

LIBS 690-30 ESSENTIALS OF HUMAN RESOURCES MANAGEMENT

Fall 2013

"People determine the performance capacity of an organization. No organization can do better than the people it has."

Peter Drucker – *Managing the Non-Profit Organization*

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Class Meetings: Tuesdays 2- 4:45 pm in Room 303 Manning Hall

Office Hours: I will be available from 11-11:30 on Mondays or Wednesdays (unless I have a conflicting meeting). The best way to schedule a meeting with me is to send me an email. We can work out a time convenient for both of us.

Overview

This course will provide students with an introduction to the management of human resources in libraries and other information agencies. This course examines the increasingly important role of human resource professionals in today's organizations. Although the class is only a 1.5 credit class, we will cover all the essential HR functions including recruitment, selection, development, appraisal, retention, and compensation. In addition, the impact of external factors such as legislative and court decisions, unions and globalization on HR activities will be addressed. Although the course will deal with the specific role and function of human resource specialists found in all large organizations, it will also cover the human resource issues that are dealt with by almost everyone in a management position. Even first time managers confront human resource problems, and this course will give students preparation to deal with sometimes difficult managerial tasks such as interviewing and choosing new employees and performance appraisals. Although necessarily the course will focus upon human resource management in the United States, some time will be spend talking about the variations in human resource management found in different countries.

The course will be conducted by lecture and discussion. Questions are encouraged at any point, but time will be set aside specifically for the discussion of certain concepts and ideas. Readings will be assigned as background to the lecture material and as preparation for the discussions. In addition, a variety of class exercises, simulations, and case studies will be undertaken to elaborate and illustrate specific topics. Class participation is expected and encouraged.

Goals of the Course

This course is designed to help students:

1. To become familiar with human resources management policies and procedures;
2. To develop skills in diagnosis and solution of human resources problems;
3. To develop students' understanding of managing generational and cross cultural differences within organizations;
4. To give students experience in critical thinking and ethical decision making for effectiveness in managing human resources within an organization;
5. To obtain practice in human resources management competencies through group projects, simulations, and case studies.

Course Readings

Textbook: *Fundamentals of Human Resource Management* by Noe, Hollenbeck, Gerhart and Wright. 4th Edition. Irwin/McGraw Hill. (ISBN#978-0073530468) There will also be copy of

Readings will be primarily from the text. Additional readings will be placed on reserve in the SILS Library or will be available on the Sakai Resources page. These additional materials will be used to provide more in depth coverage of issues and/or to represent the particular problems of managing, organizing, or working for particular types of organizations. In case of the online readings, if you find a URL that does not work, please either me know or post a message to the Discussion Board. All links were working when I compiled the reading list, but they may not all be functional later in the semester.

Course Requirements and Grading

Grades will be based upon the following criteria (weights in parentheses):

1. Understanding of the readings and assignments as evidenced by in-class discussion and participation in class discussion. (10%)
2. 3 short (2-3 page) papers or case study analyses (60%)
3. Final take-home exam (30%)

Course Policies and Requirements

Class participation is encouraged and expected. You are expected to participate in class and group discussions and activities and in the class discussion forum on Saki. Reading assignments should be done before class to ensure better discussions and questions.

1. Assignments should be turned in at the beginning of the class on the day they are due.
2. You are expected to attend all classes or notify me if you are unavoidably absent.
3. If there is something you don't understand, ask a question. If you don't want to ask during class, send me an e-mail or come by my office.

4. The Honor Code described below is in effect in this class. If you have a question about how certain activities, especially group activities, might be interpreted under the Honor Code please ask me.

Honor Code

The University of North Carolina at Chapel Hill has had a student-administered honor system and judicial system for over 100 years. Because academic honesty and the development and nurturing of trust and trustworthiness are important to all of us as individuals, and are encouraged and promoted by the honor system, this is a most significant University tradition. The system is the responsibility of students and is regulated and governed by them, but faculty members share the responsibility and readily recommit themselves to its ideals. If students in this class have questions about their responsibility under the honor code, please bring them to me or consult with the Office of the Dean of Students or the Instrument of Student Judicial Governance. This document contains all policies and procedures pertaining to the student honor system. I encourage your full participation and observance of this important aspect of the University.

Grading Policy

Following UNC Graduate School policy, all graduate students enrolled in INLS 690-30 will receive one of the following grades: H, P, L, or F. If there are any undergraduates in the class, I will use the A, B, C, D, and F grade scale. The scale used for graduate students is defined as:

H	Clear excellence
P	Entirely satisfactory
L	Low Pass
F	Fail
IN	Work Incomplete

To provide some additional guidelines, here is how I interpret that grading scale in INLS 690-30.

- **H Clear Excellence** Student performance demonstrates full command of the course materials that surpasses course expectations. In INLS 690-30, this means that the student has contributed on a regular basis to the in-class activities and the discussion forums with insightful comments supported by professional literature beyond that provided by the basic required readings. Command and understanding of the subject is demonstrated in the written assignments and the mid-term examination. The H student initiates issues discussions, leads in summary and conclusions, and shares knowledge with classmates. Leadership and initiative are demonstrated throughout the semester.
- **P Satisfactory Work at the Graduate Level.** Student performance meets designated course expectations, demonstrates understanding of the topics across the entire semester and supports this understanding with the

required readings. The students participates in both in-class and forum discussions with relevant comments.

- **L Unsatisfactory Work.** Student performance demonstrates incomplete or inadequate understanding of course material and/or is frequently absent.
- **F Failing.** Student may continue in program only with the permission of the dean.
- **IN Incomplete.** A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the instructor.

INLS 690-30 will be graded on a 100-point scale, as follows:

- H 95-100
- P 94-80
- L 70-79
- F 69 and below.

Due dates and incompletes:

All work is due at class time on the day assigned unless an extension is arranged in consultation with the instructors before that date. Papers and major assignments turned in late without prior permission will automatically receive a lowered grade.

A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the instructor.

Class Schedule—Fall 2013

Some of the topics to be covered in class may be shifted slightly but list of the topics to be covered and the due dates of the assignments will not be changed. If there are topics that you would like to have covered that are not on the list, let me know and I will see if they can be added to the schedule.

A more comprehensive discussion of the topics to be covered and the assigned readings can be found in the “Reading Assignments” under the resources section of Sakai.

Date	Topic(s)	Assignments Due
August 20th	Introduction and overview The Changing Nature of Work, the Worker, and the Workplace	No reading assignment for the first class.
August 27 th	The Human Resources Management Function: What Do HR Managers Do all Day Long? –Guest Presenter: Tiffany Allen	

	Personnel Planning and Job Analysis	
September 3 rd	Recruiting and Selecting Employees Generational Differences in the Workplace	Job Description paper due
September 10 th	HR during times of Transition Guest Presenter: Susan Brown, Director, CHPL Training and Staff Development	
September 17 th	Performance Appraisal	Second written assignment paper due
September 24 th	Compensation and Benefits	
October 1 st	Diversity Guest Presenter: Ericka Patillo Legal Aspects of HR Management	Last case study analysis or your own case study due
October 8 th	Treating Employees Fairly—Discipline, Grievances, and Firings Problem Employees	Take Home Final Distributed
October 14 th		Take Home Final Due