

Capital University of Business
Overseas Chinese College
Course Syllabus

Course Title: Human Resource Management
Course Code: MAG215
Semester: 2018 SPRING
Course Credit: 3
Credit Hours: 3
Instructor: **Professor Maggie Wang**
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Office Hours: TBA
Learning Center: TBA
Office Number: C204
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Textbook: A Framework for Human Resource Management 2rd Edition
China Machine Press

Class:	Section	Time	Location
	Y01	Wed. 10:10-12:00am Fri. 9:00-9:50am	5#109
	Y02	Mon. 3:40-5:30pm Wed. 9:00-9:50am	5#212
	Y03	Mon. 1:30-3:20pm Fri. 1:30-2:20pm	5#210/A201

Course Description

The course is designed to provide graduate level business majors with exposure to advanced theory and research in human resource application of this knowledge to the practice of management.

Course Objective

To provide the students with knowledge of effective use of human resources through understanding human motivation and behavior patterns, we have to present the basic HRM functions of getting, training, motivating, and keeping people, while also discussing the new world of HRM. Each chapter of this book was organized to provide clarity and continuity. Each begins with learning objectives, which identify specifically what the reader should gain after reading the chapter. At the end of each chapter is a summary section, which relates chapter material specifically to the learning objectives. There is Key Terms section at the end of each chapter, These terms are defined in the margins and also in the glossary of the book.

Teaching Method

This course contains lectures and group discussions. The class will be highly interactive and will require students to communicate their ideas not only to the

instructor but also to other students.

Study Time

To do well in this course, you need to devote time outside of class for practice and proper preparation. Learning strategic management requires practice. A typical student needs 8 hours of no-class time each week during a regular 16-week semester. I encourage all of you to do all assigned homework and practice extra problems.

Instructor's Office Hours

During office hours, students may check homework solutions, ask questions, and discuss any other aspect of the course with the instructor in Chinese. Please take advantage of this resource. If these hours conflict with your schedule, arrange to meet with the instructor at a time that is more convenient. Students are supposed to discuss their study process with their instructor at least once every two weeks. Unable to do so will result in a lower participation score. Please do make an appointment with me before you come.

Attendance and Class participation

Regular attendance and class participation are expected of all students. Because the course covers great deal of material, attending every class session is very important for performing well. Attendance which is less than 2/3 of the total teaching hours will cause a F (a failing grade) directly.

Group discussions of the course material are an important part of the learning process in this course. Students are expected to make a meaningful contribution to the class, whether by asking questions, responding to questions, delivering presentations or contributing in other ways to class discussion.

Homework Assignments

If you do not attempt to complete the assigned homework, it is likely that your performance in the course will suffer. Homework assignments are taken from the Exercises in the textbook. The answers need not be correct; Homework will be evaluated as complete if all parts of the assignment have been attempted and all work is shown. Students who do NOT complete assignments or copy from others will cause a failure risk in grade appraisal.

Homework assignments might be well kept and returned at the end of the semester.

Presentation

Students are expected to give a group presentation at the end of the semester, which lasts no less than 20 minutes. The topic can be selected from the textbook or lectures. A summary relating to the topic is required before your presentation.

Quizzes and Examinations

There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. Quizzes will test your knowledge of both concepts and the application of those concepts. Midterm test and final exam may be composed of computing questions and discussion questions. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.

Presentation

Students are expected to give a group presentation at the end of the semester, which lasts no less than 20 minutes. The topic can be selected from the textbook or lectures. A summary relating to the topic is required before your presentation.

Critical Thinking

Critical thinking means making clear, reasoned judgements. During the process of critical thinking, ideas should be reasoned, well thought out, and judged. Students should learn these sorts of skills thought the whole study period.

Academic Integrity

Cheating or plagiarism includes the copying of all or part of another's work and will not be tolerated. If you allow your work to be copied or make it available to another student for purpose you are also cheating. All parties involved will receive an F for the course. Cheating will result in disciplinary action in accordance with the university policy if a second violation occurs. Any type of cheating in the midterm or final exam will lead a nullification result.

Classroom Policies

1. No eating, cellular phones, electronic dictionaries, smoking, chatting or drowsing in class.
2. Please speak in English rather than Chinese in class.
3. No electronic dictionary in class.
4. Students are not allowed to attend class without textbooks.
5. Stand up when answering questions.
6. Respect classmates' ideas, opinions, and questions of your classmates.
7. You are welcome to visit the instructor's office during his/her office hours.
8. All your classroom involvement, performance and after-class communications with instructor will affect your participation score.
9. Group work is required in and after class. Cooperation and communication among students are encouraged.
10. Please address your teacher as Professor.

Other Requirements

All students should read the textbook at least 2 times before exams.

All students need to prepare a reading report according to the documents issued by the

lecturer.

All students will be tested orally.

Prerequisite

No requirements.

Academic dishonesty

Any student caught cheating on homework assignments or tests will receive an automatic grade of zero on that assignment. A second violation will result in disciplinary action in accordance with university policy. Any type of cheating on the midterm or final exam will result in a nullification of the exam paper.

Course Evaluation

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. A minimum of 25% of the exam (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Mid-Term Test	20%	A cumulative mid-term test will be given based on all of the contents of the first half of the class. A minimum of 25% of the test (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Homework	10%	Homework problems will be assigned throughout the term, including but not limited to: vocabulary, research project, and reading assignments.
Quiz, test	20%	Short, quizzes will be given covering the previous week's lecture and reading materials.
Participation	10%	Individuals will be asked to participate individually in a question and answer during the semester.
Attendance	10%	Refer to attendance policy listed on the previous page.
Presentation	10%	Students are expected to give a group or individual presentation at the end of the semester, which lasts no less than 20 or 10 minutes
Total	100%	

Course Outline

Week 1	Chapter 1: Managing Human Resources Today
Week 2	Chapter 2: Equal Opportunity and The Law
Week 3	Chapter 3: Strategic HRM and the HR Scorecard
Week 4	Chapter 4: Job Analysis
Week 5	Chapter 5: HR Planning and Recruiting
Week 6	Quiz
Week 7	Chapter 6: Employee Testing and Selection
Week 8	Chapter 6 Employee Testing and Selection& Chapter 7Interview Candidates
Week 9	Chapter 7: Interview Candidates
Week 10	Midterm Test Period (Case study)
Week 11	Chapter 8: Training and Development Employees
Week 12	Chapter 9: Performance Management and Appraisal
Week 13	Chapter 10: Managing Careers
Week 14	Chapter 13: Benefits and Service
Week 15	Revision
Week 16	Presentation
Week 17	Final term examination

Note: A case study will be applied during midterm test period. Students should have the ability to use relevant and appropriated theories to analyze a case within a small group in the class. A short group presentation and individual report are required as the main content of the midterm test.

Chapters that are not mentioned in the plan might be tested as well, students are advised to self-study these contents. Over the course of the semester, every attempt will be made to follow the weekly schedule listed in the syllabus. However, depending on overall class progress, the syllabus may be adjusted. Any departures from the syllabus will be announced in class.

Important Days

Spring Semester, 2018

March 4, 2018— July 20, 2018

Mar.4	Registration
Mar.5	Classes Begin
Mar.16	Last Day to Drop or Add a Course
Apr.5	Qingming Festival (tentative)
Apr.20	Spring Sports (tentative)
May 1	Labor Day Holiday (tentative)
May.7 -11	Midterm Exams
May 14-18	Summer School Registration (tentative)
June 18	Duanwu Festival (tentative)
June 25-29	Sophomore and Junior students' Final Exam
July 2-20	Sophomore and Junior students' Social Practice, Summer School
July 16-20	Revision and Final Exam Period
July 23	Summer Vacation Begins

Summer School

July 2, 2018—July 20, 2018

May 14	Courses Registration (tentative)
July 2	Summer School Begins
July 20	Summer School Ends

执笔人: Maggie Wang

系教学主任审核签名: