**University of Shanghai for Science & Technology**

**Human Resource Management**

**Spring 2021**

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Text: Human Resource Management, Robert Mathis, John Jackson, Sean Valentine, & Patrice Meglish, 15th Ed.

Please access the Cengage/Mindtap program for student study materials.

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[https://www.cengage.com/dashboard/#/course-confirmation/MTPPSW7NWPZ2/initial-](https://www.cengage.com/dashboard/#/course-confirmation/MTPPSW7NWPZ2/initial-       course-confirmation)

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 2. Follow the prompts to register your MindTap course.

**Overview:** Human Resource Management is a course that is both practical and strategic. It is practical in the sense that it introduces students to the policies and techniques used to attract, retain and develop an effective labor force within organizations. It is strategic because it is directly related to an organization’s success in carrying out its mission. Decisions made about the way a company treats its employees will have an impact both on its survival and its ability to successfully fulfill its mission.

 Many of the practices of the human resource manager are a logical extension of the theories explored in Organizational Behavior and the Principles of Management. While OB concentrates on developing and testing theory, HRM applies theory to management practice. The human resource manager not only needs to understand what kinds of tasks, skills and training are required for current operations to be successful, but also how those requirements are likely to change in the future because of changes in organizational goals and advances in technology. HRM managers help determine the personnel needs of the organization and how they can best be satisfied. Both improving current systems and planning for change are important dimensions of the manager’s role.

The operational and administrative aspects of human resource management involve developing systems for recruiting and training employees, as well as monitoring and rewarding their work. In order to do so successfully, HRM managers must not only understand the demands of the work, but they must also be familiar with the laws and regulations governing treatment of employees. In the United States and in China, laws have an impact on how employees are selected, promoted and compensated. In addition, regulations affect employee health and safety. It is the job of the Human Resource Manager to be familiar with all pertinent laws and regulations and to ensure that organizational policies are fair and consistent with prevailing law.

The basic model that we will be using to examine HRM practice is the system developed in United States businesses based on research conducted in the United States. However, we will be extending our study explicitly to international management issues throughout the course. Students are encouraged to examine similarities and differences between Chinese and American business systems and in the legal environments of business.

This field is one in which there have been enormous changes in philosophy and practice over the last hundred years, and new theories are constantly emerging. A hundred years ago, for example, it was widely accepted that the approach of Scientific Management developed by the American engineer Frederick Taylor set forward the most efficient method of organizing and supervising manufacturing work. The idea was to discover the “one best way” of accomplishing a task and standardizing that method over dozens, perhaps hundreds of employees. Today, in many industries, far greater emphasis is placed on fostering creativity and individual initiative, than requiring consistency and obedience to rules. Practices that were widely accepted in one generation have been challenged and on occasion reversed in the next. Thus, students in this class are strongly encouraged to read and listen critically, to ask questions, and to evaluate the evidence for the applicability of certain practices. Try to remain open and do not blindly accept the assumptions you encounter in the textbook or readings simply because the authors present them persuasively.

**Overall, the goals of this course are:**

* To provide you with a basic understanding of contemporary methods of human resource management;
* To make you familiar with the core terminology of HRM related to recruitment, selection, training, supervision, career development, performance evaluation and assessment, labor-management interaction, and related personnel issues;
* To identify and explore ethical issues in the management of people in organizations;
* To help you develop your capacity to think logically and critically about the way organizations treat their employees;
* To provide an overview of the basis of laws and regulations that govern HRM; and,
* To extend your understanding of human resource issues to the international arena.

**Requirements and Grading**

**Individual Research Assignment/Final Exam.** A major piece of student work involves an examination of human resource management policies in a particular job or industry. While it is not required, students are encouraged to target a job in which they plan to work after graduation. Each week, students will be asked to report on certain aspects of the job relevant to topics assigned that week. In general, one class a week will be set aside for students to share some of their findings in class. A final report, will summarize each of the weekly reports as well as the student’s assessment of the potential for a career in the focal industry or work setting. The final report will be take the place of a final examination for the course and will count 60% toward the overall grade.

**Quizzes & homework.**  Students must complete a chapter quiz for the chapters assigned. The average quiz grade will account for 30% toward the overall grade.

**Participation.** Additional activities carried out throughout the course, including response to exercises and Cengage-based study projects will count toward a participation grade which will account for 10% of the overall grade.

**Summary of Grading:**

Final Exam – 30%

Research Project – 30%

Quizzes (Cengage) – 30%

Participation – 10%

General Class Rules:

* Students are responsible for the content of all classes and for announcements and information disseminated at classes whether they attend or not. The instructor will make every effort to make video records of online classes available for students who wish to review them.
* CELL PHONES OFF AND OUT OF SIGHT DURING CLASS.
* Attendance at class is encouraged; however, the class is structured so that an occasional absence for any reason should not prevent a student from earning a good grade. You do not need to be “excused.” All students are encouraged to make arrangements with a classmate to receive information or hand-outs that may have been distributed in the class that they missed as well as notes related to activities and exercises in class.