

SYLLABUS

Human Resource Management

Fall 2022

Class meets: Tuesday 14:20-15:20 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 . Fundamentals of Human Resource Management. McGraw Hill.

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

Cases:

#1 Karen Leary

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:

Reflection papers (Video and activity) 20% (Ten points for each)

<u>Two assignments (#1 & #2)</u>	30 % (Fifteen points for each)
<u>One case analysis</u>	20%
<u>Individual final paper</u>	15%
<u>Class participation</u>	15%

Details:

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

Activity #1: We will separate the class into two groups for a class debate with a topic which will be assigned in class.

Assignment #1: What are those new techniques and applications that can be incorporated with existing typical recruiting procedures or performance management? How do those techniques and applications work with recruitment and selection or performance management? 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.

Guideline for Assignment #1: Contains 5 to 6 slides in total.

- 1st slide: The title, your name, and date.
- 2nd slide: Introduce the new techniques and applications
- 3rd slide: How to embrace those new techniques and applications in HR practices?
- 4th slide: Continue with last slide (if needed).
- 5th 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 HR services/products? 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.

Guideline for Assignment #2: Contains 6 slides in total.

- 1st slide: The title, your name, and date
- 2nd slide: Describe your products or services.
- 3rd slide: Describe potential customers.
- 4th slide: What abilities/people do you need to start up this new venture?
- 5th 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.

Case study:

Questions for the case will be delivered two weeks prior to case study. The case analysis paper is no more than five pages. The papers must be 1.5-spaced or double-spaced with one-inch margins and use 12-point font size. Don't forget to put your name on the paper.

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):

Week	Date	Course Topic	Note
1	9/13	Introduction/course overview Human resource environment	
2	9/20	Analyzing work and designing Jobs	
3	9/27	Staffing and selection I: HR planning and recruiting	
4	10/4	Staffing and selection II: HR Planning and recruiting	
5	10/11	Activity #1	<ul style="list-style-type: none"> • A class debate • Reflection paper due at 11:59pm
6	10/18	Appraising and managing performance I	
7	10/25	Appraising and managing performance II	*Assignment #1 due
8	11/1	Round table discussion (Recruitment) Topic: New techniques and applications	
9	11/8	Midterm Video: Layoff/Up in the air	<ul style="list-style-type: none"> • No class • Video
10	11/15	Training and developing employees (T&D) I	*Reflection paper due (Up in the air)
11	11/22	Training and developing employees (T&D) II	
12	11/29	Compensation and Benefits I: Establishing Strategic Pay Plans	
13	12/6	Compensation and Benefits II: Pay for Performance and Financial Incentives	
14	12/13	IHRM: Expatriation/ repatriation	*Assignment #2 due
15	12/20	Case #1 discussion Round table discussion (Topic: New ventures)	*Case #1 Case analysis due
16	12/27		*Final individual project due