

**JAPAN-AMERICA INSTITUTE OF MANAGEMENT SCIENCE
 Fall 2003**

SYLLABUS	
MGT 540 : HUMAN RESOURCE MANAGEMENT	
CLASSROOM	Room 208
DATES / TIME	October 14 – December 18, 2003, 2:00PM – 4:50PM <i>See schedule below</i>
TEXTBOOK	A Framework for Human Resource Management, Gary Dessler, 2 nd Edition, Prentice Hall
INSTRUCTOR	PAT KRAMM Office hours : By appointment Phone : 739-8802 Cell Phone : 224-2436 E-mail : <u>patkramm@hawaii.edu</u>
COURSE DESCRIPTION and OBJECTIVES	This course covers human resource management practices. Attention is placed specifically to the cultural, education, and skills diversity of the workforce. Discussions focus on the need to update the Human Resource function from its clerical and bureaucratic origins, and culminate in how we can evaluate the effectiveness of a firm's human resource functions. Our objective is to bring the "competitive advantage" issue into clear perspective and make Human Resources functions a value-added element of the organization.

ASSIGNMENT SCHEDULE

DATE/TIME	SUBJECT	*READING
10/14/03 2:00-4:50PM	Introduction, explanation of assignments, class procedures. Strategic Human Resource Management / Global Issues	Chapter 2
10/21/03 2:00-4:50PM	Personnel Planning & Recruitment <i>(Present Case Study 1)</i>	Chapter 3
11/4/03 2:00-4:50PM	Testing & Selecting Employees <i>(Present Case Study 2)</i>	Chapter 4
11/18/03 2:00-4:50PM	Training & Developing Employees <i>(Present Case Study 3)</i>	Chapter 5
11/25/03 2:00-4:50PM	Appraising Performance <i>(Present Case Study 4)</i>	Chapter 6
12/2/03 2:00-4:50PM	Managing Labor Relations and Collective Bargaining Managing Careers and Fair Treatment	Chapter 8 Chapter 9
12/9/03 2:00-4:50PM	Protecting Safety and Health <i>(Present Case Study 5)</i>	Chapter 10
12/18/03 2:00-4:50PM	FINAL EXAM <i>(Present Team Project)</i>	

GENERAL INSTRUCTIONS & TEACHING METHODOLOGY

Students are encouraged and coached to:

1. Research problems thoroughly, working in a collaborative learning network style.
2. Use an analytic rather than a descriptive approach.
3. Use a business style of writing and presentation of case studies.
4. Apply to all assignments a style of presentation that is globally acknowledged and important to management's perception of content.

EVALUATION CRITERION

It is expected that assigned readings are to be completed before class discussion

Students must adhere to due dates for all assignments.

Late assignments will result in loss of points at the discretion of the instructor.

Regular attendance is expected for ALL class sessions noted on the Assignment Schedule. Unavoidable absences should be explained to the instructor. Make up tests are **not** available except in the case of verified medical emergencies. Medical excuses must state that the student was not able to take the exam on the scheduled date.

Cheating, plagiarism or any other unethical behavior will be handled in accordance with the guidelines of J.A.I.M.S.

1. **ATTENDANCE (50 points total)**
Punctual and full-session attendance is required.
 10 points subtracted for each violation.
2. **CASE STUDIES (200 points total)**
3. **TEAM PROJECT (50 points)**
 Each team will present a field project on the Final Exam day.
 This will be done as a paper on the project and do a presentation to the class.
4. **FINAL EXAM (100 points)**

GRADING WORKSHEET		
ASSIGNMENT	MAXIMUM POINTS	STUDENT POINTS
Case Study 1	40	
Case Study 2	40	
Case Study 3	40	
Case Study 4	40	
Case Study 5	40	
Attendance	50	
Team Field Project	50	
Final Exam	100	
TOTAL POINTS	400	
A	90 - 100 % (360 – 400points)	
B	80 - 89 % (320 – 359 points)	
C	70 - 79 % (280 – 319 points)	
D	60 - 69 % (240 – 279 points)	
F	0 - 59 % (0 – 239 points)	