



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

MGT 6973-101: Seminar: Human Resource Management

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: November 30 – December 2 & December 7 - 9, 2018
Location: 3281 NW Koehler Loop, Fort Sill, Oklahoma.
Hours: Friday 5:30-9:00 p.m., Saturday 9:00 a.m.-5:00 p.m.; Sunday 12:00-4:00 p.m.
Last day to enroll or drop without penalty: November 1, 2018

Site Director:

Email: apftsill@ou.edu. Phone: (580) 355-1974.

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
E-mail Address: mbuckley@ou.edu
Professor availability: The professor will be available via email 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 OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Dessler, Gary (2012). *A Framework for human resources*, Pearson, ISBN: 9780132576147

Note: Follett 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 Follett.

Course Objectives:

The textbook has chapters 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
 - a. Sexual harassment
 - b. 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 textbook, 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 on the last day of class. If I do not receive your work within this time deadline, I will consider your grade for the late assignment to be a “0”.

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

Assignment	Due Date	Percent of Grade
Critique Paper	Last Day of class	15%
Class paper	Last day of class	25%
Participation	During class sessions	30%
Final exam	Last day of class	30%

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. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. 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 making 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 Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

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.

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.