

<b>School</b>	The University of New Mexico Valencia Campus
<b>Course</b>	BUSA2220 – Human Resource Management
<b>Semester</b>	Spring 2020
<b>Class Time</b>	Thursdays 12:00PM-1:15PM (HYBRID)
<b>Room</b>	Business and Technology Building (B120) & Online (Blackboard Learn)
<b>Instructor</b>	Dr. Stephen Edward Takach <b>Ph.D.</b> ( <i>Strategic Management</i> ), <b>MBA</b> ( <i>International Management</i> ), <b>BBA</b> ( <i>Finance</i> )
<b>Office</b>	Business and Technology Building (B152) ( <i>Instructor will likely be in this office or in classroom</i> )
<b>Email</b>	set@unm.edu (Please use this email as it is checked frequently)
<b>Office Phone</b>	505.925.8730 ( <i>Please contact through email as office phone is rarely checked</i> )
<b>Office Hours</b>	Tuesdays and Thursdays 8:00AM-5:30PM ( <i>please see office hours on B152 office door</i> )
<b>Textbook</b>	Main Text: Human Relations, 12th ed., Andrew J. DuBrin, (ISBN-13: 9780133506822) Supplemental Text: Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur [aka The Next Level Entrepreneur], George Black
<b>Course Purpose</b>	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.
<b>Course Objectives</b>	<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"> <li>1. To present the relevant details of human resource management as it applies to organizational effectiveness and competitive advantage.</li> <li>2. To provide a framework to describe the ramifications of human resource decisions upon the organizational environment.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. Formulate and implement HR strategies that can help the firm achieve a sustained competitive advantage.</li> <li>6. Describe the different organizational structures and the business environments as it related to human resources.</li> <li>7. List the factors influencing worker motivation that are under a manager's control.</li> </ol> <p><u>Additionally, students in this course will be enabled to:</u></p> <p>Go into depth about figuring out WHO they are, WHERE they are going, and HOW they will get there</p> <p>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</p> <p>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 and 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</p>
<b>Grading and Assignments</b>	<p>Course grade will reflect student's exam performance, the completion of in-class exercises, out-of-class assignments, an in-class presentation, and pitch competition submission.</p> <p style="text-align: center;"><b>Exams: 40%</b> <b>In-Class Exercises: 30%</b> <b>Out-of-Class Assignments: 15%</b> <b>In-Class Presentation: 10%</b> <b>Pitch Competition Submission: 5%</b></p> <p style="text-align: center;"><b>A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</b></p> <p>There will be four (4) in-class exams. (4 exams @ 10% per exam = 40%)</p> <p>There will be thirty (30) in-class exercises. These exercises will be completed in-class, during class time, and will be turned into the instructor at the end of the class session. These in-class exercises <b>cannot</b> be made-up. (30 in-class exercises @ 1.0% per in-class exercise = 30%)</p> <p>There will be thirty (30) out-of-class assignments (OCAs). These assignments will require out of class notes on the topics contained within the chapter, will be completed individually by the student, will be turned into the instructor on the date indicated on the syllabus, will be <u>legibly hand written</u>, and will be limited to one single page front and back. Late work on these assignments <b>will not</b> be accepted. Emailed versions of these assignments <b>will not</b> be accepted. Students need to turn these assignments at the beginning of the class session and must remain in the classroom until dismissal to receive <u>full credit</u>. (30 out-of-class assignments @ 0.50% per out of class assignment = 15%)</p> <p>There will be one (1) in-class presentation. 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. (aka The Next Level Entrepreneur) (1 presentation @ 10% per presentation = 10%)</p> <p>There will be one (1) pitch competition submission. This submission will be based on the out-of-class assignments and in-class exercises that are completed from the course supplemental textbook Dear Mr. A. (aka The Next Level Entrepreneur) (1 pitch competition submission @ 5% per submission = 5%)</p>
<b>Make-Up Tests</b>	Make-up tests will not be offered to students. Please ensure your attendance on the noted test days.
<b>Attendance Policy</b>	<p>Students are required to attend class regularly. You must attend the class sessions, complete your in-class exercises, turn in your out-of-class assignments, and learn the material required for the exams. Please note <u>there is no way to make up a missed class session</u>.</p> <p><b>**Students missing more than five (5) class sessions will be dropped from the course.**</b></p>
<b>UNM-Valencia Vision</b>	<b>"Excellence in teaching, learning, and service to our community"</b>
<b>UNM Computer Lab Responsibility Statement</b>	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <a href="http://policy.unm.edu/university-policies/2000/2500.html">http://policy.unm.edu/university-policies/2000/2500.html</a> . 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
<b>UNM Academic Dishonesty Policy</b>	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: <a href="https://policy.unm.edu/regents-policies/section-4/4-8.html">https://policy.unm.edu/regents-policies/section-4/4-8.html</a> . 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."
<b>UNM Title IX Statement</b>	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 - <a href="http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf</a> ). 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: <a href="https://policy.unm.edu/university-policies/2000/2740.html">https://policy.unm.edu/university-policies/2000/2740.html</a>
<b>UNM Students with Disabilities Statement</b>	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 <a href="mailto:skirtley@unm.edu">skirtley@unm.edu</a> .

<b>Day</b>	<b>Date</b>	<b>Topic Covered</b>	<b>In-Class Exercise ICE#</b>	<b>Out-of-Class Assignment OCA#</b>	<b>OCA Description</b>
Tuesday	21-Jan	>> Online - Course Introduction (Syllabus/Handouts/Student Information Sheet)	1	1	Course Introduction Notes
Thursday	23-Jan	Dear Mr. A (DMA) - Session 1	2	2	DMA Drafts of Exercises (1-8)
Tuesday	28-Jan	>>Online - Dear Mr. A (DMA) - Session 2	3	3	DMA Drafts of Exercises (9-16)
Thursday	30-Jan	<b>FIELD TRIP - Lobo Rainforest - Seminar - The Next Level Navigator™</b>	4	4	<b>DMA Final Version of Exercises (ALL 16)</b>
Tuesday	4-Feb	>> Online - Chapter 1 (Framework - Interpersonal Skill Development)	5	5	Chapter 1 Notes
Thursday	6-Feb	Overview of Chapter 1 & Chapter 2 (Understanding Individual Differences)	6	6	Chapter 2 Notes
Tuesday	11-Feb	>>Online - Chapter 3 (Building Self-Esteem and Self-Confidence)	7	7	Chapter 3 Notes
Thursday	13-Feb	Overview of Chapter 3, 4 (Interpersonal Communication), and Handouts	8	8	Chapter 4 Notes
Tuesday	18-Feb	>>Online - Handouts (HR Management, Labor Relations, EEO, Affirmative Action)	9	9	Handout Notes
Thursday	20-Feb	<b>TEST #1 (Chapters 1, 2, 3, 4, Handouts, and Lecture)</b>	10	10	Test #1 Study Guide (Looking Forward)
Tuesday	25-Feb	>>Online - Test 1 Debriefing	11	11	Test #1 Debriefing Notes (Looking Back)
Thursday	27-Feb	Overview of Test #1 and Chapter 6 (Developing Teamwork Skills)	12	12	Chapter 6 Notes
Tuesday	3-Mar	>>Online - Chapter 7 (Group Problem Solving)	13	13	Chapter 7 Notes
Thursday	5-Mar	Overview of Chapter 7, 8 (Cross-Cultural Relations and Diversity), and 9	14	14	Chapter 8 Notes
Tuesday	10-Mar	>>Online - Chapter 9 (Resolving Conflicts with Others)	15	15	Chapter 9 Notes
Thursday	12-Mar	<b>TEST #2 (Chapters 6, 7, 8, 9, and Lecture)</b>	16	16	Test #2 Study Guide (Looking Forward)
Tuesday	17-Mar	<b>SPRING BREAK 2020 - NO CLASSES</b>	<b>None</b>	<b>None</b>	<b>None</b>
Thursday	19-Mar	<b>SPRING BREAK 2020 - NO CLASSES</b>	<b>None</b>	<b>None</b>	<b>None</b>
Tuesday	24-Mar	>>Online - Test 2 Debriefing	17	17	Test #2 Debriefing Notes (Looking Back)
Thursday	26-Mar	Overview of Test #2 and Chapter 10 (Becoming an Effective Leader)	18	18	Chapter 10 Notes
Tuesday	31-Mar	>>Online - Chapter 11 (Motivating Others)	19	19	Chapter 11 Notes
Thursday	2-Apr	Overview of Chapter 10, 11, 12 (Helping Others Develop and Grow), and 13	20	20	Chapter 12 Notes
Tuesday	7-Apr	>>Online - Chapter 13 (Positive Political Skills) <b>**[NOTE: Submit 90-Second Video for Pitch Competition]**</b>	21	21	Chapter 13 Notes
Thursday	9-Apr	<b>TEST #3 (Chapters 10, 11, 12, 13, and Lecture)</b>	22	22	Test #3 Study Guide (Looking Forward)
Tuesday	14-Apr	>>Online - Test #3 Debriefing	23	23	Test #3 Debriefing Notes (Looking Back)
Thursday	16-Apr	Overview of Test #3 and Chapter 14 (Customer Satisfaction Skills)	24	24	Chapter 14 Notes
Tuesday	21-Apr	>>Online - Chapter 15 (Enhancing Ethical Behavior)	25	25	Chapter 15 Notes
Thursday	23-Apr	Overview of Chapter 15 and 16 (Stress Management & Personal Productivity)	26	26	Chapter 16 Notes
Tuesday	28-Apr	>>Online - Chapter 17 (Job Search and Career Management Skills)	27	27	Chapter 17 Notes
Thursday	30-Apr	Overview of Chapter 17 and Handouts (Employment & Training, Training & Development)	28	28	Handout Notes
Tuesday	5-May	>> Online - Test #4 Review	29	29	Test #3 Study Guide (Looking Forward)
Thursday	7-May	6-Minute DMA Presentation Part 1 = Your Personal Next Level Navigator and Part 2 = Another's NLN (who you helped)	30	30	DMA Presentation Items
Tuesday	12-May	<b>FINALS WEEK 2020 - NO CLASS</b>	<b>None</b>	<b>None</b>	<b>None</b>
Thursday	14-May	<b>TEST #4 (Chapters 13, 14, 15, 16, 17, and Lecture)</b>	<b>None</b>	<b>None</b>	<b>None</b>