Course Title:
Seminar: Human Resource Management

Course Number:
MGT 6973-101

Course Description:
The objective of this course is to provide you with a survey of the fundamental principles of personnel management. Every manager is a human resource manager. No matter what your current or eventual career progression, this course should provide you with some useful information. It is my preference to conduct the class with as much discussion as possible. I will lecture some of the time, but I hope you will add to the discussions with your own organizational experiences.

Class Dates, Location and Hours:
Dates: July 7-12, 2012
Location: Bldg. D, Offutt AFB, Nebraska.
Hours: Sat-Sun 8:30 a.m.-5:00 p.m.; Mon-Thu 5:00-8:15 p.m.
Last day to enroll or drop without penalty: June 8, 2012

Site Director:
Molly Cowgill. Phone: 402-291-8879 or 402-294-0649; DSN 271-0649; Fax: 402-291-5402; E-mail: apoffutt@ou.edu

Professor Contact Information:
Course Professor: Michael Buckley, Ph.D.
Mailing Address: Department of Management
Adams Hall #206-A
University of Oklahoma
Norman, OK 73019
Telephone Number: (405) 325-5729
Fax Number: (405) 325-1957
E-mail Address: mbuckley@ou.edu
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).

Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

Course Objectives:
The textbook has articles related to most of the following topics. We will supplement the textbook with your experiences. I intend the course to be applications oriented – how knowledge of human resources can help you to become a better manager.

1) An introduction to the field of Human Resources
2) Labor demand and supply
3) EEO and related concerns
   • Sexual harassment
   • Affirmative racism
4) Issues in job analysis
5) Issues in job design
6) Recruiting and selection issues
7) Training and development of employees
8) Managers and leadership
9) Performance appraisal
10) Career and career management
11) Motivating subordinates
12) Relationships with labor unions
13) Safety and health
14) Pay and benefits
15) Costing Human Resources
16) Other important human resource issues

Assignments, Grading and Due Dates:

Preparing for Class:
Before class commences, the participant is expected to have reviewed and studied the text that is required for the course. The class will commence assuming this reading has been completed and that the student is equipped to begin to integrate the textbook material with that which will be covered in class. You would be well served to have some research done on your paper by the first class meeting. I will gladly discuss your paper or read a rough draft of your paper. Specific review assignments will be made out of the text during the course as various topic areas are covered.

Class Paper:
You will be required to write a seven to ten page paper on a human resource topic of your choice. This paper must be typed and double-spaced. The range of acceptable topics covers anything that interests you from the book. Please come prepared to discuss your topic on the first night. The paper should be concerned with an analysis of a topic in human resources, pointing out why this topic is so important. This is a RESEARCH PAPER, and should be based on research from journals. It is not a what-I-do-at-my-work type paper. You need to read some research on your topic and not rely upon anecdotal evidence. This will be worth 25% of your grade. You will need to present the topic to the class. Your paper is due on the last day of class.

Critique paper:
After you have read the articles in the class text, I would like you to give some thought to your current workplace or one of your past workplaces—then knowing what you now know from class I would like you to pick three areas that have not been done very well at your work and tell how they could be done better based on your thinking and reading about Human Resources management. This should be 5 to 8 pages long. This will be worth 15% of your class grade.
**Participation and class presentation:**
As this is a graduate level class, I will expect you to be current on the readings. I really want you to participate in class in a quality fashion. I will often ask for your input. You will need to make a class presentation on some material that we will discuss on the first night. This participation will count for 30% of your grade. Please do not miss class, as it will have a significant adverse consequence on your course grade.

**Final Exam:**
The final examination will be a series of questions that will require you to integrate all of the course material. I will give you a number of questions so you can prepare. It will be given on the last day. This will be worth 30% of your grade. It will be due on the final day of class.

**Deadlines:**
All work is due to be turned in by the time I leave to return to Norman, OK. If I do not receive your work within this time deadline, I will consider your grade for the late assignment to be a “0”.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Critique Paper</td>
<td>Last Day of class</td>
<td>15%</td>
</tr>
<tr>
<td>Class paper</td>
<td>Last day of class</td>
<td>25%</td>
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<tr>
<td>Participation</td>
<td>During class sessions</td>
<td>30%</td>
</tr>
<tr>
<td>Final exam</td>
<td>Last day of class</td>
<td>30%</td>
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**Grading:**
This is a letter-graded course: A, B, C, D, or F.

Grade Equivalents:

A = 90-100  
B = 80-89.5  
C = 70-79.5  
D = 60-69.5  

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Michael R. Buckley, Ph.D.

Education
1985 Ph.D. in Industrial/Organizational Psychology, Auburn University

Current Positions
- Advanced Programs Professor since 1989
- Professor of Management and Professor of Psychology, University of Oklahoma
- Associate Professor, Division of Management, University of Oklahoma
- JC Penney Company Chair of Business Leadership

Frequently Taught Advanced Programs Courses
- MGT 5113 Organizational Behavior & Administration
- MGT 5513 Planning, Staffing & Development
- PSC 6143 Seminar In Public Organization Behavior
- MGT 6973 Seminar: Human Resource Management

Major Areas of Teaching and Research Interest
- Re Academy of Management
- American Psychological Association

Representative Publications and Presentations
Look me up on Scholar Google and you can see some samples of my published work.