



THE OHIO STATE UNIVERSITY

AEDE 3160 Human Resource Management in Small Business

COURSE OUTLINE AND SCHEDULE

12:10 PM – 2:00 PM Monday

Page Hall RM 010

Spring 2018

INSTRUCTOR: Dr. Anna W. Parkman
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MAILBOX: AEDE Administrative Office, Ag Admin Building, 250
HOURS: Mon. 10-11, Tues. 2:30-3:30, W by appointment
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Teaching Associates

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REQUIRED TEXTBOOK & MATERIALS:

Custom E-Book: **Fundamentals of Human Resources Management** by Noe, Hollenbeck, Gerhart, Wright, 7th Edition, McGraw-Hill Publishing. E-Book ISBN: ISBN: 9781307088939 Price at \$67.87. You can also purchase at the bookstore for \$114.00.

eBook link; <https://create.mheducation.com/shop/#/catalog/details/?isbn=9781307088939>

Packback System (\$18.99) Details to follow in Carmen and in the first week of class.

Harvard Business School Case (\$4.95)

Students will be able to selection their case from a group aligned with class topics by accessing a course link in Harvard Business School Publishing. Each student will purchase one case. The case can be stored electronically or printed at the student's discretion.

Articles: Throughout the semester articles will assigned, linked to course content. All assigned articles will be accessible through the OSU library Business Source Complete database. Do not purchase. Students should access and read the two articles listed below during the first week of classes. These are a part of an assignment that first week. More information can be found on Carmen.

COURSE DESCRIPTION:

Human Resources Planning, Job Analysis, Organizational Structure, Recruitment and Selection, Training, Motivation, Leadership, Communication, Compensation, and Evaluating Employee Performance in the context of a small business.

LEARNING GOALS:

- Describe role of Human Resources and an HR manager in a small business environment.
- Explain the validity and reliability on which HR decisions are based upon.
- Formulate the potential outcomes of HR decisions and their legal ramifications for the firm.
- Develop an organizational recruitment plan.
- Conduct a job analysis of a position.
- Design a position documenting the specifications and job description.
- Discriminate between the different types of employee selection techniques and their applications.
- Practice legal interviewing techniques.
- Defend the importance and purpose of employee development programs and succession planning.
- Construct an employee performance appraisal.
- Develop a progressive discipline plan.
- Evaluate how HR decisions impact employee engagement.
- Recommend methods to best motivate employee productivity.
- Evaluate the appropriate employee compensation plan based on the position, company, and the job market.
- Describe the various components of mandatory and customary employee benefits.

Course Structure

This course is designed to help you master some of the basic principles of managing the human resource component of a small business. Lectures, case analysis, practice video segments, article analyses, e-question platform, and in class activities will allow you to grasp the content and practice applying it. Guest speakers will complement content and case discussions through out the semester.

Students taking this course present a variety of interests in the content. Some take the course with a focus on small business because they are already working in a small business or plan to run one. Others take the course because they would like to expand their knowledge with regard to human resources as they consider working in the field. Many take the course because it is required in their major given the number of small businesses in the field. And finally, across all these students there typically is considerable interest in understanding human resources because the topic has the potential to significantly impact their careers no matter their path.

Given these student drivers the course is designed to assure ALL in the course master the content that forms the foundation for human resource management no matter your future plans. Exams and quizzes will be utilized to assess your competency level here. The course does however have a focus on small business. Your understanding of that environment and the challenges faced by small businesses with regard to human resources will be assessed through the remaining assignments in the course.

Exams

Exams in this course will focus on your mastery of the course content as it applies to a variety of business segments to include a dual focus on small and large business organizations. There will be four

exams in the course. Three will occur during the term and these are complemented by a comprehensive final exam at the end.

Packback Activities and Assignment:

One key business skill that employers bring up all the time is the ability to ask the right question in the right way. This skill is often measured in employment interviews, during leadership development training, as a part of career development and promotion assessments. In this course we will practice this skill and develop your abilities in this area, through the utilization of an online platform called Packback. Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online curiosity community where you can be fearlessly curious and ask BIG questions about how what we're studying relates to life and the real world.

Your participation in Packback will count towards 10% percent of your final grade. In order to earn your points each week, you must post **1 Question and 2 Answers per week relevant to our class subject matter** per week. Before you start posting, be sure to read the [Community Guidelines](#) found in the tutorial on Packback. If your post doesn't follow the Packback Community Guidelines, there is a chance it will be removed and you won't receive points for that post. Points are tallied weekly. You cannot make up for missed work in any given week by posting in a later week.

There will be a **Sunday 11:59 PM deadline** for submissions in our community each week. We will be highlighting discussions from Packback, encouraging feedback and recognizing student posts in Packback each week.

The only opportunity for earning extra credit in this course will be within the Packback platform. The system allows students to earn Curiosity Scores for the quality of the questions that they develop and post. Curiosity Points will be tallied at the end of the semester and extra credit points will be allotted based on those points. Students earning the top 25% in Curiosity points will be awarded 30 points, the next quartile will earn 20 points, the third quartile will earn 10 points and students in the lowest quartile will earn no points.

To start posting on Packback Questions:

1. Navigate to <https://Packback.co/questions> and click "Register as a new student".
Note: If you already have an account on Packback you can login with your credentials.
2. Make sure to register with your SCHOOL email address and real first name and last name.
3. Enter our class community's access code into the "Join a new Community" module on your dashboard.
Our Community access code: D77CE33A-A0B1-E600-C6EF-B1318BDAFD55
4. Follow the instructions on your screen to finish your registration.

For a brief introduction to Packback Questions and why we are using it in class, watch this video: vimeo.com/packback/Welcome-to-Packback-Questions

Articles:

You will be provided a list of articles concerning contemporary issues or trends impacting human resource management. This list will be used as a resource for information that will be helpful to your case analysis, our class discussions and in your work in Packback. While each of you will only write an

analysis and reflection on one article, you will want to access and read the others as the semester unfolds and connections to topics require. The list of articles will be distributed electronically and discussed the first day of class.

Article Analysis & Reflection Essay:

Articles will be assigned from that list for you to utilize in developing an article analysis & reflection essay. The essay should be written following a thorough reading of the respective article(s) and must include the following components:

- Introductory Paragraph
- Essential content from the article(s) synthesized into a summary of what the author(s) had to say about the topic (1-1.5 pages)
- A discussion of how the information in the article(s) is/are useful in human resource management (1-3 paragraphs)
- Your reflections on the content and author(s)' perspective (1-2 paragraphs) You may use "I" in this section.
- Concluding Paragraph

Your article analysis & reflection essay will be a minimum of three pages in length, not including cover page and reference page. Write these essays as if your reader has never read the articles and is not a member of our class. In addition the following format requirements are mandatory:

- Double-spaced
- 1-inch margins
- 12 pt. Times New Roman Font
- APA style standards (without the use of abstracts for this course)
- Free from grammatical and/or typographical errors
- Demonstrated critical thinking, reflection, synthesis and analysis skills
- All written work submitted will be graded on both composition and content.
- All work must be developed utilizing MS Word.
- You may not submit any work from another course.
- Failure to use APA citations and references will result in a zero

Individual Case Analysis & Team Presentation

Students will work through a case dealing with an issue common to HR professionals. The case can be purchased for \$4.95 from Harvard Business School Publishing via a direct link that will be provided to you once the case is assigned. More information about the case and assignment process will be provided in class and in Carmen. Students will be placed in teams according to the case assigned. These teams will present and facilitate a discussion of the case as aligned with content throughout the semester.

Grading: Final grades will be a weighted average of your performance and will be calculated to two decimal places. Letter grades will be assigned according to the OSU Standard Grading Scheme cutoffs:

Grade Components	Points
Attendance & Participation	100
Exams (3+ Comprehensive Final)	600
Packback Participation	100
Article Analysis	50
Case Analysis	100
Case Presentation	<u>50</u>
Total Points	1000

Final grades will be a weighted average of your performance and will be calculated to two decimal places. Letter grades will be assigned according to the OSU Standard Grading Scheme cutoffs:

Letter Grade and Percentages

Symbol	%	Symbol	%
A	93	C+	77
A-	90	C	73
B+	87	C-	70
B	83	D+	67
B-	80	D E	60
			59 or less

Week	Class Content	Deliverables
Week 1 Jan. 8 Read Articles in Carmen	Welcome and introductions Intro to HR & Small Business Case Topic & Information	PackBack Purchase E-Text Purchased (Custom Text)
Week 2 Jan. 15	No Class: Martin Luther King Holiday	
Week 3 Jan. 22 Read: Chapter 1	Trends in HR & Workforce Case Analysis Intro, Topics & Selection	After class purchase your case PackBack Q&A Posted no later than Jan. 21 st @ 11:59 PM ET
Week 4 Jan. 29 Read: Chapter 3	Determining Needs and Recruiting	Article Analysis & Reflection Due PackBack Q&A Posted no later than Jan. 28 th @ 11:59 PM ET
Week 5 Feb. 5 Read Chapter 7	Establishing a Pay Structure	Packback Q&A Posted no later than Feb. 4 th @ 11:59 PM ET
Week 6 Feb. 12	Exam 1: Intro Articles & Chapters 1,3,7	Packback Q&A Posted no later than Feb. 11 th @ 11:59 PM ET
Week 7 Feb. 19 Read Chapter 2	Equal Employment Opportunity and Workplace Safety Team Work: Presentations	Case Analysis Due 12:00 Noon up in Carmen. Bring Hard Copy to Class for team work
Week 8 Feb. 26 Read: Chapter 4	Interviewing, Selecting & Onboarding	Case Presentations 1 & 2 Packback Q&A Posted no later than Feb. 25 th @ 11:59 PM ET
Week 9 March 5 Read Chapter 8	Managing Benefits	Case Presentation 3 & 4 Packback Q&A Posted no later than March 4 th @ 11:59 PM ET
Week 10 March 12	Spring Break No Class	
Week 11 March 19	Exam #2: Chapters 2,4,8 Team Meetings After the Exam	
Week 12 March 26 Read Chapter 5	Managing Performance & Rewards	Case Presentation 5 & 6 Packback Q&A Posted no later than March 25 th @ 11:59 PM ET

Week 13 April 2 Read: Chapter 6	Separating & Retaining Employees	Case Presentations 7 & 8 Packback Q&A Posted no later than April 1 st @ 11:59 PM ET
Week 14 April 9 Read: Chapter 9	Collective Bargaining, Contracts & Union Workers	Case Presentations 9 & 10 Packback Q&A Posted no later than April 8 th @ 11:59 PM ET
Week 15 April 16 Read: Chapter	Exam #3 Chapters 5,6,9	Packback Q&A Posted no later than April 15 th @ 11:59 PM ET
Week 16 April 23	Course Wrap Up Review for Final Exam	
Final Exam Tuesday May 1st	12:45-1:45 Comprehensive	

*This schedule is tentative and may be adjusted by the professor as needed to meet the educational goals of the course and student learning needs.

As a reminder:

OSU Code of Student Conduct and Policy on Academic Misconduct

Academic misconduct of any kind, including failure to cite sources in a paper is unacceptable. Faculty rule 3335-5-54 requires that “each instructor shall report to the Committee of Academic Misconduct all instances of what he or she believes may be academic misconduct.” If you have any doubts concerning this policy it is your responsibility to consult with the instructor.

- All students are expected to abide by the University’s Code of Student Conduct (<http://studentaffairs.osu.edu/csc/>)
- Please refer to the OSU Website for details on Academic Misconduct (<http://oaa.osu.edu/coam.html>). Any violation of the University’s policy will be dealt with according to University procedures

Disability Services

The University strives to make all learning experiences as accessible as possible. I will work with you to provide accommodations for known disabilities. It is your responsibility to register with Student Life Disability Services to establish reasonable accommodations needed for the course. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.