

**ANDREWS UNIVERSITY**

**School of Business**

Course Outline

BSAD 670 Human Resources Seminar

(Trinidad, March 16-30, 2008)

Faculty Information

Professor: Linda Wysong Becker, Ph.D.  
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Textbook

Kleiman, Lawrence S. (2007). *Human Resource Management: Human Resource Management, Fourth Edition*. Atomic Dog Publishing. ISBN: 1-592602681

Supplementary Materials

Rath, Tom, Donald Clifton, (2004). *How Full is Your Bucket?* Gallup Press, New York. ISBN: 1-59562-003-6

Course Description

This course is designed to give participants a knowledge of, and the ability to apply relevant theories and concepts related to Human Resource Management. Special

emphasis will be placed on the role of Human Resources in strategic planning, recruitment, individual development, and continuous improvement to optimize an organization. Upon completion of the course the participants will be able to:

1. Explain what is required in the HRM function.
2. Demonstrate how to perform those functions.

This knowledge and skill will be acquired through reading assignments, class discussions, case analysis, use of the internet, group work, final examination and a written paper.

#### Teaching Philosophy:

To involve students in a class where interaction is encouraged, Christianity is pervasive, and professionalism is modeled in order for students to maximize learning.

#### Teaching Goals:

1. Create an atmosphere where students learn how to evaluate information and make reasonable decisions, communicate their ideas in a clear way, and work in groups to produce a better product than an individual would create.
2. Teach that success is defined by having a balanced lifestyle that includes work, spirituality, healthful living, and involvement in helping others.
3. Demonstrate that I care about students' success in the class and with other problems that they might be facing.
4. Demonstrate a teaching style that is not afraid to try innovative ideas if they will enhance learning, and to encourage students to give new and creative ideas for classroom activities and teaching.
5. Show that good leadership and ethical Christian behavior are compatible and desirable.

#### Course Requirements and Guidelines

##### Term Paper

Each student is required to write a paper on a topic to be agreed upon with the professor. This paper should probe an issue relevant to the student's workplace or interests. Students are expected to demonstrate in their term papers some familiarity with the literature, an understanding of issues in the area as well as an ability to synthesize or integrate ideas that are discussed in class.

##### Final Examination

The final examination is composed of multiple choice items, essay questions and/or cases based on materials covered in both the lectures and the assigned readings.

##### Grades

The participant's grade in the course is determined by the professor's evaluation of the student's performance in the following categories, weighted as shown:

Class Attendance and Participation	20%
Written Case Analysis/Presentation	20%
Written Paper	30%
Final Examination	30%

#### Grading Scale

A	93-100%	C+	77-79%
A-	90-92%	C	73-76%
B+	87-89%	C-	70-72%
B	83-86%	D+	67-69%
B-	80-82%	D	63-66%

#### Plagiarism/Academic Dishonesty

All work submitted must be a student's own work. University policies on academic honesty as explained in the Andrews University Bulletin will apply.

#### Class Assignments

Date	Topic	Assigned Reading
Sunday, March 16	Introduction, Get Acquainted Review Course/Legal Issues	Pages 1- 56 Chapters 1, 2
Monday, March 17	Pre-Selection/Planning/Analyz- ing Jobs	Pages 57-110 Chapters 3, 4
Tuesday, March 18	Recruiting/Selection Practices	Pages 111-186 Chapters 5, 6
Wednesday, March 19	Training/Developing Employees	Pages 187-262 Chapters 7, 8
Thursday, March 20	Evaluation/Pay/Benefits	Pages 263-336 Chapters 9,10
Sunday, March 23	Continuous Improvement Workplace Justice	Pages 337-404 Chapters 11,12
Monday, March 24	Safety and Health Needs	Pages 405-460 Chapters 13,14
Tuesday, March 25	Working in HRM	Pages 461-480 Chapter 15
Wednesday, March 26	Group Presentations	
Thursday, March 27	Group Presentations	
Sunday, March 30	Final Examination	