

School	The University of New Mexico Valencia Campus
Course	BUSA2220 – Human Resource Management
Semester	Spring 2019
Class Time	Tuesdays and Thursdays 8:00AM-5:00PM
Room	Online
Instructor	Dr. Stephen Edward Takach Ph.D. (<i>Strategic Management</i>), MBA (<i>International Management</i>), BBA (<i>Finance</i>)
Office	Business and Technology Building (B152) (<i>Instructor will likely be in this office or in classroom</i>)
Email	set@unm.edu (<i>Please use this email as it is checked frequently</i>)
Office Phone	505.925.8730 (<i>Please contact through email as office phone is rarely checked</i>)
Office Hours	Tuesdays and Thursdays 8:00AM-5:30PM (<i>please see office hours on B152 office door</i>)
Textbook	Main Text: Human Relations, 12th ed., Andrew J. DuBrin, (<i>ISBN-13: 9780133506822</i>) Supplemental Text: Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur, George Black
Course Purpose	This course covers those topics, which would be relevant to the role of human resource department in today's firm. Topics include: human resource management, compensation and benefits, labor relations, E.E.O., affirmative action, employment and placement, training and development, and other related topics. Additionally, this course has the aim to introduce business students to HR practices and psychological implications of these practices in real business settings and in their personal lives.
Course Objectives	<p>Students will learn about human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.</p> <p><u>Based on successfully completing BUSA2220 students will be enabled to:</u></p> <ol style="list-style-type: none"> To present the relevant details of human resource management as it applies to organizational effectiveness and competitive advantage. To provide a framework to describe the ramifications of human resource decisions upon the organizational environment. To understand the legal and ethical aspects of human resources in manner that highlights the relevance of these aspects in human resources and the business environment. Describe how firms can use human resource (HR) initiatives to cope with workplace changes and trends such as a more diverse workforce, the global economy, downsizing, and new legislation, including how a firm's human resources can influence its performance. Formulate and implement HR strategies that can help the firm achieve a sustained competitive advantage. Describe the different organizational structures and the business environments as it related to human resources. List the factors influencing worker motivation that are under a manager's control. <p><u>Additionally, students in this course will be enabled to:</u></p> <ul style="list-style-type: none"> Go into depth about figuring out WHO they are, WHERE they are going, and HOW they will get there Learn about business settings in the real world, about how to work with and through others to achieve the goals of the organizations they will be working for or that they will be starting up as entrepreneurs, about how to hone their leadership skills in the work-environment and in their personal lives, about work productivity and stress-management, about strengthening their existing career skills, resume crafting techniques, and job-hunt strategies Go beyond the planning, organizing, leading, and controlling functions of management and treat topics at a greater depth to include the following: (how to develop interpersonal skills, how to identify individual differences, how to increase your self-efficacy, self-esteem, and self-confidence, how to improve your communication skills, how to accommodate cooperation with others, how to make decisions with others, how to navigate through cross-cultural interactions with others, how to resolve disputes and conflicts with others, how to become an effective leader, how to work with others to achieve a common goal, how to help others develop and grow, how to use your influence and power for good, how to deal with peoples' personalities, how to work collaboratively to achieve win-win situations) all of which is applicable toward degree fields and overall enrichment of management and personal knowledge
Grading and Assignments	<p>Course grade will reflect student's exam performance, the completion of notes, and an in-class presentation</p> <p style="text-align: center;">In-Person Exams: 40% In-Class Exercises: 30% Out-of-Class Assignments: 25% Out-of-Class Video Presentation: 5%</p> <p style="text-align: center;">A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</p> <ul style="list-style-type: none"> □ There be four (4) in-class exams. (4 tests @ 10% per test = 40%) <ul style="list-style-type: none"> ○ NOTE: Tests must be taken in person (If you cannot come to UNM Valencia Campus to take the four (4) in-class exams, you will need to make arrangements to have the test proctored and you must email me at set@unm.edu within the first week of class to arrange proctoring of the four (4) in-class exams) ○ NOTE: Tests must be taken within two (2) business days of date posted on the syllabus: <ul style="list-style-type: none"> ▪ Test 1: Tuesday, September 10th at 8:00AM → Thursday, September 12th at 5:00PM ▪ Test 2: Tuesday, October 15th at 8:00AM → Thursday, October 17th at 5:00PM ▪ Test 3: Tuesday, November 5th at 8:00AM → Thursday, November 7th at 5:00PM ▪ Test 4: Tuesday, December 10th at 8:00AM → Thursday, December 12th at 5:00PM □ There will be thirty (30) in-class exercises (30 in-class exercises @ 1.0% per in-class exercise = 30%) <ul style="list-style-type: none"> ○ NOTE: These exercises will be similar to those completed in-class during a face-to-face class session and turned into the instructor at the end of the class session. ○ NOTE: Students must turn in their in-class assignments by 11:59PM on the date indicated on this syllabus. ○ NOTE: These in-class exercises cannot be made-up. □ There will be (25) out of class assignments. (25 out of class assignments @ 1.0% per out of class assignment = 25%) <ul style="list-style-type: none"> ○ NOTE: These out of class assignments require either notes on the topics contained within the chapters, test debriefings, or Dear Mr. A (DMA) exercises (These will be completed individually by the student, will be <i>legibly hand written</i>, will be electronically captured (i.e., take a picture of your out of class assignment), and will be turned into the instructor by 11:59PM on the date indicated on this syllabus. Late out of class assignments will not be accepted.) □ There will be one (1) out-of-class video presentation (1 presentation @ 5% per presentation = 5%) <ul style="list-style-type: none"> ○ This presentation will be based on the out-of-class assignments and in-class exercises that are completed from the course supplemental textbook; Dear Mr. A.

Make-Up Tests	Make-up tests will not be offered to students. Please ensure your test is taken within the "Test Window" noted above.		
Late Submissions	This course will be running on Mountain Standard Time (MST). It is your responsibility to ensure you submit and complete all course activities on time per the course time zone (i.e., MST). Submission extensions will not be given due to a difference in time zones.		
Attendance Policy	Students are required to attend this online class regularly. Just as with any college course attendance means showing up for class and participating in the exercises for the specific class session. In order to be counted as attending a class session, students must participate in all of the required In-Class Exercises for the specific class session by 11:59PM on the date indicated on this syllabus. Please note there is no way to make up a missed class session . Students missing more than five (5) class sessions will be dropped from the course.		
UNM-Valencia Vision	"Excellence in teaching, learning, and service to our community"		
UNM Computer Lab Responsibility Statement	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html . Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges		
UNM Academic Dishonesty and/or Plagiarism Policy	Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. The link to the UNM Academic Dishonesty Policy: https://policy.unm.edu/regents-policies/section-4/4-8.html . The policy states: "Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Academic Dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.		
UNM Title IX Statement	In an effort to meet obligations under Title IX: UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg. 15 - http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html		
UNM Students with Disabilities Statement	If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Stacie Kirtley, the coordinator for Equal Access Services at 925-8560 or skirtley@unm.edu .		
DAY/Date	Date	Topic Covered	OCA#/Description
TUES/Aug 20	ICE#01	Course Introduction	OCA#01/Course Intro Notes
THUR / Aug 22	ICE#02	Chapter 1 (Framework - Interpersonal Skill Development)	OCA#02/Chapter 1 Notes
TUES / Aug 27	ICE#03	Chapter 2 (Understanding Individual Differences)	OCA#03/Chapter 2 Notes
THUR /Aug 29	ICE#04	Chapter 3 (Building Self-Esteem & Self-Confidence)	OCA#04/Chapter 3 Notes
TUES / Sep 03	ICE#05	Chapter 4 (Interpersonal Communication)	OCA#05/Chapter 4 Notes
THUR / Sep 05	ICE#06	Handouts – HR Management, Labor Relations, EEO, Affirmative Action	OCA#06/Handout Notes
TUES / Sep 10	ICE#07	Test 1 Review	OCA#07/Test 1 Notes
THUR / Sep 12	ICE#08	Test 1 (Chapters 1,2,3,4, Handouts and Lecture)	NONE/Test 1 (T1)
TUES / Sep 17	ICE#09	Test 1 Debriefing	OCA#08/T1 Debriefing Notes
THUR / Sep 19	ICE#10	Chapter 6 (Developing Teamwork Skills)	OCA#09/Chapter 6 Notes
TUES / Sep 24	ICE#11	Chapter 7 (Group Problem Solving & Decision Making)	OCA#10/Chapter 7 Notes
THUR/ Sep 27	ICE#12	Chapter 8 (Cross-Cultural Relations & Diversity)	OCA#11/Chapter 8 Notes
TUES / Oct 01	ICE#13	Chapter 9 (Resolving Conflicts with Others)	OCA#12/Chapter 9 Notes
THUR / Oct 03	ICE#14	Dear Mr. A – In-Class Session (16 DMA Exercises = DUE TODAY)	NONE/DMA Exercises
TUES / Oct 08	ICE#15	Test 2 Review	OCA#13/Test 2 Notes
THUR / Oct 10	NONE	NO CLASS – UNM Fall Break – NO CLASS	NONE/NO CLASS
TUES / Oct 15	ICE#16	Test 2 (Chapters 6,7,8,9, Dear Mr. A and Lecture)	NONE/Test 2 (T2)
THUR / Oct 17	ICE#17	Test 2 Debriefing	OCA#14/T2 Debriefing Notes
TUES / Oct 22	ICE#18	Chapter 10 (Becoming an Effective Leader)	OCA#15/Chapter 10 Notes
THUR / Oct 24	ICE#19	Chapter 11 (Motivating Others)	OCA#16/Chapter 11 Notes
TUES / Oct 29	ICE#20	Chapter 12 (Helping Others Develop & Grow)	OCA#17/Chapter 12 Notes
THUR / Oct 31	ICE#21	Chapter 13 (Positive Political Skills)	OCA#18/Chapter 13 Notes
TUES / Nov 05	ICE#22	Test 3 Review	OCA#19/Test 3 Notes
THUR / Nov 07	ICE#23	Test 3 (Chapters 10,11,12,13, and Lecture)	NONE/Test 3 (T3)
TUES / Nov 12	ICE#24	Test 3 Debriefing	OCA#20/T3 Debriefing Notes
THUR / Nov 14	ICE#25	Chapter 14 (Customer Satisfaction Skills)	OCA#21/Chapter 14 Notes
TUES / Nov 19	ICE#26	Chapter 15 (Enhancing Ethical Behavior)	OCA#22/Chapter 15 Notes
THUR / Nov 21	ICE#27	Chapter 16 (Stress Management & Personal Productivity)	OCA#23/Chapter 16 Notes
TUES / Nov 26	ICE#28	Chapter 17 (Job Search & Career Management Skills)	OCA#24/Chapter 17 Notes
THUR / Nov 28	NONE	NO CLASS – UNM Thanksgiving Break – NO CLASS	NONE/NO CLASS
TUES / Dec 03	ICE#29	Handouts – Employment and Placement/Training and Development	OCA#25/Handout Notes
THUR / Dec 05	ICE#30	Dear Mr. A Video Presentation	NONE/DMA Presentation
TUES / Dec 10	NONE	NO CLASS – Finals Week – NO CLASS	NONE/NO CLASS
THUR / Dec 12	NONE	Test 4 (Chapters 14,15,16,17, Handouts and Lecture)	NONE/Test 4 (T4)

Note: Fall 2019 Deadline Dates:
[Hyperlink to Deadline Dates](#)

Last day to ADD/CHANGE = Aug 30th, 2019 // Last day to DROP without Dean's Permission = Nov 8th, 2019
 Last day to DROP w/o "W" = Sep 6th, 2019 // Last day to DROP with Dean's Permission and form = Dec 6th, 2019