

BAS324 HUMAN RESOURCE MANAGEMENT
Tuesday-Thursday, 8.40-10.15, Online

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Office Hours:	Monday, 9.00-11.00 online or by appointment
Course Web Page:	https://odtuclass.metu.edu.tr
Course Description:	
<p>This course introduces students to the field of human resource management (HRM). Due to the very large scope of the topic and the limited time, the coverage is broad. The specific topics to cover are the contexts of human resource management, staffing, employee development, compensation, and governance. The course examines HRM from the perspective of a non-HR manager who wishes to effectively interact with and utilize the human resource.</p>	
Relevance:	
<p>HRM 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.</p>	
Course Student Learning Objectives: (CSLOs)	
<p>At the end of the course, students will have developed a solid and critical understanding of basic HRM topics and concepts. Upon completion of the course, students will be able to</p> <ol style="list-style-type: none">1. explain how environmental factors and organizational characteristics influence HRM.2. understand employee recruitment, selection, and separation.3. comprehend 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.	
Learning and Teaching Methods:	
<p>This course uses online lectures, discussions, and quizzes.</p>	
Required Reading:	
<p>Gomez-Mejia, L.R., Balkin, D, and Cardy, R.L. 2016. Managing Human Resources (8th global edition). Essex, England: Pearson.</p>	
Assessment and Grading:	
<p>Grades and notes are not subject to change unless miscalculated. <u>There will be no additional individual study for raising a student's grade.</u> No individual request for such a study will be accepted. No non-academic criteria will be applied for grading. The percentages to apply to the coursework are seen in the following table.</p>	

Form of Assessment	Contribution %	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Quiz 1-part 1 and 2 Quiz 2-part 1 and 2	15	True-false, 20 minutes	1	Written and oral
Quiz 3-part 3 Quiz 4-part 3	15	True-false, 20 minutes	2	Written and oral
Quiz 5-part 4 Quiz 6-part 4	20	True-false, 30 minutes	3	Written and oral
Quiz 7-part 5 Quiz 8-part 5	20	True-false, 30 minutes	4	Written and oral
Quiz 9-part 6 Quiz 10-part 6	15	True-false, 20 minutes	5	Written and oral
Participation	15	Online discussion	1-2-3-4-5-6-7	Oral
Total	100			

Course Policies:

Quizzes

There will be five sets of two quizzes at oduclass. The quizzes will measure students' degree of knowledge of the conceptual material. They will be composed of true-false questions. The first set of two quizzes will cover the part one and two in the textbook. The second set will cover the part three. The third set will cover the part four. The fourth set will cover the part five. The last set will cover the part six. From each set, the quiz with the higher grade will be counted towards the final grade. In other words, students have to take at least one quiz in each set to get credit; they may choose to leave one quiz out if they are satisfied with their grade of the first quiz in each set. **Because make-up quizzes are already embedded in each set, there will be no additional make-up (even when students add the course in the add-drop period).** If students miss both quizzes in a set, they will get no credit for the set. All the course materials including the textbook, lectures, and related discussions are included in the quizzes.

Participation

It is important that students read the assigned chapter and listen to the online lecture on the chapter at oduclass. In each lecture, there are a number of questions to discuss. Students are supposed to look at the questions first, listen to the chapter then, and develop answers on the questions. This is an individual activity although students can exchange ideas on the questions before online or in-class participation session. In the participation session, students will share their answers with the instructor and other students and discuss the points raised by others. In the session, students can also ask questions and provide comments on the chapter for additional explanation or clarification or discussion. They can share relevant personal experiences by using the concepts in the chapter. Students should always justify their answers and comments with relevant examples or rational arguments. **There will be no credit for answers or comments without justification. There is no make-up for this group activity.**

Student disabilities

Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from 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>) verifying their disability, and outlining the special arrangements required. **Please note that no accommodations will be provided prior to the completion of this approved university process.**

Academic dishonesty

The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the department and the BA/MBA/MS degree and demean the honest efforts of the majority of students. **The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam.**

Cheating

All university, faculty/institute, and department principles on academic honesty will be strictly enforced. **The usual consequence for academic dishonesty is failure in the course and referral of the case to the Dean of the Faculty/Institute for additional disciplinary action.** Examinations are individual and are to be completed without outside assistance of any sort. Students 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. Students observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade allocated to such assignments.

Plagiarism

The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students affirm that the contents are their original work. **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.** Violation of this provision will be considered as unethical behavior subject to disciplinary action. 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.

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.”

Civility

Civility is a requirement. Developing and maintaining a course environment that is conducive to learning is the responsibility of students as much as instructors. Inappropriate behavior in offline or online course settings will result, minimally, in a request to leave the setting. Students are required to use an impersonal, professional language in discussions and avoid offensive remarks.

Academic regulations

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

Academic calendar

Please see the calendar and note the important dates at: <https://oidb.metu.edu.tr/en/academic-calendar>

Tentative Course Schedule				
Month	Day	Part	Topic/Reading	CSLO
October	19		Course introduction	1-2-3-4-5-6-7
October	21	1-Introduction	Meeting Present/Emerging Strategic Human Resource Challenges	1-6-7
October	26	2-The Contexts of Human Resource Management	Managing Work Flows and Conducting Job Analysis	1-6-7
October	28		Understanding Equal Opportunity and the Legal Environment Managing Diversity	1-6-7
November	2		Quiz 1-part 1 and 2	1-6-7
November	4		Quiz 2-part 1 and 2	1-6-7
November	9	3-Staffing	Recruiting and Selecting Employees	2-6-7
November	11		Managing Employee Separations, Downsizing, and Outplacement	2-6-7
November	16		Quiz 3-part 3	2-6-7
November	18		Quiz 4-part 3	2-6-7
November	23	4-Employee development	Appraising and Managing Performance	3-6-7
November	25		Training the Workforce	3-6-7
November	30		Developing Careers	3-6-7
December	2		Quiz 5-part 4	3-6-7
December	7		Quiz 6-part 4	3-6-7
December	9	5-Compensation	Managing Compensation	4-6-7
December	14		Rewarding Performance	4-6-7
December	16		Designing and Administering Benefits	4-6-7
December	21		Quiz 7-part 5	4-6-7
December	23		Quiz 8-part 5	4-6-7
December	28	6-Governance	Developing Employee Relations	5-6-7
December	30		Respecting Employee Rights and Managing Discipline	5-6-7
January	4		Working with Organized Labor Managing Workplace Safety and Health	5-6-7
January	6		Quiz 9-part 6	5-6-7
January	11		Quiz 10-part 6	5-6-7