

**Fall 2023**  
**Anheuser-Busch Hall 002**  
**Blended Format: Meets Selected Wednesdays 6:00pm – 8:30pm**

**Professor:** Dr. John P. Meriac, Ph.D.  
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**Phone:** 314-516-5467  
**Office Hours:** Wednesdays 2:00pm – 4:00pm, or by appointment.  
**Zoom Link for Office Hours:** [Zoom Link for Office Hours](#)

***Course Objectives and Overview***

This course will provide an in-depth examination of selected human resource management issues from a contemporary manager's viewpoint. Topics examined include: Employee selection, performance appraisal, training and development, compensation, legal issues, and labor relations (3 credit hours).

Content will be covered in a variety of formats including discussions, cases, applied experiential exercises, and other formats. Because this is a blended course offering, we will meet selected Wednesdays according to the class schedule. Recorded, online content will be available during the weeks that we do not meet in-person. Given the nature of the content, we will emphasize the practical application of the topics throughout the course. In addition, our approach will adopt a variety of different perspectives, including managers, employees, and other stakeholders.

***Course Learning Objectives***

Upon successful completion of this course, students will be able to:

- Describe the role of human resource management functions throughout phases of the employee life cycle.
- Demonstrate an understanding of major human resource management functions and how they inform employment decisions.
- Explain prominent federal employment laws and ethical guidelines, and how they apply to managerial decision-making.
- Demonstrate an understanding of the ways that human resource management is leveraged to enhance employee motivation, performance, and retention.

***Prerequisites***

MGMT 3600 and a minimum 2.0 campus GPA, or instructor's permission. If you do not meet these requirements please contact the instructor immediately.

***Required Textbook (ebook option through AutoAccess)***

Bauer, T., Erdogan, B., Caughlin, D., & Truxillo, D. (2020). *Human resource management: People, data, and analytics*. Thousand Oaks, CA: Sage Publications.

*This course uses Sage Vantage, and is enrolled in AutoAccess. Your student account will be charged for the cost of the textbook directly at the lowest cost available through the publisher. You will have access to the material through Canvas on the first day of class.*

### **About the Instructor**

Welcome to our class! My name is Dr. John Meriac, and I am an Associate Professor in the Department of Global Leadership and Management at UMSL. I earned my PhD in Industrial-Organizational Psychology from the University of Tennessee in 2008. I conduct research on several of the topics we will discuss in the class including selection issues, performance management, and more. I also have several years of professional experience in administering and developing assessments for hiring, promotion, and leadership development purposes. In addition to this class, I also regularly teach topics including Leadership, Organizational Behavior, and Advanced Quantitative Methods at UMSL. I look forward to working with you throughout the class as we discuss Human Resource Management. I'm confident that you will find that the material is applicable to your work and everyday life in one or many ways.

### **Computer and Internet Access Requirements**

Because this is a blended course format, you must have access to a **computer** and reliable **internet access**, so that you can access materials during the asynchronous weeks. Online materials will include course videos, video-based cases, discussion boards, and other activities. In addition, exams will be administered online through Canvas.

### **Optional Readings and Other Resources**

I will also post additional materials on Canvas throughout the course. These materials may provide more information or a different viewpoint on our discussion, highlight new developments in the field, or are relevant to questions asked by the class. Where applicable, I will note that these materials are *optional* and available only if you choose to read or watch them.

### **Grading Information**

Your course grade will be based on points earned on exams, homework assignments, and participation. Specific information on each of these is listed below.

Source	Point Value
Exams (2 total, 100 points each)	200
Discussions (4 total, 25 points each)	100
Participation (frequency and point values vary)	80
Chapter Quizzes	75
Video Cases	45
<b>Total Points for Course</b>	<b>500</b>

**Exams** – Two exams will be administered throughout the course. Exams will be administered online through Canvas, and you will have two days to take them. More information about the exams will be provided in a handout approximately a week before each exam.

**Discussions** – Four discussion assignments will be completed throughout the course. The purpose of these assignments will be to apply the concepts and principles we discuss in class to real-world situations and/or examples. Each discussion will require you to make an initial post, and to comment on your classmates' posts. The due dates are indicated on the schedule of topics below. More information about each discussion will be provided in Canvas.

**Participation** – A major component of this course will be your participation. During the eight times that we meet in-person points will be earned, and you must be present to receive them. Examples of participation may include, but are not limited to group exercises, case studies, and your input during class discussions.

**Chapter Quizzes** – Each assigned chapter will require you to complete a short quiz (approximately five questions each). These quizzes may be repeated until you earn full credit, and are intended to provide you with examples of the types of questions you will see on the exams.

**Video Activities** – Several video based cases / application exercises will be assigned throughout the course. These cases will provide you with insights about the HR topics we are covering in each chapter. These must be completed to earn full credit in the course.

**Extra Credit** – A limited number of extra credit points will be available throughout our course. These points can be used to make up some missed participation or late assignment points. More information will be provided about the opportunities via Canvas.

Grade	Point Range	Percentage	Grade	Point Range	Percentage
A	463 - 500	93% - 100%	C	363 - 387	73% - 76%
A-	448 - 462	90% - 92%	C-	348 - 362	70% - 72%
B+	433 - 447	87% - 89%	D+	333 - 347	67% - 69%
B	413 - 432	83% - 86%	D	313 - 332	63% - 66%
B-	398 - 412	80% - 82%	D-	298 - 312	60% - 62%
C+	388 - 397	77% - 79%	F	0 - 297	0 - 59%

**Grade Calculation** – Grades will be computed based on the point values earned on exams, homework assignments, and participation. Letter grades will be assigned to point values in the ranges specified below. The electronic grade sheet on Canvas will be updated throughout the course so you can keep track of your current grade.

### ***Tentative Course Schedule***

*The specific dates for synchronous in-person meetings and asynchronous weeks are indicated below, along with assignment dates and assigned readings for each topic. Please note that this schedule is tentative, and may be adjusted if necessary.*

**Week 1 – August 23 (Meet In-Person)**

Topic: Introduction to Human Resource Management  
Readings: Chapter 1, Take Chapter 1 Quiz

**Week 2 – August 30 (Meet In-Person)**

Topic: Strategic Human Resource Management  
Readings: Chapter 2, Take Chapter 2 Quiz

**Week 3 – September 6 (Online)**

Topic: Human Resource Analytics and Systems  
Readings: Chapter 3, Take Chapter 3 Quiz  
Assignments: Video Activity (x1); Discussion Board 1

**Week 4 – September 13 (Online)**

Topic: The Human Resource Legal Environment  
Readings: Chapter 4, Take Chapter 4 Quiz  
Assignments: Video Activities (x2)

**Week 5 - September 20 (Meet In-Person)**

Topic: Job Analysis and Competency Modeling  
Readings: Chapter 5, Take Chapter 5 Quiz

**Week 6 – September 27 (Online)**

Topic: Human Resource Planning and Recruitment  
Readings: Chapter 6, Take Chapter 6 Quiz  
Assignments: Video Activity (x1); Discussion 2

**Week 7 – October 4 (Meet In-Person)**

Topic: Human Resource Selection  
Readings: Chapter 7, Take Chapter 7 Quiz

**Week 8 – October 11 (Online)**

Mid-Term Exam – Take between October 11 – 13

**Week 9 – October 18 (Meet In-Person)**

Topic: Training and Development  
Readings: Chapter 8, Take Chapter 8 Quiz

**Week 10 – October 25 (Meet In-Person)**

Topic: Performance Management  
Readings: Chapter 9, Take Chapter 9 Quiz

**Week 11 – November 1 (Online)**

Topic: Compensation  
Readings: Chapters 11 and 12, Take Chapter 11 and 12 Quizzes  
Assignments: Video Activities (x3)

**Week 12 – November 8 (Online)**

Topic: Employee Benefits  
Readings: Chapter 13, Take Chapter 13 Quiz  
Assignments: Video Activity (x1); Discussion Board 3 (Total Rewards)

**Week 13 – November 15 (Meet In-Person)**

Topic: Employee Separation and Retention  
Readings: Chapter 10, Take Chapter 10 Quiz

**\*\*\* Fall Break November 18 – 26 \*\*\***

**Week 14 – November 29 (Online)**

Topic: Labor Relations  
Readings: Chapter 14, Take Chapter 14 Quiz  
Assignments: Video Activity (x1); Discussion 4 (Separation and Retention)

**Week 15 – December 6 (Meet In-Person)**

Topic: Employee Safety, Health, and Wellness  
Readings: Chapter 15, Take Chapter 15 Quiz

**Week 16 – December 13 (Finals Week; Online)**

Final Exam - Take between December 13 – 15

***Additional Course Policies and Other Information***

**Contacting Me** – Email is the best way to contact me, using your official UMSL email account. It is your responsibility to use and monitor this account. I am available in person or virtually (using Zoom) during office hours, or we can make an appointment if scheduled office hour times do not work for you. In addition, I will send any announcements via Canvas, to your UMSL email account. I will do my best to respond to any emails within 24 hours of receiving them.

**Time Requirements** – Please note that this class requires your active participation every week to learn the material. You should expect to spend **approximately 8 hours every week** (and up to 10 hours a week) on activities related to this course. Each week will require you to keep up with readings from the textbook and chapter quizzes. During the weeks that we meet in-person, we will discuss material and complete discussions, assessments, and more. During online weeks, interaction opportunities will occur through discussion boards, video cases, and more. It is important that you keep up with all due dates so that you do not fall behind.

**Intellectual Property** – Course materials are available exclusively for your learning. Handouts or assignments may not be distributed without the instructor's written consent. Please speak with me before recording any class activity. It is a violation of university policy to distribute such recordings without prior authorization and the permission of others who are recorded.

**Disruptive Behavior** – You are expected to participate in our discussions, which includes responding to questions and providing examples as we discuss course content. However, if any behavior is perceived as disruptive to the instructor or to other students, you will be asked to stop. If the behavior persists, you will be dismissed from the course or dropped from the roster at the instructor's discretion.

**In-Person and Online Interactions/Netiquette** – It is vitally important that our classroom environment promotes a respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. During online communication through discussion boards during our asynchronous weeks, please keep the following points in mind to promote a constructive learning environment:

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen or heard by others in the class.
- **Be constructive.** You can challenge ideas and the course content, but avoid becoming overly negative. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.
- **Ask for clarification** to a point if you feel emotional from a classmate's post. It could be possible that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.

**Missed Classes** – With our blended format, the course will meet in person eight times. During these times we will have class discussions and work through hands-on examples through cases and other activities. Handouts will be available via Canvas, which provide an overview of the material that we discussed. I am available to answer questions during office hours or by



appointment, but I will not give full make-up lectures when you are absent. If you miss participation points from an in-person meeting or the online discussions, a limited number of points may be “made up” through extra credit opportunities. More information about extra credit will be posted in Canvas.

***Taking Exams Early*** – Exams will be administered online through Canvas. You may take the exam at any time during the 48-hour period it is available. If for any reason this time period does not work for you, you may take an exam early. However, you must let me know about any conflicts in advance so I can make it available for you earlier. Only in extreme circumstances will late exams be considered, and will be in all-essay format.

***Grade Issues or Other Confidential Questions*** – Please visit me during office hours or set up an appointment to meet using Zoom. To protect your privacy, I will not discuss your grades or give detailed explanations in the general Zoom meeting during class or via email. This course uses MyConnect to help facilitate your success. If it is apparent that you are at risk for failing the course, the Office of Student Enrichment and Achievement will be contacted to help develop strategies for improving your performance: [Student Enrichment and Achievement Website](#)

***Technology Issues*** – If you have problems logging into Canvas, taking exams online, or using UMSL online resources (e.g., Lockdown Browser, Google Apps, Zoom) or an issue within the course site, please contact the Technology Support Center. For more information, call 314-516-6034 or by visit their website: [Technology Support Website](#)

***Academic Dishonesty*** – Academic dishonesty includes cheating, plagiarism, and sabotage. In accordance with UMSL policy, if academic dishonesty of any form is suspected it will be investigated and reported. Disciplinary actions may include a failing grade on the assignment for all parties involved, a failing grade in the course, or possible dismissal from the university. If you have questions about what constitutes academic dishonesty, please visit the following website or just ask me: [Academic Dishonesty Policies](#)

***Title IX Mandatory Reporting*** – Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals: [Title IX Website](#)

***Special Accommodations*** – You must first contact Disability Access Services (DAS). After contacting DAS, please come see me. We will make a reasonable accommodation for you as needed. For more information, call 314-516-6554 or visit their website: [Disability Access Services](#)

***UMSL Student Support Services*** – In addition to the services listed above, you are encouraged to visit the [UMSL Student Support Services](#) website for more available resources that may be of help or interest to you as an UMSL student.