

MYRA School of Business

HUMAN RESOURCE MANAGEMENT: PRINCIPLES AND PRACTICES COURSE SYLLABUS

Instructor Information

Prakash K Nair, PhD

Email: prakash.nair@myra.ac.in

Phone: 7760007755

Note: You can contact me by email/phone, preferably the former.

I will also be available to meet by appointment during my office hours Monday/ Tuesday

Overview

This course focuses on providing you with the knowledge and understanding of fundamentals of Human Resource Management (HRM). Specifically, the course will cover key principles and practices in HRM. You will also learn how the various concepts and principles are relevant to practice, and how they can be effectively applied.

Course Objectives

1. Define Human Resource Management
2. Discuss key concepts and principles that guide HRM practice
3. Discuss nature, scope, and context of HRM
4. Discuss trends in HRM
5. Explain HR planning and Job Analysis
6. Explain Recruitment, Selection, Retention, and Separation
7. Explain HR developmental functions including Training, and Career Development
8. Explain Compensation principles and practices
9. Discuss managing human resources globally
10. Examine HRM practices and their applications

Course Materials

1. Required Course Text: Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P.M. (2015). *Fundamentals of Human Resource Management* (3rded.). New Delhi: McGraw Hill.
2. Research or business articles, and case studies as identified by instructor

Instructional Method

The course could include lectures, group activities, case studies, and take-home assignments. You would be expected to use online resources besides printed material. You will be provided opportunities to present your views, learn through various activities, and work in groups. The activities, projects, and assignments are designed to help you gain knowledge and understanding of key HRM principles and functions, and help you connect theory to practice.

Expectations

Attendance and In-Class Conduct

You are expected to attend all classes. Absence without a credible reason will have a negative impact on your final grades. You are also expected to arrive on time to class.

You are expected to come prepared to discuss assigned cases or articles. Appropriate behaviour is expected of all of you. Improper comments, unruly behaviour, inappropriate language, disrespect to other students or instructor, and other behaviour that causes disturbance to the class (as determined by the instructor) will not be tolerated.

Adherence to Proper Scholastic Conduct

Scholastic misconduct is commonly defined as "any act that violates the rights of another person in academic work or act or behaviour that involves misrepresentation of your own work."

The strength of our institution, as with any academic institution, depends on the integrity of each of its members, faculty, staff, and students. You are expected to be truthful, and to desist from any form of academic dishonesty. Passing off other's ideas, writing, or work, as one's own; copying others work, and claiming it as your own; turning in someone else's work as your own for class credits (even if the other person seems okay with it), are considered acts of plagiarism, and will not be tolerated. If you have any doubts, please ask me beforehand and I will be happy to guide you.

Recording of lectures and other academic classroom material

Lectures, printed handouts and classroom activities may not be recorded and/or transmitted in any form without permission from me in advance. The handouts used in this course are copyrighted. By "handouts" I mean all materials generated for this class, which include but are not limited to syllabi, case studies, quizzes, exams, and other in-class materials.

Evaluation

There will be periodic evaluations of your learning through written assessments, and presentations, and a final comprehensive closed book written examination.

Guidelines for Assignments

Please make sure that you complete your assignments on time. Late assignments will result in a zero grade unless in the case of a personal emergency or for medical reasons.

Written work should be free of spelling and grammatical errors. They must be single-spaced, left-justified, Times New Roman font size 12. Requirements for each individual assignment are provided below.

1. **Individual Written Paper** (Submission Deadline: November 30, 2017)
 A two page analysis and reflection paper on a HRM function or practice. You should use references to support your discussion. You will be expected to present this paper in class. You will be graded based on:
 - a. Clarity and organization of written content (use of APA style)
 - b. Use of strong, credible sources (research or business article) to support your arguments
 - c. Clarity, knowledge of content, and skill in presenting the topic

2. **Mid Term Test** (Mid-November)
 This will be a written, objective-type test that will include Multiple Choice, and True/False items.

3. **In-Class Participation**
 Participation in class discussions will be graded based on:
 - a. Case study responses being informed and thought out
 - b. Relevance to the topic in discussion
 - c. Originality or not a repetition of a point already shared
 - d. Clarity of thought and presentation

4. **Final Exam**
 The exam will consists of questions that require both short and descriptive answers, and analysis of select cases.

Grading of Assignments

Assignments	%
Attendance	5
Class participation including case study discussions in class	10
Individual Assignment (written plus presentation)	20
Mid Term Test	15
Final Exam	50