

# SYLLABUS

## Human Resource Management Spring 2021

Class meets: Wednesday 9:10-12:00 in Room 120 TSMC Building  
Instructor: Dr. Yu-Wen Liu  
Office: Room 851 TSMC Building  
Office hours: By appointment  
Contact: ywliu@mx.nthu.edu.tw

### **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 Karen Leary

#2 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>	10%
<u>Assignment #1: Impacts of COVID-19</u>	10%
<u>Two assignments (#2 &amp; #3)</u>	30 % (Fifteen points for each)
<u>Two case analysis</u>	20% (Ten points for each)
<u>Individual final paper</u>	15%
<u>Class participation and activities</u>	15%

**Details:**

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

Assignment #1: Impacts of COVID-19. What has been changed after COVID in terms of the way we live, we work, we manage people, and we interact with coworkers. Please use bullet points or subheadings to highlight the impact of COVID on our life, work, people relationships, and HRM related issues. Please explain why do we need to be concerned? No more than 3 pages. 12 font size, and 1.5 line or double spaced.

Assignment #2: 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 six slides. You can write down notes and description in notes pane.

Assignment #2 contains 5 to 6 slides in total.

1<sup>st</sup> slide: The title, your name, and date.

2<sup>nd</sup> slide: Introduce the new techniques and applications

3<sup>rd</sup> slide: How to embrace those new techniques and applications in recruitment?

4<sup>th</sup> slide: Continue with last slide (if needed).

5<sup>th</sup> 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 #3: 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 #3 contains 6 slides in total.

1<sup>st</sup> slide: The title, your name, and date

2<sup>nd</sup> slide: Describe your products or services.

3<sup>rd</sup> slide: Describe potential customers.

4<sup>th</sup> slide: Who will be in your team? What abilities do you need for your teammates?

5<sup>th</sup> 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/ Airplane mode cellular phones
- Do not accept late assignments
- Do not cheat on exams
- Attendance  $\neq$  participation

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

**Weekly schedule (tentative):**

<b>Week</b>	<b>Course Topic</b>	<b>Note</b>	<b>On line course</b>
<u>Week 1</u> 2/24	Introduction/course overview Human resource environment		
<u>Week 2</u> 3/3	Analyzing work and designing Jobs Staffing and selection I: HR planning and recruiting		
<u>Week 3</u> 3/10	Staffing and selection II: HR Planning and recruiting		<b>On-line session</b>
<u>Week 4</u> 3/17	Staffing and selection III: Selecting and interviewing	Assignment #1 due	
<u>Week 5</u> 3/24	Things are changed after COVID	Assignment #2 due: New findings	
<u>Week 6</u> 3/31	Round table discussion (Recruitment) Topic: New techniques and applications		<b>Zoom meeting</b>
<u>Week 7</u> 4/7	No class	No class/NTHU campus event	
<u>Week 8</u> 4/14	Appraising and managing performance I		
<u>Week 9</u> 4/21	Appraising and managing performance II Case #1 discussion	Case #1 Case analysis due	
<u>Week 10</u> 4/28	No class Video: Layoff/Up in the air	No class Video	
<u>Week 11</u> 5/5	Training and developing employees (T&D) I	Reflection paper due (Up in the air)	
<u>Week 12</u> 5/12	Training and developing employees (T&D) II	Assignment #3 due: Ideas and models	
<u>Week 13</u> 5/19	Round table discussion (T & D) Topic: New ventures		<b>Zoom meeting</b>
<u>Week 14</u> 5/26	Compensation and Benefits I: Establishing Strategic Pay Plans Case #2 discussion	Case #2 Case analysis due	
<u>Week 15</u> 6/2	Compensation and Benefits II: Pay for Performance and Financial Incentives		
<u>Week 16</u> 6/9	IHRM: Expatriation/ repatriation <b>Workplace discrimination &amp; other issues (TBD)</b>		
<u>Week 17</u> 6/16	No class/Individual meetings for the final project	No class Self-directed study for individual final project	
<u>Week 18</u> 6/23	No class	Final individual project due	

**Note.** We may switch the class to online courses if the pandemic situation gets worse.