Course Description

Examines personnel administration for line supervisors and managers, and integrates a systems approach to government regulation of employment, employment laws, conflict resolution, and performance-based personnel management.

Course eTextbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Describe the strategic importance of human resource management activities performed in organizations as it relates to the human resources management function.
2. Evaluate factors impacting the evolution of equal employment opportunity programs.
3. Discuss the role that culture plays in determining the effective use of human resource management practices in a global organization.
4. Discuss the development of an effective human resource planning process that identifies major players involved, their functions, and the components of successful implementation such as forecasting, talent management, retention, HRISs, and succession planning.
5. Evaluate performance evaluation processes and techniques in human resources management.
7. Evaluate training and development methods for various types and levels of organizations.
8. Discuss the impact of collective bargaining on employee behavior.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Outcomes:** Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Lesson:** Each unit contains a Unit Lesson, which discusses unit material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook. Chapter presentations are provided in each unit study guide as Suggested Reading to aid students in their course of study. Suggested Readings are listed in the unit study guides to aid students in their course of study. The readings themselves may or may not be provided in the course, but students are encouraged to read the resources listed if the opportunity arises as they have valuable information that expands upon the lesson material. Students will not be tested on their knowledge of the Suggested Readings.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in Units I-VI and VIII to aid students in their course of study.
5. **Discussion Boards:** Discussion Boards are part of all CSU term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.
6. **Unit Assessments:** This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of written response questions.
7. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units II, III, IV, and VII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with the Unit II, III, IV, and VII Assignments. Specific information about accessing these rubrics is provided below.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, Ask a Librarian, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignments**

**Unit II Case Study**

**Video Case: Strategic Management: Joie de Vivre Hospitality**

Instructions: Read the video case in your textbook, titled “Strategic Management: Joie de Vivre Hospitality,” then watch the corresponding video in the Unit Study Guide. Answer two of the Discussion Questions on page 81. Be sure to restate each question in your own words before answering in essay format.

Your total assignment response must be at least 400 words in length. You must use at least your textbook to complete this assignment. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations. All references and citations used must be in APA style.

*Note:* Review the grading rubric before beginning the assignment.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit III Case Study**

**Video Case: Interviewing Candidates (Zipcar)**

Instructions: Read the video case in your textbook, titled “Interviewing Candidates (Zipcar),” then watch the corresponding video in the Unit Study Guide. Answer two of the Discussion Questions on page 209. Be sure to restate the question in your own words before answering in essay format.

Your total assignment response must be at least 400 words in length. You must use at least your textbook to complete this assignment. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations. All references and citations used must be in APA style.

*Note:* Review the grading rubric before beginning the assignment.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
Unit IV Case Study

Video: Training (Wilson Learning)

Instructions: Read the video case in your textbook, titled “Training (Wilson Learning),” then watch the corresponding video in the Unit Study Guide. Answer four of the Discussion Questions on page 251. Be sure to restate each question in your own words before answering in essay format.

Your total assignment response must be at least 400 words in length. You must use at least your textbook to complete this assignment. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations. All references and citations used must be in APA style.

Note: Review the grading rubric before beginning the assignment.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VII Case Study

Video Case: Union-Management Relations (UPS)

Instructions: Read the video case in your textbook, titled “Union-Management Relations (UPS),” then watch the corresponding video in the Unit Study Guide. Answer Discussion Questions 15-13 and 15-16 on page 483. Be sure to restate each question in your own words before answering in essay format.

Your total assignment response must be at least 400 words in length. You must use at least your textbook to complete this assignment. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations. All references and citations used must be in APA style.

Note: Review the grading rubric before beginning the assignment.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide in the myCSU Student Portal by clicking on the “Citation Resources” link in the “Learning Resources” area. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Discussion Board, (2) Assessment (Written Response), and (3) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the
Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.]

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

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<th>Category</th>
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<tr>
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<td>Case Studies (4 @ 7.5%)</td>
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**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
### MHR 6451, Human Resource Management Methods

#### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I  
**Introduction**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 1: Introduction to Human Resource Management
- Chapter 2: Equal Opportunity and the Law
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Assessment** by Tuesday, 11:59 p.m. (Central Time)

Notes/Goals:

### Unit II  
**Strategy, Analysis, and the Talent Management Process**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 3: Human Resource Management Strategy and Analysis
- Chapter 4: Job Analysis and the Talent Management Process
- Internet Reading: See Study Guide for link
- PearsonMyLab
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Assessment** by Tuesday, 11:59 p.m. (Central Time)
- **Case Study** by Tuesday, 11:59 p.m. (Central Time)

Notes/Goals:
### Unit III
**Recruitment, Placement, and Talent Management**

**Review:**
- [ ] Unit Study Guide
- [ ] **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- [ ] Chapter 5: Personnel Planning and Recruiting
- [ ] Chapter 6: Employee Testing and Selection
- [ ] Chapter 7: Interviewing Candidates
- [ ] **Internet Reading:** See Study Guide for link
- [ ] PearsonMyLab
- [ ] **Suggested Reading:** See Study Guide

**Discuss:**
- [ ] **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
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**Submit:**
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- [ ] **Case Study** by Tuesday, 11:59 p.m. (Central Time)

### Unit IV
**Employee Development and Performance Management**

**Review:**
- [ ] Unit Study Guide
- [ ] **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- [ ] Chapter 8: Training and Developing Employees
- [ ] Chapter 9: Performance Management and Appraisal
- [ ] **Internet Reading:** See Study Guide for link
- [ ] PearsonMyLab
- [ ] **Suggested Reading:** See Study Guide

**Discuss:**
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### MHR 6451, Human Resource Management Methods

#### Course Schedule

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### Unit VII: Employee Relations, Health, and Collective Bargaining

**Review:**
- [ ] Unit Study Guide

**Read:**
- [ ] Chapter 14: Ethics, Employee relations, and Fair Treatment at Work
- [ ] Chapter 15: Labor Relations and Collective Bargaining
- [ ] Internet Reading: See Study Guide for link
- [ ] PearsonMyLab
- [ ] Suggested Reading: See Study Guide

**Discuss:**
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**Submit:**
- [ ] Assessment by Tuesday, 11:59 p.m. (Central Time)
- [ ] Case Study by Tuesday, 11:59 p.m. (Central Time)

**Notes/Goals:**

### Unit VIII: Managing Global Human Resources and HR in Small Entrepreneurial Firms

**Review:**
- [ ] Unit Study Guide
- [ ] Learning Activities (Non-Graded): See Study Guide

**Read:**
- [ ] Chapter 16: Employee Safety and Health
- [ ] Chapter 17: Managing Global Human Resources
- [ ] Chapter 18: Managing HR in Small and Entrepreneurial Firms
- [ ] Suggested Reading: See Study Guide

**Discuss:**
- [ ] Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
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