

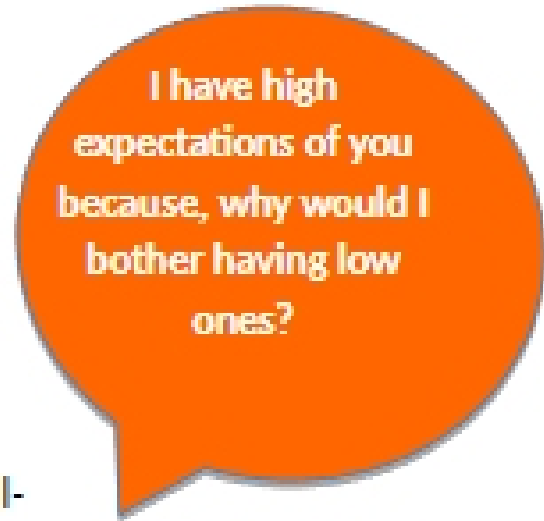
School of Management / MGI 301: Human Resources Management
Fall 2017 Course Syllabus

Instructor: Prof. Cecily Rodriguez, MS, PHR
Contact Information: cecilyro@buffalo.edu / 716.812.4847
Class Hours & Location: Thurs, 6:30 – 9:15pm, Jacobs 106
Office Hours: Office hours T/Th 8:30 – 9:20am or by appointment, Jacobs 252

MY PHILOSOPHY/STYLE

“Being ignorant is not so much a shame, as being unwilling to learn.” - Benjamin Franklin

I teach in a way that helps beyond your college career. I spent 20+ years in HR for global and domestic organizations working in the finance, engineering, and manufacturing industries. Now, I run my own business supporting clients across manufacturing, aerospace, engineering, academia, and non-profit industries in all their HR needs. I share my experiences so you can get a behind-the-scenes glimpse of what it's like whether you're an aspiring HR Director, Finance Manager, CEO, or Entrepreneur.



I push my students to develop critical thinking skills, confidence, and articulate expression of well-thought out ideas while providing them the information and opportunity to earn whatever grade they desire in this course.

Course Description

This course provides an overview of human resource management (HRM), which is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization. It influences hiring, training, evaluation, retention, and compensation. It also plays a critical role in predicting employee behavior, attitudes, and performance. **If an organization wants good people, it must practice good HRM.**

This course focuses on managers and how they develop and implement effective and efficient HR practices to support strategic objectives. The learning outcomes gained will provide a broad-based view of HRM for those considering entering the HR field but will also be of relevance to anyone with management/leadership ambitions. MGI 301 is a required core course for business majors and also serves as the foundational course for those who choose the HRM concentration.

Course pre-requisite: junior standing.

Learning Outcomes

By the end of the course you should be able to...	Method of Assessment
Demonstrate understanding of basic HR processes.	Exams, assignments, in-class discussion of readings
Understand managerial tools needed to execute basic HR processes, e.g. interviews, performance reviews, development.	Exams, in-class discussion, mini-cases
Analyze legal and ethical challenges that arise in the field of HR.	Exams, in-class discussion
Compare and contrast approaches to the management of people that arise from choices in the organization's strategy.	Exams, in-class discussion, video assignments
Understand how designing and linking an effective HR strategy can drive the execution of the overall company strategy.	Exams, video and case assignments, in-class discussion
Communicate effectively on current HR issues.	In-class discussion and final assignment

Course Goals:

- 1) Provide an understanding of key human resource practices in today's organizations.
- 2) Help build critical thinking skills by analyzing how HR practices support strategic objectives and enhance performance.
- 3) Help you apply an understanding of human resource practices to your job search and career choices.
- 4) Develop your skills in: problem solving and analysis, written and oral communication, and teamwork.

ALL THE TECHNICAL DETAILS

Materials

- **REQUIRED HBR Coursepack:** Various articles will be required for class discussion and/or assignments. There is a small fee for each article which can all be found at: <http://cb.hbsp.harvard.edu/cbmp/access/67134326>
- **OPTIONAL Text:** Human Resource Management: Gaining a Competitive Advantage/9e, Noe, Hellenbeck, Gerhart, Wright, 2015; <http://www.facultybookshelf.org/course/11476>. Additional materials will be posted and/or distributed in class.

Structure

Classes are primarily comprised of lectures, group discussions, videos, etc. as outlined in the syllabus.

Like in the real world, our plan (this syllabus) can and will change based on things neither of us control. When possible, I will ask the class for input about any changes and will try to make changes in your favor.

Assignments

Instructions for assignments will be given in class or posted on UBLearns. Due dates for each are listed below. **Assignments are due at the beginning of the class for your registered section.**

Late Assignments

If you miss the deadline to turn in an assignment, that's unfortunate but as in real life, a deadline is a deadline. Late assignments are not accepted. Exceptions may be made in the case of a documented absence (see "Attendance" below).

Written Work

Please submit work that has been **triple checked for spelling, grammar, punctuation, and basic sentence structure**. Work that does not meet acceptable standards for professional communication is subject to grading penalties.

Resources: [UB Center for Excellence in Writing](#), [Grammarly](#), and [APA Style](#) to name just a few

UBLearns and Course Communications


UBLearns is the hub of class information including syllabus, assignments, and announcements, so I encourage you to check the site regularly. You will receive e-mail through UBLearns and to your UB e-mail account only.

Attendance

Attend the course section for which you are registered. If you can't attend, you're responsible for getting any notes/materials. Once you exceed three (3) absences, points will be deducted. If you miss class for an emergency, **provide documentation** confirming the reason (death in the family, emergency room visit, etc.) and points will not be deducted.




Can you turn in assignments late?



Where can you get help with writing skills?

Do you need to email me every time you're sick?

If you have a cold, headache, hangover, stomach bug, etc. and don't intend to bring documentation excusing the absence, no need to email me about it. You're sick, feel better, see you next class!

 **Student Assistant**
 My lifesaver student assistant this semester is Sarah Griffis (shgriffi@buffalo.edu). Be respectful.

Participation

At the start of the semester, you will be given the full points for participation. These points are yours to keep provided you:

- 1) speak to me, my SA and your fellow classmates in a respectful and professional manner
- 2) ask questions in class or during office hours when interested in a topic or need clarification
- 3) answer, or at least attempt to answer, questions when called on in class
- 4) without being asked to, offer opinions that enhance the lecture or class discussion
- 5) don't have side conversations, watch online videos, check social media, text, or engage in other behaviors that distract me and others during class

Is participation just talking in class?

Grading

Grading Scale		
Exam 1	30	10%
Exam 2	30	10%
Exam 3	30	10%
Exam 4	30	10%
Assignments (10 pts each)	50	17%
Team Current Events Project	50	17%
Team Current Events Peer Evaluation	25	8%
Participation	25	8%
Attendance	25	8%
TOTAL	295	100%

Expected grade cutoffs:

		A	94-100	A-	90-93
B+	85-89	B	80-84	B-	75-79
C+	70-74	C	65-69	C-	60-64
D	55-59	D	50-54	F	<50
+					

For information on the University policy regarding "Incomplete grades", please click [here](#).

Accessibility of Services

UB is committed to meeting the needs of all students. Students with disabilities covered by the American with Disabilities Act should notify me the first week of class and follow the steps outlined by UB's Accessibility Resources Office for requesting accommodations. These guidelines can be found [here](#).