

# MGMT 5625: Selected Topics in Human Resource Management (Winter - 2018)

Professor James Breaugh  
Office: 218 Express Scripts Hall

jbreaugh@umsl.edu  
Phone: 314-516-6287

The information contained in this syllabus may change during the semester. Changes will be announced in class and via email (sent to your UMSL student account). If you aren't clear on what you should be doing for the next class, please send me an email. I will periodically provide updates in the "Announcements" section of the CANVAS site for this class.

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1) **Course Readings:** The text I used previously costs over \$225. Given this cost, I have decided not to use a text. Instead, I will rely on a set of required readings. A few of these are listed below. Most of the readings are noted in the slides (see Point 2: Slides below). I have also marked some readings as "optional". I encourage you to have read the relevant material prior to class.

2) **Slides:** The slides used in the course may be downloaded from the course's CANVAS site (there are 10 "sets" listed under the "Modules" tab). In the slides, I have noted required readings ("**read**" in green type) that are beyond those listed on the syllabus. I also have noted videos we will watch (listed as "**watch**"). I plan on showing most of these in class. If you are to watch a video at home, I have stated this. I have listed the websites for videos so you can catch up if you miss class. I have listed a number of optional readings for those interested. If you are not sure about required readings, please ask. In order to get access to many of the class materials, you need to join the **Society for Human Resource Management (SHRM)**. You can do so as a student member. The cost is \$40 (much cheaper than a textbook). Go to the following web site to join:

<https://www.shrm.org/about-shrm/pages/membership.aspx>

3) **Course Requirements:** Unless otherwise noted, all assignments in this class are to represent your **independent effort**.

a) Exams: There will **2** exams. Dates will be announced well in advance. Details will be covered in class. I will post copies of the exams I gave the previous time I offered this course.

b) Attendance: In order to perform well in this class, your attendance is necessary. If you miss class, you are responsible for the material covered.

c) Participation: For a few classes, you will be asked to prepare material for class discussion. For all classes, you are expected to share your informed ideas.

d) Written Assignments: These assignments will be explained in class. Written directions also will be distributed.

4) **Course Evaluation:** The percentages listed are **approximations**. The weight given to each requirement may change slightly.

- a) Exam 1 . . . . . 20%
- b) Exam 2 . . . . . 20%
- c) Written Assignment 1 . . . . . 15%            Job Description
- d) Written Assignment 2 . . . . . 20%            Performance Management
- e) Written Assignment 3 . . . . . 25%            Selection Simulation
- f) Attendance & Participation . . . may have an effect at the border.

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5) **Readings:** you should be able to get access to the readings below via the course’s CANVAS site or via the UMSL library (on-line journals or go to the library) or a Google search. Let me know if you have problems getting access. Don’t wait until the last minute to seek access.

Frase, M. (December, 2007). Smart Selections. *HR Magazine*, 63-67. (Google search or access from UMSL library/on-line journals). You also have access as a SHRM member.

O’Connell, V. Test for dwindling retail jobs spawns a culture of cheating. *Wall Street Journal*, January 7, 2009, pg. A.1 (Eastern Edition) (Google search or access from UMSL library/on-line journals). <https://www.wsj.com/articles/SB123129220146959621>

Van Hein, Kramer, & Hein, (2007). The Validity of the Reid Report for Selection of Correction Staff. *Public Personnel Management*, 36, Fall, 269-280. (access from UMSL library/on-line journals).

Max, S. (Sept. 11, 2014). Uncertain about Hiring, Some Companies Try “Test Drives”. *New York Times*, B9 (on line 9/10/2014). (Google search or access from UMSL library/on-line journals). <https://www.nytimes.com/2014/09/11/business/smallbusiness/uncertain-about-hiring-some-companies-try-test-drives.html>

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**Topics**

**Other**

Introduction (slides/set 1)

take the Color Test

Legal Compliance (set 1)

Visit EEOC.gov.

HR Planning (set 2)

Job Analysis and Rewards (set 2)

written assignment 1 due on 2/14, grade period until 2/21.

Performance Measurement/  
Management (set 3)

written assignment 2 due on 3/7, grade period until 3/14.

External Recruitment (set 4)

## **Topics**

Internal Recruitment (set 4)

Measurement (set 5)

External Selection (set 6)

Internal Selection (set 7)

Decision Making (set 8)

Job Offer/Onboarding (set 9)

Retention Management (set 10)

## **Other**

### **Exam 1**

Frase (2007) (reading).  
O'Connell (2009) (reading).  
Van Hein (2007) (reading).  
Max (2014) (reading).

Class discussion of Ted talk (R. Hartley, "Why the Best ...")

[https://www.ted.com/talks/regina\\_hartley\\_why\\_the\\_best\\_hire\\_might\\_not\\_have\\_the\\_perfect\\_resume](https://www.ted.com/talks/regina_hartley_why_the_best_hire_might_not_have_the_perfect_resume)

written assignment 3 due on 4/25, grade period until 5/2.

### **Exam 2**