UCLA Extension

364503: Elements of Human Resources Management

MGMT-X 450

Winter 2019   Section 1   4 Credits   01/14/2019 to 03/24/2019   Modified 11/05/2018

🖥 Description

This course provides an overview of and introduction to the basic human resources management (HRM) functions: employment, employee relations, training and development, compensation, benefits, and human resources information systems (HRIS). Topics include the various aspects of designing and structuring an HRM/personnel department, the history and future of HRM, the changing nature of work, the relationships of HRM functions, the current legal environment in which HRM operates, sources for obtaining answers to most operational HRM problems, and an exploration of HRM as a career.

◎ Objectives

- Provide a fundamental description of the role of Human Resources within contemporary organizations
- Provide a thorough understanding of the components of a Human Resources organization:
    - Strategic Human Resource Management & Planning
    - Employee Relations
    - Job Analysis and Design
    - Training and Development (Learning)
    - Performance Management
    - Managing Compensation & Incentives
    - Employee Benefits
    - Safety and Health
    - Labor Relations
    - International HRM
    - Virtual Teams & Team building

📊 Outcomes

Upon completion of this course, participants will demonstrate knowledge and understanding of:

1. Day to day strategic HR functions and their interrelations
2. The core values and competencies necessary for success in the field of Human Resources
3. Main challenges facing HR professionals
4. Trends in the HR profession
5. Career paths for HR professionals

📋 Materials

Managing Human Resources

Author: Snell, Morris, and Bohlander
Publisher: Cengage Learning
Edition: 17th Edition
ISBN: 9781285872575

☰ Deliverables

Discussion Questions: Weekly Participation

Ongoing participation is a critical component of this course. After reviewing the provided materials each week, students will be presented with Discussion questions related to the weekly topic. Students will submit their personal response to each discussion question, and will then review other student responses and post substantive responses to at least two other students for each discussion question.

In order to get full credit for discussion questions, students must:

1. Post a thorough answer to the original question, ensuring that you reference course materials. Even if you are sharing a personal story, ensure that you link back to concepts in the text or other materials posted in the module.
2. Drive our goal of group collaboration by posting substantive responses to a MINIMUM of 2 other students.
3. Submit initial responses by the due date and responses to other students within the week the discussion question is assigned.

Article Review & Analysis 1 & 2

Using the Internet, find a recent article (preferably within the last 6 months) on the topic provided below and write a two to three page summary, including your opinion and comments on the topic. Your summary should be approximately half the paper, and your analysis/opinion of the issue should be the other half. Your source should be provided. The article should be cited as follows: Author's name (Date). Article Title. Publication name, Internet address.

Article one: Summarize and discuss an article on ONE of the following topics: a recent employment law topic (i.e., changes in legislation, key court ruling, current Supreme Court cases, etc) OR Current challenges or opportunities in Employee Relations

Article two: Summarize and discuss an article on ONE of the following topics: emerging trends in the Learning industry/adult learning/training and development (i.e., virtual instruction, performance support, MOOCs) OR current challenges and opportunities in recruiting and staffing (i.e., the global workforce, demographic challenges, etc)

Article analyses are due by 11:59 PM PST on the date indicated in the course schedule. One point per day will be deducted for late submissions. Submissions should be made to the appropriate discussion forum and thread within the discussion board.

Research Project

30 points of the grade are earned by successful completion and submission of a research project which will allow students to research and learn about one element of HR in more depth than we cover in the broad survey of the course. Students will also review other student submissions to get the benefit of deeper research on additional topics. Research topics will be selected in week 2.

The research project will be evaluated according to:

1. Quality and depth of project
2. Creativity of the approach
3. Clarity of the message
4. Quality of presentation

✔ Evaluation

Grading

Task Type	Discussion Questions	Article Analysis	Research Project
Percentage of Final Grade	50% (50 points available)	20% (20 points available)	30% (30 points available)

Total possible points: 100 which will equate to the following grades:

A+	100 %	to 97.0%
A	< 97.0 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
F	< 70.0 %	to 0.0%

✳ Course Policies

Planning Your Study Time

To plan your study time, it is estimated that you will spend 3 hours per week "in class" with the instructor and approximately 7 additional hours per week outside of class studying for exams, reading, and completing assignments. Depending on the extent of your academic preparation and recent college-level coursework in this topic area, the amount of study time needed may vary considerably.

DEADLINES AND LATE WORK

If your work is posted late but during the week that it is due, you'll receive full points. If the work from one week is posted late during the next week, you'll lose ten percent for each day that it is late. After the work is more than four days late, it will no longer receive a grade. If you will contact me before the assignment is late, we can work out something that that fits your schedule. However, there are no extensions for the class. All work must be turned in by the last day of class.

🏛 Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at: https://www.uclaextension.edu/pages/str/studentConduct.jsp (https://www.uclaextension.edu/pages/str/studentConduct.jsp)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Office for Students with Disabilities at (310) 825-0183 or by email at access@uclaextension.edu. For complete information see: https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp (https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see: https://www.uclaextension.edu/pages/str/grading.jsp (https://www.uclaextension.edu/pages/str/grading.jsp)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except Incomplete may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; Voice/TTY:

(310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at
http://policy.ucop.edu/doc/4000385/SHSV (http://policy.ucop.edu/doc/4000385/SHSV).

▦ Additional Items

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
  - What are the basic computer specifications for Canvas? https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas (https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas)
  - Which browsers does Canvas support? https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support (https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support)
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as **access to the online environment of a specific course is limited to 30 days after the final course date**, as listed in the course catalog.

  If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on **Help** (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support
The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: http://support.uclaextension.edu (http://support.uclaextension.edu/)

📅 Schedule

When	Topic	Notes
Week 1	Course Overview & Requirements. The Challenge and Rewards of Human Resource Management. Strategy and Human Resource Planning.	Module 1 1. Post your introductions for the class 2. Review materials provided in module 1 3. Respond to the weekly discussion questions posted in the discussion forum

When	Topic	Notes
Week 2	Equal Employment Opportunity and Human Resources Management. Employee Relations, Rights, and Discipline.	Module 2 1. Respond to the weekly discussion questions posted in the discussion forum 2. Choose a research project from the list posted in in this week's module 3. Complete Weekly Reading Assignment
Week 3	Job Analysis and Job Design. Employee Recruitment and Selection.	Module 3 1. Respond to the weekly discussion questions posted in the discussion 2. Getting organized for the Research Project 3. Article one due 4. Complete Reading Assignment
Week 4	Training & Development. Performance Management Process.	**Module 4** 1. Review weekly materials 2. Respond to the weekly discussion questions posted in the discussion forum 3. Complete Weekly Reading Assignment
Week 5	Managing Compensation & Incentive Rewards. Employee Benefits.	**Module 5** 1. Respond to the weekly discussion questions posted in the discussion forum 2. Work on research project 3. Complete Weekly reading assignment
Week 6	Safety and Health. Labor Relations.	**Module 6** 1. Respond to the weekly discussion questions posted in the discussion forum 2. Work on research project 3. Article 2 due 4. Weekly reading assignment
Week 7	International Human Resources Management. High Performance Work Systems.	**Module 7** 1. Respond to the weekly discussion questions posted in the discussion forum 2. Work on research project 3. Weekly reading assignment
Week 8 & 9	Final Research Project & Putting it All Together	**Modules Eight & Nine** 1. Complete discussion questions 2. Turn in research project 3. Review peer research projects and post 2 insights for each one 3. Wrap-up and evaluation 4. Complete weekly reading assignments