

LINFIELD DIVISION OF CONTINUING EDUCATION

BUS 405 -HUMAN RESOURCE MANAGEMENT- SUMMER 2004

Instructor: Sally Alkazin

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Required Text: Human Resource Management, An Experiential Approach, Third Edition, Mc Graw Hill, 2003. Bernardin.

Meet Dates: Sunday, June 13 1:00- 4:30 p.m. Attendance at this meeting is required; if you are unable to attend please reschedule the class for another time.

Additional “one on one” meeting dates to be scheduled as requested.

**COURSE OBJECTIVES:** The objectives of this class are to understand:

- 1) The importance of Human Resource Management in all functions of business;
- 2) The relationship between HRM and other business issues
- 3) The importance of legal issues in all areas of HRM

And to do so in a guided study format that emphasizes real world practice in addition to textbook knowledge. Because this is a summer session, it will be at a faster pace than other quarters. It is going to require commitment from you, the student, to complete assignments in a timely manner.

**INSTRUCTOR BIOGRAPHY:** I have been employed by a major corporation for the last 26 years in several areas, in both management and non-management positions including sales, customer service, training and human resource management. Additionally, I have taught part time for the last 22 years. My bachelors’ degree is in Business Administration (University of Hawaii- Manoa) and my Master’s is in Human Resource Management (California State University- Fresno). In addition to teaching HRM I have also taught Introduction to Management, Human Relations and Introduction to Marketing. I began teaching for Linfield in Spring of 1997. I have also taught classes at Concordia University (Portland), Lower Columbia College (Longview, WA) and California State University at Fresno.

## **COURSE FORMAT:**

**Readings:** Each module will have several chapters from the text to help you understand the material.

**Exercises:** You will be expected to complete assigned exercises for each chapter. These will be completed and mailed to me via U.S. Mail.

**PowerWeb activities:** Each module will have some activities from the PowerWeb site. These will be emailed to me.

**Movie Reviews:** You will be expected to review four movies related to Human Resource topics and answer questions about them. Your reviews should consist of three to five pages and they will also be mailed to me via U.S. mail. Although you will have specific questions to answer about the movies, you will also be expected to observe and comment on any other HR issues you observe in the film.

In order to be sure that we cover all material in a timely manner the modules will be assigned dates as follows:

Module 1- June 13- 27<sup>th</sup>                      Human Resource Management and the Environment

Module 2- June 28- July 11<sup>th</sup>              Acquiring Human Resource Capability

Module 3- July 12- July 25<sup>th</sup>              Developing Human Resource Capability

Module 4- July 26<sup>th</sup>- Aug. 15<sup>th</sup>.          Compensation and Managing Human Resources

**Due Dates:** All module assignments are due on the last day of the module. As stated above, exercises and movie reviews need to be mailed with post date of no later than the last day of the module. All PowerWeb activities are emailed to me no later than the last day of the module. .

These are absolute due dates. Please organize your schedule and set goals so that you meet these deadlines.

## **GRADING:**

Total point value for the class is 250

Exercises: Total of 13, each worth 10 points

Power Web activities: Total of 4, worth 5 points each

Movie Reviews: Total of four, worth 25 points each

Grading Scale:

A+	98%	B	83-87%	C	73-76%
A	93-97%	B-	80-82%	C-	70-72%
A-	90-92%	C+	77-79%	D	65-69%
B+	87-89%				

Grading- Consideration is taken in for correctness of answers, appearance of paper, completeness and creativity.

## **MODULE I- 13 June – 27 June**

### Human Resource Management and the Environment

This module will introduce the basics of HR management and include the ever increasingly important topic of HR and the law. Additionally you will cover how our world is being changed by globalization.

Readings: Chapters 1, 2 and 3- Human Resource Management

Exercises: 1.1, 2.1, 3.6

PowerWeb assignment: From “Contents” section, go to Unit 1, Part A, number 1, the article “HR is Dead, Long Live HR.” Read the article, fill out the “test your knowledge form” and have it emailed to me. ([sallye53@netzero.net](mailto:sallye53@netzero.net)).

Movie review: *Philadelphia* starring Tom Hanks. Rated PG13

This movie is about AIDS in the workplace. Even if you have seen it before, please watch it again with a “HR” point of view. It is an extremely moving film that brings together several topics relevant to this class.

#### Movie Review Questions:

1. This movie was filmed in 1993. Do you think progress has been made in the accommodation of AIDS in the workplace since that time? Please provide specific examples of things you observed in the film that would not happen today.
2. Andrew had a difficult time finding an attorney to take his case. Why do you think this was, and why do you think Joe Beckett changed his mind about taking the case?
3. Body language is an important factor in understanding our co-workers and other relationships. What body language stood out to you the most in this film?

## **MODULE II- June 28- July 11th**

### Acquiring Human Resource Capability

This module will include work analysis and design as well as planning and development. In today's environment of continual layoffs and outsourcing of jobs overseas these topics will become more relevant in the future.

The issue of personnel selection is one that may of personal interest to you as well as academic interest. If you are going to be in the job market shortly you should pay special attention to the area of interviews and validity of interviews.

Readings: Chapters 4, 5 and 6

Exercises: 4.3, 5.1, 6.2 (please note that 5.1 the questions are in the case study)

PowerWeb assignment: From "Contents" section, go to Unit 1, Part B, # 7 "Workforce Planning- Why to Start Now" Fill out the "test your knowledge" section and email to me ([sallye53@netzero.net](mailto:sallye53@netzero.net))

Movie Review: *The Big One* by Michael Moore PG13

This movie is a pseudo-documentary made by Michael Moore in 1997. Michael Moore wrote a book "Downsize This" and this film is a relatively accurate pictorial of his book-signing tour. The main theme is that corporate America treats their workers with little to no respect or compassion. With the downtown our economy has gone through in the last few years it seemed relevant to watch this film and see that history does, unfortunately, repeat itself.

Movie Review Questions:

1. Michael Moore seems to champion the "little guy." Yet there are times he seems to treat workers with a less than respectful attitude. Give examples of those times and if it's justifiable.
2. Michael is very harsh towards several large bookstores. Yet he continues to sell his books in them. In your opinion, is doing that because if he doesn't it will hurt the "little guy" who works there or because he is in it to sell books and make a profit?
3. Phil Knight says "you'll never get American's to make shoes." Do you agree or disagree?

## **MODULE III- July 12<sup>th</sup>- 25th**

### Developing Human Resource Capability

This module has a focus on performance and appraisal. Almost all of us have either been given or had to give performance appraisals and it is an extremely critical area.

Human resource capability also includes fostering teamwork and training for any career crisis.

Readings: Chapters 7, 8 & 9

Exercises: 7.2, 8.2 & 9.2

PowerWeb assignment: From “Contents” section, go to Unit 4, Part A, # 53 “The Top Training Priorities for 2003.” Complete the self-assessment exercise and email to me ([sallye53@netzero.net](mailto:sallye53@netzero.net))

Movie Review: *Apollo 13* with Tom Hanks. Rated PG.

This movie is based on the real life experience of the Apollo 13 space crew that faced near disaster in April of 1970. It is an extreme example of teamwork and training at the best it can be.

Review Questions:

1. What role did the last minute switch for one crew member play in the interaction among the three astronauts?
2. Mission Controller Gene Kranz was instrumental in keeping the crisis from becoming chaos. How did he accomplish this?
3. Many believe it is a miracle that the Apollo 13 crew came home alive. What do you think are the main factors, as they relate to things you’ve read in your text, that allowed this mission to have a happy ending?

## **MODULE IV- July 26<sup>th</sup> – August 15**

### Compensating and Managing Human Resources

This module is the longest and has the most reading and exercises which is why it is a three week module versus two. However, even with that you may want to start on it earlier than July 26<sup>th</sup>. All items must be completed by August 15.

Readings: Chapters 10, 11, 12, 13 & 14

Exercises: 10.1, 11.2, 12.3, 13.2 & 14.3

PowerWeb assignment: Unit 5, # 73- The Most Effective Tool Against Workplace Violence. Please take the self assessment and email to me ([sallye53@netzero.net](mailto:sallye53@netzero.net))

Movie Reviews: There will be choice two movie reviews for this module.

*Norma Rae* with Sally Field (rated PG) or *Bread and Roses* with Adrien Brody (Rated R)

Both are based on true stories of workers wanting to join unions. *Norma Rae* is set in the south in the early 70's, at a mill where working conditions are very bad and other opportunities very limited. *Bread and Roses* is based on a real life labor movement (Justice for Janitors) in Los Angeles in early '90's. It is the story of immigrant labor being taken advantage of in many ways. This film does have strong language and brief nudity (hence the R rating). Please keep that in mind when choosing which film you want to watch.

Movie Review Questions- *Norma Rae*:

1. Why was *Norma Rae* the “fish” that Reuben wanted to hook?
2. What role do you think race played in the relationship between workers and management?
3. Was anything in *Norma Rae*'s workplace somewhat surprising- or disturbing—to you?

## Movie Review Questions- Bread and Roses

1. Maya at one point realizes that they are “invisible people” as service workers. Think about your own day to day interaction with service workers- have you treated someone as if they were invisible? And if so, would you perhaps treat people differently after watching this film?
2. The movie refers to the workers wanting bread—and roses. What do you think would constitute “roses?”
3. Maya’s relationship with Sam develops to be a very close one. What effect does this have on her relationships with others, such as her family and co-workers?

## **SUMMARY**

Please feel free to contact me at any time via email or telephone if you have questions or need assistance with an assignment.

If you have questions regarding the syllabus, please be prepared to ask them at the June 13 session.

I look forward to meeting on you on June 13<sup>th</sup>, and I hope you enjoy the class.