

| | | | |
|-----------------------|--|--------------------|-------------------------|
| Instructor: | Brian Loher, Ph.D. | Class Time: | MWF 11:30 AM - 12:20 PM |
| Phone: | 662-4777 | Location: | South Hall 208 |
| Office: | South Hall 152 | Office: | T 9:00 - 11:00 AM |
| E-mail: | bloher@mansfield.edu | Hours: | W 10:30 - 11:25 AM |
| Credit Hours: | 3 | | Th 9:00 - 11:15 AM |
| Prerequisites: | Must have 15 earned credits (Other times by arrangement) | | |
| Web Site: | http://coursework.mansfield.edu/psy3316/3316home.html (All updates posted on web site) | | |

Optional Text Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2016). *Fundamentals of human resource management* (6th ed.). New York, NY: McGraw-Hill. (Newer edition available at a much higher price!)

We will NOT make heavy use of this text, so other books are fine. We WILL use multiple web sites and other resources as assigned or recommended.

Communication When necessary, the instructor will communicate with you via e-mail to your official Mansfield University address. Be sure to periodically check your campus e-mail.

Cancellations This being the "Spring" semester, it is possible that class will be cancelled due to inclement weather or for other reasons. If a cancellation appears necessary, please check the web page for notification and instructions. Similarly, if the weather is bad and you feel unsafe in commuting to campus, send me an e-mail and your absence will be counted as excused.

Course Description (University) "Continues coverage of the field of Human Resource Management (HRM). Topics include performance management, terminations, workplace safety and health (OSHA), workplace violence, health information privacy issues, job design, organization development, and international HRM. May be taken before or after PSY 3315."

| Course Student Learning Outcomes (CSLOs) <i>By the end of this course, students should be able to recognize, list, describe, or discuss:</i> | Activities Where Students Demonstrate CSLO or PSLOs | Program Student Learning Outcomes (PSLOs)* |
|---|--|---|
| <ul style="list-style-type: none"> Components, phases, sources, uses, methods, and problems in the performance management cycle, including rating errors, legal requirements, and forms of "perceived fairness." | Exams Performance Management Presentation | PSLO 1, PSLO 4 |
| <ul style="list-style-type: none"> Stages and what to do/avoid in a progressive discipline process. Legal theories of employment at will and constructive discharge. | Exams | PSLO 1 |
| <ul style="list-style-type: none"> U.S. safety process including laws, agencies, actions, inspection priorities, process, and common work-related injuries. | Exams Safety Presentation | PSLO 1, PSLO 4 |
| <ul style="list-style-type: none"> Predictors, warning signs, outcomes, and organizational responses to workplace aggression. | Exams | PSLO 1 |
| <ul style="list-style-type: none"> Scientific Management, Job Design, and team-based approaches and outcomes to design of jobs. | Exams | PSLO 1 |
| <ul style="list-style-type: none"> Goals and issues in compensation. Examples of mandated and non-mandated benefits. | Exams Compensation Presentation | PSLO 1, PSLO 4 |
| <ul style="list-style-type: none"> Examples of labor relations laws, rights, and processes in the U.S. | Exams | PSLO 1 |

***APA – Undergraduate Psychology Program Student Learning Outcomes (PSLOs- Adopted by MU Psychology 5/11/15)**

Goal 1: Knowledge Base in Psychology: "Students should demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings to discuss how psychological principles apply to behavioral problems."

Goal 2: Scientific Inquiry and Critical Thinking: "The skills in this domain involve the development of scientific reasoning and problem solving, including effective research methods."

Goal 3: Ethical and Social Responsibility in a Diverse World: "The skills in this domain involve the development of ethically and socially responsible behaviors for professional and personal settings in a landscape that involves increasing diversity."

Goal 4: Communication: "Students should demonstrate competence in writing and in oral and interpersonal communication skills."

Goal 5: Professional Development: "The emphasis in this goal is on application of psychology-specific content and skills, effective self-reflection, project-management skills, teamwork skills, and career preparation."

Source: American Psychological Association. (2013). *APA guidelines for the undergraduate psychology major: Version 2.0*. Retrieved from <http://www.apa.org/ed/precollege/undergrad/index.aspx>

| | | | | | | |
|---------------------|--|-------------|----|-----------|----|-------------|
| Final Grades | Final grades are based on TOTAL POINTS . Scale based on 280 points (out of 290 possible). | | | | | |
| | A | 248 & above | B- | 216 – 220 | D+ | 184 – 188 |
| | A- | 243 – 247 | C+ | 211 – 215 | D | 167 – 183 |
| | B+ | 238 – 242 | C | 194 – 210 | D- | 159 – 166 |
| | B | 221 – 237 | C- | 189 – 193 | F | 158 & below |

Tests

There are 5 exams, each worth 50 points. Exams may include multiple-choice, fill-in-the-blank, short-answer, and long-answer items. The tests cover material from class and web sites. Study guides for each exam will be available at the class site at least one week before the scheduled date for the test.

Make-up tests will be arranged for persons able to present a documented excuse, but you must **make up a missed exam prior to the date for the next exam**. Cheating will result in zero points for an exam.

Group Presentations

You will do three group presentations covering performance management, safety, and compensation. A template for each presentation will be made available on the class web site.

You must go beyond in-class material. Try to get the class involved! Remember to give credit/cite the sources of your information on your slides!!! Where appropriate, provide a **handout** of key points.

Do not just show a video, read the presentation, or download slides from the web!!! Each group presentation is worth up to 10 points. You can “trade” members after each presentation.

Extra Credit - Current Events Summaries

For extra credit points, you may write a two-paragraph, typed summary for up to **2** articles **regarding Human Resource Management issues** from newspapers, magazines, or Internet news sites in the U.S. or other countries. For example, you can summarize an article regarding workplace violence, compensation, etc. If you are in doubt as to whether the article will count, please ask me before you do the write-up. **The article must have appeared in print or on the relevant web site after January 13th, 2020 and on or before April 20th, 2020.** Extra credit current event summaries must be turned in on or before **April 20th, 2020**.

One paragraph of the summary should describe the article’s main points **IN YOUR OWN WORDS**. The second paragraph must discuss an implication of the event for HRM. Print the first page of the original article and attach it to your summary. Each current event summary is worth 3 extra credit points (total = 6 points). A cover page is not necessary for current event summaries.

Attendance

Mansfield University Attendance Policy: (as stated in the MU Catalog)

“Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, official military service, or official university representation will be accepted by all faculty members. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi. Faculty are encouraged to report two missed classes in a row to absent@mansfield.edu for follow-up.”

Class Policy: Consistent with University policy, I take attendance at the start of each class. You are expected to attend **ALL** sessions. If you accumulate more than **3** unexcused absences, your final total is reduced by **2 points** for **EACH** additional absence. Excused absences (e.g., due to illness, military duty, official university-sponsored activities, etc.) will not be penalized **given appropriate documentation**. For university activities, the document must be dated and from an appropriate university sponsor. You have one calendar week after your return to present appropriate paperwork. Documentation is due by April 27th for absences during the final week of regular classes.

As stated in the University policy, I am expected to report anyone who misses over two consecutive classes with no explanation.

Be on time! Class begins promptly at 11:30. Persons who persistently arrive after 11:30 without a documented excuse may not be allowed to sign the attendance roster for that day. Tell me if you have work, practice, rehearsal, or an activity that will consistently make you late.

If you leave the classroom more than once during the class period you may not be credited with having attended. Excessive coming and going is disruptive to the classroom environment. Let me know if you are ill and I will work with you on missed information.

Persons observed to be texting, reading, working on material from other courses, or “social chatting” may not be credited with having been in attendance.



VERY, VERY IMPORTANT: If you miss more than twelve class sessions in total (i.e., four weeks out of the semester) for unexcused absences, you should withdraw or you will be assigned a grade of “F” regardless of your performance on tests, group-, and individual-exercises. In-class questions and lectures cover critical information for your success in the course. It is easy for things to go downhill if you repeatedly miss class. If you contract a major illness or are struggling with other issues, let me know as soon as possible. We can discuss your options. If necessary, the deadline for withdrawing from Spring 2020 courses is Friday, March 27th. PSY 3316 will be offered every other spring semester (next up in Spring 2022).

| | |
|--|---|
| Texting, Surfing, iPads, etc. | Please check your messages before or after class time. Texting or other activities are not allowed during class time. All such devices should be turned off or to “vibrate” and ear buds removed before class begins. If it is critical to leave the device turned up (e.g., spouse may go into labor), let me know ahead of class. |
| Academic Integrity (University) | “The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the appropriate Dean. MU’s Academic Integrity Policy can be found at http://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf and the Academic Dishonesty Form may be accessed here or from the Academic Affairs website.” |
| Honor Code | It is expected that all participants and the instructor will act in a manner consistent with the principles and commitments of the Psychology Department Honor Code. See: http://www.mansfield.edu/psychology/student-resources/honor-code.cfm |
| Students Requesting Academic and/or Access Accommodations (University) | “Students with documented learning disabilities, physical challenges, mental health diagnoses, or other significant medical conditions whose learning or participation may be affected in this course, should meet with the Coordinator of Services for Students with Disabilities (SSD Coordinator) in the Office of Services for Students with Disabilities located in the Department of Academic and Human Development (144 South Hall, Phone: 570/662-4436) for a review of qualification for reasonable accommodations. It is recommended that students contact the SSD Coordinator during the first two weeks of classes or immediately upon diagnosis to ensure accommodations are met in an efficient, appropriate, and timely manner for the best student learning outcome. Upon qualification, the Coordinator will arrange to provide an accommodation letter to the professor for the identification of academic or accessibility adjustments. You must contact the Office of Services for Students with Disabilities to renew accommodation letters at the start of each semester.” |
| Student Consumer Rights & Responsibilities (University) | “The Higher Education Opportunity Act (HEOA) was enacted in 2008 and reauthorized the amended Higher Education Act of 1965. HEOA requires postsecondary educational institutions to distribute or make publicly available a broad range of information collectively known as Student Consumer Information. Topics covered under HEOA include student financial aid, campus health and safety, student outcomes, as well as general institutional information. Mansfield’s Student Consumer Information website is located at this link: http://mansfield.edu/HEA/ .” |
| Copyright (University) | The University fully supports the Copyright Laws of the United States. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the Mansfield University Copyright Information website: http://mansfield.libguides.com/copyright . |
| Title IX and Protection of Minors Legislation: Reporting Obligations (University) | <p>“Mansfield University and its faculty are committed to assuring a safe and productive educational environment for all students.”</p> <p>Title IX Requirements: “In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator at titleix@mansfield.edu . The only exceptions to the faculty member’s reporting obligation under Title IX are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: http://www.mansfield.edu/title-ix/upload/Title-IX-Policy-FINAL-7-2016.pdf; http://www.mansfield.edu/title-ix/resources.cfm (Title IX Resources), and http://www.mansfield.edu/title-ix/bill-of-rights.cfm (Sexual Misconduct Victims’ Bill of Rights). Reports of Title IX matters should be directed to the Title IX Coordinator at titleix@mansfield.edu.”</p> <p>Protection of Minors Requirements: “Faculty members <u>are obligated</u> to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 800-932-0313. Immediately following the report to DHS, the mandated reporter must notify Tanya Bombicca (570-389-4151), as designated in the University’s protection of minors policy. <u>No exceptions</u> apply to this reporting obligation. Mansfield University’s Protection of Minors policy is available at http://www.mansfield.edu/hr/protection-of-minors.cfm.”</p> |

| | Date | Topic | Optional Text Chapter | |
|-----------------|--------------|---|--|-------------------------------------|
| January | 13 | Course Overview | 1 | |
| | 15 | Quick Review of Human Resource Management Roles | 1 | |
| | 17 | Performance Management | 8 | |
| | 19 | Last day to Add/Drop a course | | |
| | 20 | Martin Luther King Holiday | | |
| | 22 | Performance Management | 8 | |
| | 24 | Performance Interviews | | |
| | 27 | Group Work on Performance Management | | |
| | 29 | Performance Management Presentations | | |
| | 31 | Progressive Discipline & Investigations | 10 | |
| February | 3 | Employment at Will & Terminations | 10 | |
| | 5 | Test 1 | | |
| | 7 | Legislative Assembly I – No Class | | |
| | 10 | Workplace Safety and Health | 3 | |
| | 12 | Safety & Health | 3 | |
| | 14 | Workplace Violence | | |
| | 17 | Workplace Risk Management | | |
| | 19 | Employee Assistance Programs & HIPAA | | |
| | 21 | Group Work on Safety Presentations | | |
| | 24 | Safety Presentations | | |
| | 26 | Test 2 | | |
| | 28 | Very Quick Overview on Organizational Theory | Midterm Grades Due | 4 |
| | March | 2-6 | Spring Break! | |
| | | 9 | Scientific Management Approach to Jobs | Begin Fall 2020 Registration |
| 11 | | Job Redesign Approaches | | 4 |
| 13 | | Team-Based Systems | | |
| 16 | | “Work Crafting” & Employee Engagement | | |
| 18 | | Changing the Organization | | |
| 20 | | Test 3 | | |
| 23 | | Compensation Basics | | 11 |
| 25 | | Methods to Establish Internal Equity | | 11 |
| 27 | | Methods to Establish External Equity | Last Day to Withdraw | 11 |
| April | 30 | Putting It All Together | 11 | |
| | 1 | Mandated Benefits | 13 | |
| | 3 | Non-Mandated Benefits | 13 | |
| | 6 | Group Work on Compensation Presentations | | |
| | 8 | Compensation Presentations | | |
| | 10 | Test 4 | | |
| | 13 | Labor Relations Overview | | |
| | 15 | Certification Elections | | |
| | 16 | Psych Dept. Annual Spring Research Symposium (2 Extra Credit points for attending) | | |
| | 17 | Legislative Assembly II – No Class | | |
| | 20 | Negotiations | Deadline for Extra Credit Summaries | 15 |
| | 22 | Contract Administration | | 15 |
| | 24 | Grievances | | |
| | 27 | Catch Up Day (Regular Classes End) | | |
| May | 1 | Test 5 – Friday - 10:15 AM | | |