

San José State University College of Business/Organization and Management

BUS3 150, Course Code 46695, Fundamentals of Human Resource Management,

Section 5, Fall 2009 (Greensheet summary of syllabus – full syllabus will be on Blackboard)

Instructor:	Asbjorn Osland
Office Location:	BT 650D (enter through 650 and turn left)
Telephone:	(408) 924-3574 (please used email for messages)
Email:	osland_a@cob.sjsu.edu
Office Hours:	Monday and Wednesday, 10:30 am – 12 noon or by appointment. I am usually in my office but call ahead if you plan to come by at other times.
Class Days/Time:	Monday and Wednesday, 9 am -10:15 am
Classroom:	BBC 220
Prerequisites:	Bus 91L or instructor consent

Course Description: This course covers theories, concepts and processes of human resource management. Specific topics include equal employment opportunity, employee motivation, job analysis and work design, strategic human resource planning, recruitment and selection, talent assessment and development, performance management, compensation and benefits, occupational safety and health, and employee rights and discipline.

Required Texts/Readings:

The textbook for the course is a SJSU Custom version of Dessler, G. (2008). Human Resource Management. (11th Edition), Pearson Education. ISBN: 0558262619. You may also choose to use the Dessler, 11e hardback version, new or used. ISBN: 0131746170. In addition, there will be several reading assignments provided to you during the semester and posted at Blackboard. Being aware of business news in general, as well as its implications to HR, is important for you.

COB Library Liaison: Crystal Goldman, (408) 808-2015, Crystal.Goldman@sjsu.edu

Classroom Protocol

Eating: Please limit beverages to water. Please eat elsewhere.

Cell Phones: Please don't use them in class.

Computer Use: Too often students use computers for personal business and don't pay attention. Please don't use one unless you need it. If you need to use one please ask me.

Dropping and Adding:

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-324.html>. Information about late drop is available at <http://www.sjsu.edu/sac/advising/latedrops/policy/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

Assignments and Grading Policy

Team Project: Teams will be formed in the first weeks of class. Each team will be assigned a topic within HRM. Working as a team and conducting independent research, each team will prepare and make a 20-30 minute “presentation” to the class on their topic. It is important that the team make the presentation interesting and engaging for the class! Every member of the team will receive the team grade. The project is graded on:

- completeness - cover the topic thoroughly and within assigned time.
- preparedness - organized and clear presentation, quality of visual aids.
- participation - every member of the team *must* actively participate.
- engaging - is approach creative and is the audience interested and engaged?
- peer review - team and class feedback on delivery and content.

Individual Career Plan and self assessment:

DUE: November 16, 2009

Your course grade will be based on the following components and the corresponding points:

Grade Component	Possible Score
Class Participation (one point weekly)	15
Individual Project	10
Team Project	20
Homework	10
Mid-term Exams (2 @ 15 points each)	30
Final Exam (roughly last 1/3 of class)	15
Total Possible Points:	100

Grading Percentage Breakdown:

94% and above=	A	86% - 84%=	B	76% - 74%=	C	66% - 64%=	D
93% - 90%=	A-	83% - 80%=	B-	73% - 70%=	C-	63% - 60%=	D-
89% - 87%=	B+	79% - 77%=	C+	69% - 67%=	D+	below 60%=	F