: Expatriation/ Repatriation	
<u>Week 18</u> 7/1	Final	<u>Final individual project due</u>