

MIDDLE EAST TECHNICAL UNIVERSITY
FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
BA2204 SPRING 2018
HUMAN RESOURCE MANAGEMENT

Instructor: Dr. Çağrı Topal

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Website: <https://odtuclass.metu.edu.tr/>

Course credit, day/time, and place: 3 credits, Monday-Wednesday 13.15-14.30, G110

Course description

This course introduces the students to the field of human resource management (HRM). Due to the comprehensiveness of the topic and the limited time, the coverage will be broad. The specific topics to cover are the contexts of human resource management, staffing, employee development, compensation, and governance. The course will examine HRM from the perspective of a non-HR manager who wishes to effectively interact with and utilize the human resource.

Relevance

This is one of the core subjects and disciplines in management. The human resource is not an expense but a crucial investment. The human factor is the sole factor that produces value for the firm and HRM is about how to manage or use this factor effectively. This factor is much more important in the context of an increasingly integrated competitive world economy. So, all managers and management practitioners should have at least a basic understanding of the human resource to organize and employ people and respond to and/or overcome the competition.

Course objective

At the end of the course, the students will have developed a solid and critical understanding of basic HRM topics and concepts and improved their teamwork skills through interactive learning.

Course outcomes or learning objectives (LO)

Upon completion of the course, the students will be able to

1. explain how environmental factors and organizational characteristics influence HRM.
2. understand employee recruitment, selection, and separation.
3. know about performance appraisals, workforce training, and career development.
4. discuss systems of compensation, rewarding, and benefits.
5. interpret employee and union relations in organizational governance.
6. relate the established theories and practices of HRM to real life cases.
7. criticize the established theories and practices of HRM.
8. show improved teamwork skills developed through in-class group activities.

Learning and Teaching Methods

This course will use of formal lectures, written exams, in-class discussions, and in-class case studies.

Readings

The following text is required for the course:

Gomez-Mejia, L.R., Balkin, D, and Cardy, R.L. 2016. Managing Human Resources (8th global edition). Essex, England: Pearson.

Assessment

Type	%	Size	LO covered	Feedback
Midterm 1	25	Multiple-choice, 50 minutes	1	Written and oral
Midterm 2	30	Multiple-choice, 60 minutes	2-3	Written and oral
Final	35	Multiple-choice, 70 minutes	4-5	Written and oral
Group participation	5	In-class group discussion	1-2-3-4-5-6-7-8	Oral
Individual participation	5	In-class individual participation	1-2-3-4-5-6-7-8	Oral
Total	100			

Exams and make-up policy

The exams will measure the students’ degree of knowledge of the conceptual material. The exams will be composed of multiple-choice questions. The first midterm exam will cover the first and second parts of the textbook. The second will cover the third and fourth parts. The final will cover the fifth and sixth parts. All the course materials including the textbook, cases, lectures, and related discussions are included in the exams. The students may write a make-up exam if they **apply to the instructor within one week, at the latest, after the date of the exam unattended with a legitimate, documented, excuse.** Make-up exams are of essay type. There will be **no make-up for group or individual participation studies in the class.**

Attendance and participation

Individual participation grade will measure the students’ individual skills to interpret and criticize the conceptual material and relate it to real life cases. Group participation grade will measure the students’ skills to team up to interpret and criticize the conceptual material and relate it to real life cases. Attendance is required. It is important that the students come prepared to class, having read the assigned chapter, to participate. In each lecture, the instructor will explain the key points of the topic and provide some examples. Then, the instructor will let the students discuss on some questions or short cases in groups and share their views with the class. **If an in-class discussion group includes the name of a student who is absent on the answer sheet, all group members will lose their all group and individual participation marks; as a next step, the instructor will evaluate whether to forward such cases to the faculty disciplinary committee.** Note that group and individual participations will be separately evaluated and graded. Consider the following points as well:

- Bring the book to the class; we might be reading the short cases in the book to discuss.
- Ask relevant questions that might generate discussion.
- Provide insights based on the concepts that we will discuss.
- Share relevant personal experiences by applying the concepts to them.
- Be critical of the course material and question it.

Grading

Grades and notes are not subject to change unless there is a miscalculation. There will be no additional individual study for raising a student's grade. No individual request for such a study will be accepted. No non-academic criteria will be applied for grading. Therefore,

That this is the student's last semester,

That this is the student's only course,

That this is important for the student to be able to apply for a master's degree,

That the student's CGPA is less than 2.00 or 2.50 or 3.00,

That the student falls into the probation status,

Or any other non-academic reason is not a criterion for grading.

Civility

Civility is a requirement. Developing and maintaining a course environment that is conducive to learning is the responsibility of the students as much as the instructor. Some important points are:

- Do not be late for class. **You may not be let in after the instructor.**
- Do not leave the classroom for any reason during the lecture/discussion.
- Turn your cellular phones off or on the silent mode.
- Turn your laptops off unless you use them for the course.
- Avoid engaging in side conversations that might disrupt the class.
- Use an impersonal professional language in discussions.

The students who might need special arrangements to meet the course requirements can consult the instructor at the beginning of the term and the university's Disability Support Office (METU Library, Solmaz İzdemir Hall, phone: 2107196, e-mail: engelsiz@metu.edu.tr, website: <http://engelsiz.metu.edu.tr>).

Academic dishonesty

All university, faculty/institute, and department principles on academic honesty will be strictly enforced. **The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty or the Graduate School of Social Sciences for additional disciplinary action.** Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.

METU honor code

Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted:

“The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents.”

Academic regulations

See the regulations for undergraduate studies at: <http://oidb.metu.edu.tr/en/middle-east-technical-university-rules-and-regulations-governing-undergraduate-studies-theturkish-ve>

Tentative schedule

Week	Part	Chapter	LO covered
1		Course introduction	1-2-3-4-5-6-7-8
	Introduction	Meeting Present/Emerging Strategic Human Resource Challenges-1	1-6-7-8
2		Meeting Present/Emerging Strategic Human Resource Challenges-2	1-6-7-8
	The Contexts of Human Resource Management	Managing Work Flows and Conducting Job Analysis-1	1-6-7-8
3		Managing Work Flows and Conducting Job Analysis-2	1-6-7-8
		Understanding Equal Opportunity and the Legal Environment Managing Diversity-1	1-6-7-8
4		Managing Diversity-2	1-6-7-8
		MIDTERM-1, MARCH 8 (NO CLASS ON MARCH 7)	1-6-7-8
5	Staffing	Recruiting and Selecting Employees-1	2-6-7-8
		Recruiting and Selecting Employees-2	2-6-7-8
6		Managing Employee Separations, Downsizing, and Outplacement	2-6-7-8
	Employee development	Appraising and Managing Performance-1	3-6-7-8
7		Appraising and Managing Performance-2	3-6-7-8
		Training the Workforce-1	3-6-7-8
8		Training the Workforce-2	3-6-7-8
		Developing Careers	3-6-7-8
9		MIDTERM-2, APRIL 10 (NO CLASS ON APRIL 9)	2-3-6-7-8
	Compensation	Managing Compensation-1	4-6-7-8
10		Managing Compensation-2	4-6-7-8
		Rewarding Performance-1	4-6-7-8
11		APRIL 23, NO CLASS	4-6-7-8
		Rewarding Performance-2	4-6-7-8
12		Designing and Administering Benefits	4-6-7-8
	Governance	Developing Employee Relations	5-6-7-8
13		Respecting Employee Rights and Managing Discipline	5-6-7-8
		Working with Organized Labor	5-6-7-8
14		Managing Workplace Safety and Health	5-6-7-8
		FINAL EXAM	4-5-6-7-8