

377336: Elements of Human Resources Management

MGMT-X 450

Winter 2021 Section 1 4 Credits 01/04/2021 to 03/15/2021 Modified 02/05/2021

Meeting Times

Monday Nights 6:30PM - 8:00PM

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

Upon completion of the course, students will demonstrate knowledge & understanding of the basic perspectives in:

- Human Resources Management
- Structure, Strategy and Planning
- Organizational Compliance
- Talent Acquisition
- Talent Development
- Retention, Engagement and Culture
- Total Compensation
- Workplace Safety Health

Materials

Required Reading Materials

Managing Human Resources, 18th edition

Author: Scott Snell, Shad Morris and George Bohlander

Publisher: Cengage Learning

Edition: 18th edition

ISBN: ISBN-10 : 0357033817 ISBN-13 : 978-0357033814

Evaluation

Criteria

40% - Midterm Examination - 90 minutes

50 Questions Open Book & Notes

60% - Final Examination - 90 minutes

50 Questions Open Book & Notes

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 Service for Students with Disabilities Office at (310) 825-7851 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, 1145 Gayley Ave., Los Angeles, CA 90024; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at

Additional Items

Protecting Privacy and Data During Remote Instruction

Live meeting sessions for this class are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video. If you also prefer to use a pseudonym instead of your name, please let the instructor know what name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to "everyone"). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

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://community.canvaslms.com/docs/DOC-10721> (<https://community.canvaslms.com/docs/DOC-10721>)
 - Which browsers does Canvas support? - <https://community.canvaslms.com/docs/DOC-10720> (<https://community.canvaslms.com/docs/DOC-10720>)
- 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.

To download all your assignment submissions in Canvas, please refer to the [online support guide](https://community.canvaslms.com/docs/DOC-10606). (<https://community.canvaslms.com/docs/DOC-10606>) for more information or contact Canvas Support via the help menu within Canvas.

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/>)

Campus Safety Escorts

For students taking classes held on the UCLA campus and in and around Westwood Village, the UCLA Police Department provides a free walking escort service every day of the year from dusk until 1 a.m. Community Service Officers (CSOs) are available to walk students, faculty, staff members and visitors to and from anywhere on campus, in Westwood Village, and in the village apartments. CSOs are uniformed students who have received special training and are employed by the UCLA Police Department. To obtain an escort, please call (310) 794-9255 and allow 15 to 20 minutes for your escort to arrive. For complete information, see: <https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts> (<https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts>)

Schedule

Week 1 - January 4, 2020

Session One: Human Resources Management Overview

Course Introduction

Lecture: HR trends

Required Reading Assignment: Textbook - Part 1 (Chapters 1 & 2)

Class Materials:

Structured note taking pages (Word File): [Elements of HR Mgt Session 1 Notes Worksheet.docx](https://my.uclaextension.edu/courses/30169/files/4795887?wrap=1)
(<https://my.uclaextension.edu/courses/30169/files/4795887?wrap=1>)

Presentation Dec (PowerPoint): [Class 1 - Elements of HR Mgt - HR Functions.pptx](https://my.uclaextension.edu/courses/30169/files/4795892?wrap=1)
(<https://my.uclaextension.edu/courses/30169/files/4795892?wrap=1>)

Presentation Deck (PDF): [Class 1 - Elements of HR Mgt - HR Functions.pdf](https://my.uclaextension.edu/courses/30169/files/4795894?wrap=1)
(<https://my.uclaextension.edu/courses/30169/files/4795894?wrap=1>)

Week 2 - January 11, 2020

Session Two: Equal Employment, Preventing Discrimination and Defining Jobs

Lecture: Evolving laws, documentation and conduct

Required Reading Assignment: Textbook - Part 2 (Chapters 3 & 4)

Week 3 - January 18, 2020

Holiday - Dr. Martin Luther King Jr. Day

NO CLASS SESSION MEETING

Week 4 - January 25, 2020

Session Three: Talent Acquisition and Onboarding

Lecture: Sourcing, vetting, making offers, first year experience

Required Reading Assignment: Textbook - Part 3 (Chapters 5 & 6)

Week 5 - **February 1 2020**

Session Four: Talent Development, Assessment and Feedback

Lecture: Needs analysis, development programs and plans & contribution management

Review for Midterm Examination

Required Reading Assignment: Textbook - Part 3 (Chapters 7 & 8)

Week 6 - **February 8, 2020**

Session Five: Midterm Examination - 90 minutes - 50 Questions

Open Book & Notes

Week 7 - **February 15, 2020**

Holiday - Presidents' Day

NO CLASS SESSION MEETING

Week 8 - **February 22, 2020**

Session Six: Total Compensation

Lecture: Base pay, variable pay, paid time off, health & welfare benefits, perquisites

Required Reading Assignment: Textbook - Part 4 (Chapters 9, 10 & 11)

Week 9 - **March 1, 2020**

Session Seven: Workplace Safety, Health & Leaves

Lecture: Workers' Compensation, injury & illness prevention, protected leaves

Required Reading Assignment: Textbook - Part 4 (Chapter 12)

Week 10 - **March 8, 2020**

Session Eight: Employee Rights, Labor Relations & Strategic Perspectives

Lecture: Privacy rights, at-will employment, discipline & termination, labor relations

Lecture: The future of HR and Human Capital Management

Review for Final Examination

Required Reading Assignment: Textbook - Part 5 (Chs 13 & 14)

Required Reading Assignment: Textbook - Part 6 (Chapter 16)

Week 11 - March 15, 2020

Session Nine: Final Examination - 90 minutes - 50 Questions Open Book & Notes