

Management and Human Resources 400: Winter 2004
Foundations of Management and Human Resources
Fisher College of Business

Faculty:	Dr. Judy Tansky	Office Phone:	292-0532
Office:	642 Fisher Hall	Email:	tansky_1@cob.osu.edu Please use this e-mail address. Do not use WebCT email for Dr. Tansky.
Office hours:	Monday and Wednesday: 1:45-2:45 p.m. Or by appointment	Teaching Assistant:	Janice Molloy, 240 Fisher Hall molloy_4@cob.osu.edu Office hours: Tuesday 3-5 p.m. or by appt.
Course URL:	http://class.osu.edu		
Course Access:	The username and password you will use to log in to WebCT are not the same ones you use to check your OSU e-mail, to register online for classes, and to enable Internet access in OIT student computer labs. The username utilized is known as your OSU Internet username , which takes the form of "lastname.#" (for example, "brutus.2004"). You've been using this as your WebCT username, but previously you used a separate WebCT password. Now you can change your password for WebCT or for any of the other services that utilize your OSU Internet username and its password in one step by going to http://oit.osu.edu/userpass.html . In other words, you will have just one username and password to remember for most campus computing services.		
Activate Email:	Visit http://www.oit.ohio-state.edu/userpass.html {click on How to Activate} or call 688-HELP		

Textbook:

MHR 400, Foundations of Management and Human Resources. Dr. Judy Tansky. McGraw-Hill Custom Publishing, ISBN: 0-07-367922-4.

The material for this text was taken from two textbooks: Fundamentals of Human Resource Management, Noe-Hollenbeck-Gerhart-Wright and Organizational Behavior, Kinicki-Kreitner. The textbook is available at university bookstore and probably other bookstores. Other materials that you will need can be accessed on WebCT.

Course Description and Objectives:

Welcome to The Fisher College of Business! This course is designed to provide a survey of topics in management and human resources for non-business students. The material includes a discussion of organizational behavior, human resource management and labor markets.

This "Foundations of Management and Human Resources" course is one of five "General Business Minor" courses designed to provide a bridge into business for interested non-business students who will begin their careers in business organizations. Although you may begin your career in an area outside the traditional, functional areas of business, an understanding of business

functions and culture can significantly enhance your effectiveness in the workplace. This course will expose you to a variety of managerial functions and business processes that are essential for effective management. There is an emphasis on *anticipating and planning managerial activities in an organized and thoughtful manner so that you can survive the rapid changes caused by globalization, technology, and the new workforce.*

Instructional Methods:

Various methods will be used in this class. Class will consist of lecture, discussion, experiential exercises, and cases. WebCT (instructional technology) will include lecture notes and assignments. To aid your note taking, print lecture notes from WebCT before attending class.

Assignments, Grading and Expectations:

You are responsible for all the materials covered in class. There will be three exams, three two-page papers, and forty points worth of in-class assignments.

<u>Assignment</u>	<u>Points</u>
Midterm I	80 points
Midterm II	90 points
Final Exam	100 points
Experiential Paper One	30 points
Experiential Paper Two	30 points
Experiential Paper Three	30 points
<u>In-Class Assignments</u>	<u>40 points</u>
Total	400 points

Grading Scale

368 - 400	A	360 - 367	A-		
352 - 359	B+	328 - 351	B	320 - 327	B-
312 - 319	C+	288 - 311	C	280 - 287	C-
240 - 286	D	less than 239	E		

Given that this is a business class, grading will be managed in a business-like manner, meaning that there are consequences for meeting (or not meeting) expectations. *Be very clear that attendance during class, timely submission of papers, and arriving early for exams (to make sure that you will be on time) is expected. Treat class sessions, paper due dates, and exam sessions as important meetings/deadlines. Think about how you will prepare for big meetings and deadlines during your career; Act accordingly during this class.*

The emphasis in this course is on *anticipating and planning managerial activities*. In parallel, you will notice that the grading policy rewards *anticipating and planning*. Remember that in business, anticipating (early preparation) and planning (for complications such as broken printers, last minute personal situations, slow traffic during challenging weather, etc.) are rewarded. When expectations are not met, managers focus on *how anticipation and planning could have averted the failure* (rather than the excuse for the failure). We will do the same.

About Assignments:

In-Class Assignments: The in-class assignments may be quizzes, experiential exercises, or handouts completed during class. These “pop” in-class assignments are to reinforce key points and reward attendance—they are not listed on the class schedule. *Remember that class attendance is expected. If you miss a class where an in-class assignment was given, the consequence is you miss the exercise and the points. There will not be makeup points.**

Since these exercises are completed during class, they are handwritten. We need to be able to read your writing. If your responses cannot be read, your answers will not be graded.

Exams: Exams will include multiple choice, short answer and short essay questions. *No makeup exams will be given unless the absence is justified to the instructor prior to the scheduled exam or an official medical excuse is presented and verified. If approval is granted, the make-up exam will be different than the exam your classmates took and may consist of one essay question.*

For the final exam, if you have a problem with your exam schedule (e.g., three exams on one day) you must make a request for a change in writing to Dr. Tansky by February 28, 2004. After February 28, you must take the final at the scheduled time. No exam will be given early.

Papers: The descriptions for the experiential papers will be posted on WebCT. Papers are to be two-pages, typed and double-spaced. The papers focus on applying theories discussed during class to situations you encounter. (e.g., how motivation theory relates to what motivates you)

You need to print your paper and turn it in during class. To be fair to all students, we will not accept any electronic or emailed papers. Students are welcome to turn papers in early—the class before the papers are due. For late submissions, the consequences will be established by the time that your printed paper was submitted at the Management and Human Resources Department office in Fisher 700 (between 8:30 and 4:30 business days).

- Paper submitted after class on the due date or the first day after: Highest grade = 24/30*
- Paper to Fisher 700 the second day after the due date: Highest grade = 18/30*
- Paper to Fisher 700 the third day after the due date: Highest grade = 12/30*

** Revisit the grading scale on the previous page. Note that the difference between some grades is often just seven points. Therefore, know that completion of in-class exercises and timely submission of papers often play an important role in determining final grades.*

General Information:

Performance will be judged according to standards set forth here and in class. A concept covered during this course relates to *justice* and the importance of *consistently applying standards* to determine outcomes/grades. If you are asking for an exception, know that the situation will be handled in a manner that is consistent with expectations (outlined here or as discussed in class) and fair to your 239 classmates.

Absolutely no extra assignments will be given to earn extra points unless the assignments are available for the entire class.

TENTATIVE CLASS SCHEDULE: Subject to Change

DATE	TOPIC	READINGS AND ASSIGNMENTS
Jan. 5	Introduction to the course Case: Brewster Landscaping	
Jan. 7	Introduction to OB, HR and the Labor Market	Pages 3-57 Video on Ethics What does Ethics mean to a manager?
Jan. 12	Careers—Making choices	
Jan. 14	Personality	Pages 84 -117
Jan. 19	No class—Martin Luther King Day	
Jan. 21	The Legal Environment	Pages 58-92 Legal scenarios Paper 1 due during class—See assignment on WebCT
Jan. 26	Social perception Individual behavior Self-concept, personality, emotions	Pages 118-143 Take Myers-Briggs Personality Test on WebCT
Jan. 28	Midterm I	Midterm
Feb. 2	Motivation—needs, job design, job satisfaction Process theories	Pages 144-185
Feb. 4	Equity, expectancy, and goal setting Analyzing work Designing jobs	Pages 186-217
Feb. 9	Human Resource Planning Recruiting	Pages 218-253
Feb. 11	Selection Training	Pages 254-317
Feb. 16	Performance Feedback Reinforcement Performance Management	Pages 320-374 Paper 2 due during class—See assignment on WebCT
Feb. 18	Employee Development Separation and Retention	Pages 375-441
Feb. 23	Midterm II	Midterm
Feb. 25	Compensation - pay structure	Pages 444-472
March 1	Rewarding employee contributions with pay Benefits	Pages 473-536
March 3	Team dynamics	Pages 540-559. Paper 3 due during class—See assignment on WebCT
March 8	Influence, power and politics Leadership	Pages 561-577
March 10	Leadership	Pages 578-596
Final	Final, Wednesday, March 17, 3:30 -5:30	

Appeal Process for Papers and Exams:

If you wish to appeal a grade, you need to put the following information in writing. (Realize that when something is graded for the second time that *your grade can be lowered as well as left the same or increased.*)

1. Why you think the item or written assignment should be graded again.
2. Explain in detail each area of the paper or question on the exam where you believe you should have more points.

A. For a written assignment you must explain why you think you deserve more points. You must be very specific. For example, if you had two points taken off for a specific reason, you must indicate in the paper where the grader can find that information or how you believe you have provided that information.

B. For an exam question you should explain in detail how you read the question and why your answer is correct. Give specific page numbers in the text that you believe support your answer.

"I worked hard on this paper" or "I studied for hours for this exam" is not a valid reason for why you should have a higher grade.

3. Turn in your appeal with your original paper or grade sheet. (Students are not permitted to keep copies of exams.) ***Your appeal must be turned in to Dr. Tansky during class no later than seven days after the assignment is returned in class.***

4. Put your e-mail address on the appeal paper so we can get in touch with you.