POSITIONS AVAILABLE

Positions available in ODYN 5263 for motivated graduate students who are interested in learning about Human Resource Management Techniques. This is an exciting opportunity to learn about theory and practice in primary areas of human resource management such as workforce planning, recruiting, selection and staffing, performance management, compensation, and training and development. This course focuses on a systems approach to human resource management, including how aspects of HRM are interrelated, as well as strategies and technologies being used to perform various HRM functions.

By the end of the course, students should have developed the competencies to: effectively design recruitment, selection, and compensation strategies taking into account contextual influences; acquire knowledge and capabilities to manage human resource practices; understand how government regulations influence the organization’s hiring procedure and the rights of employees; understand the importance of continuous staffing and development practices; understand the impact of technology on human resource practices; have the knowledge of the essential components in designing an effective performance management systems; and be able to develop plans for implementing new human resource practices.

Qualifications: Admittance into ODYN program or instructor’s consent. Also, individuals who fill the positions are expected to be actively engaged in the course material including thorough preparation for class meetings, on time arrival and attendance for all class sessions, enthusiastic involvement in class discussion and case analyses, and careful completion of course assignments and projects.

Meeting Dates and Location:
August 22-24, 2008
September 5-7, 2008
September 12-14, 2008
Room: TBA
Website: on Desire2Learn

Course Leader: Jennifer Kisamore

Contact Information:
Phone: (918) 660-3603
Office: 3J06
Email: jkisamore@ou.edu
Fax: (918) 660-3383
Office Hours: By appointment
Mail Box: 1J39
Training Manuals

**Required**

**Specialization Choice:** (you are required to choose one area of specialty and read the manual to become an expert on the topic for the class; see requirements and sign up on D2L before purchasing; contact me if you have questions).

1. **The History of Work specialty**

2. **Workplace Design specialty**

3. **Global Staffing specialty**

4. **Bullying and Workplace Incivility specialty**

Other specialty options may be added depending on the course enrollment.

**Performance Evaluation**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Points earned</th>
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<tbody>
<tr>
<td>A</td>
<td>895 or above</td>
</tr>
<tr>
<td>B</td>
<td>795-894</td>
</tr>
<tr>
<td>C</td>
<td>695-794</td>
</tr>
<tr>
<td>D</td>
<td>694 or below</td>
</tr>
</tbody>
</table>

- Participation/Preparation/Professionalism 100 points (course leader graded)
- Specialty Presentation 100 points (one grade per team)
- In-class Exercises and Quizzes 200 points
- Reaction Papers 150 points
- Article Assignment 100 points
- Team Project
  - Presentation 100 (one grade per team)
  - Paper & Products 150 (one grade per team)
  - Teamwork Grade 100 (average of peer grades)

1,000 points maximum
Other Considerations

Religious Holidays:
If any of the class meetings fall on a religious holiday that you will be observing, please let me know as soon as possible (no later than the end of the first class meeting) so that alternative arrangements can be made.

Disabilities:
Any student who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

Academic Dishonesty:
Plagiarism, cheating, and other forms of academic misconduct will not be tolerated. Students who engage in academic misconduct will receive the severest penalty in accordance with university guidelines. Penalties for academic misconduct include grade sanctions, censure, community service, suspension, and/or expulsion. For more information about the OU Academic Misconduct Code, see www.ou.edu/provost/integrity

Additional Position Requirements

Reaction Papers
In order to facilitate your learning and assimilation of the required training manual readings, you will complete a reaction paper for each weekend of the course and turn in the reaction paper (electronically) by 5 PM Friday. The reaction paper is designed to give you the opportunity to show that you have read the assigned textbook chapters and reflected on issues discussed in the text. Each reaction paper will contain two sections, Summary and Reflection. The Summary section will be 300-400 words and will highlight the main issues discussed in the assigned reading. The Summary section will clearly demonstrate to me that you have read the assigned readings and that you can succinctly communicate the basics of what you have read to another person. The Reflection section will be 400-500 words and will focus on how the issues presented in the text affect you as an employee or as an HR practitioner. In this section, you may do a deep analysis of a few issues rather than trying to address all of the major issues discussed in the assigned readings. The evaluation will be an original reflection on the material and will show that you have not only read the material but also considered the implications of the issues for yourself, your family, and/or the people with whom you work or which you supervise. This section will also include any unanswered questions that you see that need to be addressed.

Performance evaluation for the reaction paper will be assigned based on: How well the summary demonstrates thoroughness of reading and a clear understanding of the material read, the depth of the reflection on issues covered in the chapters, how well the reaction paper conforms to the stated guidelines, and the clarity of the writing. Each reaction paper is worth up to 50 points toward your performance evaluation.
**Specialty Presentation**

HRM is a huge field. There are a number of topics that get relatively sparse treatment in the book or are not typical HR areas but affect HR. In order to cover these areas, each student will choose a topic of specialty. Only a limited number of students (4) are needed for each specialty so be sure to check and sign up for a specialty on the D2L site before you buy and read a specialty manual. Additional manuals will be added if course enrollments warrant further specialization. Students will be grouped based on specialization (for specialization presentation only). Please pick a training manual that you have not read yet and that is in an area of interest to you. Ideally, you will pick a training manual that will help you address a problem at work or an issue on which you plan to do your capstone or thesis. In groups (based on the book chosen), students will present the key ideas and “take home” messages from the training manual. See the schedule for information regarding when each team will present. Presentations should be professional, creative, and clearly present the main points of the manual. Groups should not rely solely on PowerPoint for presentations. Handouts are encouraged. Brief overviews of the manuals are below:

   Considers the history of work and why people work. Considers issues of workaholism, the changing social contract, and how technology helps keep us tethered to the workplace.

b. *Offices at Work.*
   Considers how the design of the workplace affects productivity by affecting employees including how it facilitates or impedes interaction. Discusses how to align workplace design with organizational strategy so that employees can work effectively.

c. *Global Staffing.*
   This books takes a multidisciplinary perspective on global staffing discussing both best practices and leading approaches in global staffing.

d. *The No Asshole Rule.*
   Addresses issue regarding workplace incivility and bullying. Discusses the need to eliminate bullying in the workplace as well as how to identify bullies and strategies for dealing with bullies.

**Article Assignment**

To develop your competencies in HRM further, you will choose one, peer-reviewed article that is cited in the Noe et al textbook. You will read the article and write a brief report on the article in a format that you would give to a supervisor. If completely correctly, your report will briefly summarize the article in your own words and in non-technical language. The report will also indicate recommendations you have for your company based on result report in the article. For instance, assume your article is written about a study conducted that shows that people are likely to fake their scores on personality measures used for employment selection. If your company currently uses personality measures for selection, based on the results of the study, what changes (if any) would you recommend to your company? You will also provide support for your recommendations.
This assignment is designed to get you used to reading scholarly research articles and translating their results into non-technical language. I recommend that you choose an article on a topic related to your capstone project, if possible. Only articles from peer-reviewed journals and chosen from those cited in the Noe et al. book are eligible articles. Only 1 student per article. A sign-up will be provided on the Desire2Learn site. Papers should generally be no more than 2 pages, single-spaced.

Quizzes
Quizzes will be on the first two Sundays of the course. If during class sessions, students are attentive, interactive and have demonstrated that they have read the textbooks material through class discussions and good reaction papers, quizzes will be structured to focus on material covered during the classroom meetings. If students do not demonstrate a good understanding of the textbook material during class discussions and through reaction papers, quizzes will be in-depth assessments of student’s (yet undemonstrated) knowledge and will be based on required textbook readings as well as material presented during class sessions.

Team Project
The purpose of the team project is to allow you to gain practical, applied experience in at least one area of Human Resource Management. The team project will help prepare you apply what you learn in the class and through readings to a real-world problem or issue. Students will be grouped into 4-member teams based on interest in project and project availability. I am looking for a team leader for each project listed below. Not all projects will likely be conducted due to enrollment figures.

As a team, students will develop materials, reports, etc. based on the needs of the client organization. Each team project will have an oral and written component. Teams will present their project during the last weekend of class. The presentation should be professional and last no longer than 30 minutes. All members of the team will receive the same grade. Presentations will be graded by the jury members. The written component of the project will be graded by the instructor based on the written report and feedback from the “client” organization.

Individuals who do not fully participate in their team may be fired from the team. Members can only be fired after having received a written warning signed by at least 50% of the other members of the team, had an in-person performance review session (course leader will mediate session) and been given ample opportunity to improve performance after the session. Individuals who are fired from their team can be rehired by another team. Individuals who are unable to gain membership in other team will need to complete another project option individually. Team members who have been fired will be penalized 25 points if their performance is found to be at fault. Conversely, each member of a team who inappropriately fires an individual will be penalized 25 points toward the final project grade.
Project Options:

1. **Student Handbook**
   Prepare a comprehensive handbook for new students in the ODYN program. This will be similar to developing an employee handbook. The handbook should include general OU policies for students, benefits available to students, and guidelines that are unique to students in the ODYN program. Copies of this handbook should be shared with members of the class prior to your presentation (you will also get feedback this way from SMEs). Sample student handbooks are readily available on the websites of many universities and programs. Also, software to aid in the development of employee handbooks is available. Be sure to not plagiarize in the construction of the handbook.

2. **Develop a short recruiting DVD for the ODYN program**
   The DVD should be targeted toward prospective students who are interested in the ODYN program as well as employers who may be interested in the benefits of having employees enroll in ODYN courses. The final DVD should be 5 to 10 minutes long.

3. **Developing a Business Case for transferring a current HR Function to an E-HR function**
   The purpose of this project is to provide you with experience developing a business case for an HR program. You do not need to develop the actual program, but rather provide a framework that could be followed for the actual development and implementation of the program. The project is designed to enhance your learning in a specific area of HR, gain an appreciation of the issues facing HR practitioners, and facilitate the development of consulting skills. To be successfully completed, the project must include a detailed description of the HR program (e.g., essential elements you will include in the program), proposed benefits, evaluation strategy, utility analysis, and how the program will be designed to enhance organizational objects. Your team will first need to identify a job for which an E-HR system is practical. This may be the case for a job at an organization in which one of the students in the team works. Your team will develop a proposal for moving the HR functions for that position on-line. This includes:
   - E-recruiting
   - E-selection/placement
   - E-training
   - E-performance appraisal

4. **Service-learning project**
   Details to be provided at a date closer to the start of the course.

5. **Student proposed projects**
   I have included a number of potential course projects. I am open to student proposed projects as well. Please propose any additional project alternatives prior to the first course meeting.
# Course Schedule-August/September 2008

## Weekend One

<table>
<thead>
<tr>
<th>Noe Chapters to be prepared to discuss</th>
<th>Supporting activities/videos/special presentations</th>
</tr>
</thead>
</table>

## Friday, August 22

**Introductions and Overview of Human Resource Management**

| 1 | The People Side of Great Business |

## Saturday, August 23

**The HR Environment**

| 2, 3, 4 | THE WORKING LIFE |

**BREAK**

| 12:00-1:15 |

**Acquisition and Preparation of Human Resources**

| 5, 6, 7 | The Container Store |

**Team Project Time**

| 4:00-5:00 PM |

## Sunday, August 24

**Acquisition and Preparation of Human Resources**

| 5, 6, 7 | SAS: Finding and Keeping the Best |
## Weekend Two

<table>
<thead>
<tr>
<th>Noe Chapters to be prepared to discuss</th>
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</table>

### Friday, September 5

<table>
<thead>
<tr>
<th>Managing, Developing, and Retaining Employees</th>
<th>8, 9, 10</th>
<th>Avoiding the Workforce Crisis</th>
</tr>
</thead>
</table>

### Saturday, September 6

<table>
<thead>
<tr>
<th>Managing, Developing, and Retaining Employees (con’t)</th>
<th>8, 9, 10</th>
<th>Privacy in the Workplace America: An Overworked Nation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAK</td>
<td>12:00-1:15</td>
<td></td>
</tr>
<tr>
<td>Benefits and Compensation</td>
<td>11, 12, 13</td>
<td>THE NO ASSHOLE RULE Gender Gap Ethics: The Fabric of Business</td>
</tr>
<tr>
<td>Team Project Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sunday, September 7

<table>
<thead>
<tr>
<th>Benefits and Compensation (con’t)</th>
<th>11, 12, 13</th>
<th>Balancing Act: Keeping Mothers on a Career Track OFFICES AT WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Project Time</td>
<td></td>
<td></td>
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</tbody>
</table>
## Weekend Three

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Noe Chapters to be prepared to discuss</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Friday, September 12</strong></td>
<td></td>
</tr>
<tr>
<td>Labor Unions</td>
<td>14  Hollywood Labor Unions</td>
</tr>
<tr>
<td><strong>Saturday, September 13</strong></td>
<td></td>
</tr>
<tr>
<td>Global HR; HR Strategy</td>
<td>15, 16  Cirque de Soliel Patagonia Nurtures Employees and the Environment</td>
</tr>
<tr>
<td>BREAK</td>
<td>12:00-1:15</td>
</tr>
<tr>
<td>Global HR; HR Strategy WRAP UP</td>
<td>15, 16  GLOBAL STAFFING Outsourcing</td>
</tr>
<tr>
<td>Team Project Time</td>
<td></td>
</tr>
<tr>
<td><strong>Sunday, September 14</strong></td>
<td></td>
</tr>
<tr>
<td>Team Project Presentations</td>
<td></td>
</tr>
</tbody>
</table>

**Article Assignment, Teamwork Grades, and Corrected Final Team Project due September 22**