**MGT 3513:**

**Introduction to Human Resource Management**

Section 03 • MW 3:30-4:45pm
McCool Hall 236

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**Professor:** Dr. Laura E. Marler  
**Office:** 302-I McCool Hall  
**Office Phone:** 662-325-1957  
**E-mail:** lmarler@cobilan.msstate.edu  
**Office Hours:** Feel free to contact me via e-mail or phone, or stop by my office at any time.

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**MIS Department Phone:** 662-325-3928  
**Course Site:** [http://misweb.cbi.msstate.edu](http://misweb.cbi.msstate.edu)  
**Click on Laura Marler**  
**Graduate Assistant:** Bryan Rogers  
**GA Office:** 313-C  
**GA E-mail:** blr126@msstate.edu

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Please note ADDING this class after the first day is not recommended. You will have already missed important course information and will have missed information about course assignments.

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**To do list for first day of class:**

1. Purchase textbook (see FAQ #4)  
2. Register for MISWEB (see FAQ #6)  
3. Attend class - - we will cover course material on day 1!

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**List of frequently asked questions (FAQs) about this course:**

1. What will I **learn** in MGT 3513?  
2. How should I **contact** Dr. Marler?  
3. How do I inform Dr. Marler that I have **special needs**?  
4. Do I need a **book** for this course?  
5. How do I **prepare** for class? How do I access course **PowerPoint slides**?  
6. How do I **register for MISWEB**?  
7. How will I be **graded** in MGT 3513?  
8. How should I **study** for exams?  
9. What happens if I **miss an exam**? May I take an exam early or a **make-up**?  
10. How is my **participation & professionalism grade** calculated?  
11. What happens if I **miss class, am late, or leave class early**? What is **excused**?  
12. May I use my **cell phone** or **laptop** in class?  
13. What is your policy on **academic honesty**?
1. What will I learn in MGT 3513?
   - This survey course in human resource management is designed to provide you with a foundation in human resource functions and procedures such as the following:
     - recruitment (how to find people who will want to work for your company),
     - selection (how to hire good workers),
     - training (how to prepare workers for a job),
     - performance appraisal evaluation (how to determine who is a good or poor performer), and
     - compensation (how much to pay, what benefits to provide).
   - Additionally, this course will address legal issues faced by HR managers (e.g., actions that may be considered discrimination, topics that should be avoided in interviews), as well as a variety of “current” topics in HR (e.g., Do companies look at your Facebook or Myspace page before hiring you?).

2. How should I contact Dr. Marler?
   - Feel free to e-mail, call, or stop by my office anytime.
   - If you send me an e-mail, please include “MGT 3513 – Section 1 or 2” as well as your name in the subject line and please include your name in the e-mail. This will ensure a prompt response! I do NOT respond e-mails that do not include the student’s name.
   - Example of appropriate e-mail format:

   **From:** Student Name  
   **To:** lmarler@cobilan.msstate.edu  
   **Subject:** MGT 3513 - - (Your name)

   **Dear Dr. Marler,**  
   I am contacting you because...

   **Sincerely,**  
   (Your name)

3. How do I inform Dr. Marler that I have special needs?
   - If you have special needs due to a physical, emotional, sensory, learning, or other disability, contact the office of Student Support Services in Room 01 Montgomery Hall (325-3335) so that I can make an effort to accommodate your needs.
4. Do I need a book for this course?
   - Yes, you will need the textbook for this course! In fact, you’ll need it to prepare for almost every class meeting.
   - The bookstore on campus has a version of the text that I’ve customized so that it will be less expensive (I know books aren’t cheap!!!). The customized text is printed in black and white, and I’ve cut out several chapters from the full text version.
   - Also, you can purchase the full text version online. Because I’ve only cut out chapters, you won’t be missing anything if you get the full text.
   - Go to the MSU library where I’ve put several copies on reserve.
   - **There are NO excuses for not having access to a book.**

5. How do I prepare for class? How do I access course PowerPoint slides?
   - Register for MISWEB (see FAQ #6 for instructions)
   - Review the course schedule to see what material we’ll be covering.
   - Course slides, assignments, etc. are posted on MISWEB
     - First, go to [http://misweb.cbi.msstate.edu/~COBI/faculty/professor.shtml?lmarler](http://misweb.cbi.msstate.edu/~COBI/faculty/professor.shtml?lmarler)
     - Log-in to online grades for MGT 3513 to access course slides. Slides will NOT be posted on the general website.
   - You should prepare for class discussions each day by answering discussion questions that are on the posted slides in advance (use your book to find answers). **You will be called upon during class to answer assigned discussion questions.**
   - A question mark in the lower right-hand corner of a PowerPoint slide indicates that you need to answer the discussion questions on the slide.

   The question mark means you need to answer questions using your book. You will be called upon during class to answer these questions.
6. How do I register for MISWEB?
   - To register for MISWEB, go to http://misweb.cbi.msstate.edu/editor. When you register for MISWEB, you must complete the information under the first link, “main information.” You MUST provide a valid e-mail address. Without your correct e-mail address, you will NOT receive course e-mails.
   - If your e-mail address changes during the semester simply update your e-mail address at: http://misweb.cbi.msstate.edu/editor. It is your responsibility to maintain the correct contact information.
   - You will use MISWEB to access your grades, absences, e-mail archives, or the course web-site with downloadable PowerPoint slides (with discussion questions), and other course documents. Go the COB web-site: http://misweb.cbi.msstate.edu, and click on your instructor’s name, for this course, Laura Marler. Scroll down the page to the section Courses Taught. Select your course, MGT 3513, and click on the link for Online Grades. You will check your grades and access slides using the password that you selected when you registered for MISWEB.

7. How will I be graded in MGT 3513?
   - Grades are based on your individual performance rather than effort, personality, potential, or need.
   - No student’s final grade will be increased for any reason other than calculation error. In other words, if you are 1 point away from earning an A, you will earn a B; you will not be “bumped up.”
   - Final grades are based upon the amount of points you earn during the course and will be determined using the scale below.

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Grade Determination Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Exams (100 points each)</td>
<td>378 – 420 points = A</td>
</tr>
<tr>
<td>Participation &amp; Professionalism</td>
<td>336 – 377 points = B</td>
</tr>
<tr>
<td>Total points</td>
<td>294 – 335 points = C</td>
</tr>
<tr>
<td></td>
<td>252 – 293 points = D</td>
</tr>
<tr>
<td></td>
<td>0 – 251 points = F</td>
</tr>
</tbody>
</table>

Course activities
   - **Exams:** Each exam (worth 100 points) will consist of questions covering topics discussed in class. Exams will be given at the start of the class on the scheduled dates. Please note that you will NOT be allowed to take the exam if you are more than 10 minutes late for class.
   - **Participation & Professionalism:** See FAQ #10.
8. How should I study for exams?
   - Study suggestions are posted on MISWEB.

9. What happens if I miss an exam? May I take an exam early or a make-up?
   - MISSED EXAMS: No exams will be given early or late, and no make-ups will be given.
   - Instead, each student has the option of taking a cumulative final exam for any reason. For example, if you miss an exam, you will be required to take the final. Also, if you have taken all scheduled exams and want to replace your lowest exam score, you may take the final (you will not be forced to take the grade if it is lower).

10. How is my participation & professionalism grade calculated?
   - Participation will be evaluated each time the class meets.
     Participation & Professionalism = registering for MISWEB + syllabus quiz + giving correct answers to assigned discussion questions on slides + participating in class activities + completing any assignments.
   - Each time you miss an activity, assignment, or do not answer correctly when called upon, 1 point will be deducted from your grade. Participation grades will be updated on MISWEB periodically (not after each class). Please note that missing one class period may result in losing several participation points.
   - Each student will receive 1 “free pass” for a participation activity. In other words, you may miss 1 participation activity without being penalized. You will not lose points on days which you have an excused absence.
   - Students who demonstrate a lack of professionalism (e.g., inappropriate language, use of cell phone, unprofessional e-mail to me or my graduate assistant, doing work for another class) may be required to complete an additional assignment or may lose 5 participation points. This decision is at the professor’s discretion.

11. What happens if I miss class, am late, or leave class early? What is excused?
   - You will be counted absent if you miss class, if you are late, or leave class early for an unexcused reason.
     o LATE = ABSENT
   - You will miss lecture/discussion on material that will be on your exam. Also, you will lose participation points if you are called upon that day.
   - Please be sure to sit in your assigned seat, so that you will be marked as present.
   - Also, please do not get up during class and return unless there is an emergency.
   - If you are absent, you are responsible for anything you miss. You should ask a classmate about the material/activities you missed.
   - If you have more than 5 unexcused absences, you will receive an “F” in the course regardless of your other grades.
• **If you have an excused reason for being absent, arriving late, or leaving early, please complete the absence form at the end of the syllabus.** You must present it the form to me within 1 week of your absence, being late, or leaving early. If you wait beyond the time limit, you will not be allowed to schedule make-up work and will receive a 0 for any missed course activities, exams, etc.

• See form at end of syllabus for the list of university approved absences.

12. **May I use my cell phone or laptop in class?**

• In accordance with university policy, the use of cell phones or any other electronic devices (e.g., MP3 players) is not allowed during class. Therefore, I expect that cell phones and any other electronic devices will be silenced and put away during class. In addition to impeding the learning process, it demonstrates a lack of respect and professionalism. **Your cell phone should NOT be visible to anyone in the classroom including you.**

• Points may be deducted from your total course points for cell phone use which includes sending/receiving texts or your phone ringing (10 points for each occurrence).

• If you need to have access to your cell phone due to extenuating circumstances, let me know before class.

• If you would like to use a laptop in class, please let me know beforehand.

13. **What is your policy on academic honesty (aka... what if I get caught cheating)?**

• I expect that you will adhere to the University’s honor code: **“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”**

• I strictly enforce the University’s policy on academic honesty and expect that you will never knowingly violate the policy. Students who engage in academic dishonesty are subject to disciplinary penalties such as but not limited to an XF, suspension, or expulsion. Please refer to Mississippi State University’s complete honor code policy and procedures. [http://www.honorcode.msstate.edu/pdf/honor-code.pdf](http://www.honorcode.msstate.edu/pdf/honor-code.pdf)
### Tentative Course Schedule

Go to [http://misweb.cbi.msstate.edu](http://misweb.cbi.msstate.edu) to access slides through MISWEB Online grades

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Textbook Reading Assignment*</th>
<th>Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 20</td>
<td>Discussion of Syllabus; Introduction: What is HR?</td>
<td>Syllabus</td>
<td>Purchase text (see FAQ #4) Register for MISWEB (see FAQ #6)</td>
</tr>
<tr>
<td>Wednesday, August 22</td>
<td>Strategic HRM</td>
<td>Chapter 1 pp. 1-47</td>
<td>Syllabus quiz (login to &quot;online grades&quot; on course website)</td>
</tr>
<tr>
<td>Monday, August 27</td>
<td>Managing Work Flows</td>
<td>Chapter 2 Part 1 pp. 49-90</td>
<td></td>
</tr>
<tr>
<td>Wednesday, August 29</td>
<td>Conducting Job Analysis</td>
<td>Chapter 2 Part 2 pp. 49-90</td>
<td></td>
</tr>
<tr>
<td>Monday, September 3</td>
<td>HOLIDAY – NO CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, September 5</td>
<td>Conducting Job Analysis</td>
<td>Chapter 2 Part 2 pp. 49-90</td>
<td>Last day to register for MISWEB (by 11am; failure to do so = - 5 points)</td>
</tr>
<tr>
<td>Monday, September 10</td>
<td>The Legal Environment</td>
<td>Chapter 3 Part 1 pp. 91-126</td>
<td></td>
</tr>
<tr>
<td>Wednesday, September 12</td>
<td>The Legal Environment</td>
<td>Chapter 3 Part 2 pp. 91-126</td>
<td>Last day to complete syllabus quiz (by 11am; failure to do so = - 5 points)</td>
</tr>
<tr>
<td><strong>Monday, September 17</strong></td>
<td><strong>Exam 1</strong></td>
<td></td>
<td><strong>Bring a pencil, calculator, &amp; your student ID</strong></td>
</tr>
<tr>
<td>Wednesday, September 19</td>
<td>Career Readiness Guest Speaker: Kelly Atwood</td>
<td></td>
<td>Career center assignment due at the beginning of class (it will be posted on MISWEB) – Late assignments not accepted</td>
</tr>
<tr>
<td>Monday, September 24</td>
<td>Recruiting &amp; Selecting Employees</td>
<td>Chapter 5 Part 1 pp. 128-164</td>
<td></td>
</tr>
<tr>
<td>Wednesday, September 26</td>
<td>Recruiting &amp; Selecting Employees</td>
<td>Chapter 5 Part 2 pp. 128-164</td>
<td></td>
</tr>
<tr>
<td>Monday, October 1</td>
<td>Recruiting &amp; Selecting Employees</td>
<td>Chapter 5 Part 3 pp. 128-164</td>
<td>Extra credit assignment due at the beginning of class (remember to print out survey &amp; type answers) – Late assignments not accepted</td>
</tr>
<tr>
<td>Wednesday, October 3</td>
<td>Training</td>
<td>Chapter 8 pp. 165-201</td>
<td></td>
</tr>
<tr>
<td>Monday, October 8</td>
<td>Appraising and Managing Performance</td>
<td>Chapter 7 pp. 203-236</td>
<td></td>
</tr>
<tr>
<td>Wednesday, October 10</td>
<td>Appraising and Managing Performance</td>
<td></td>
<td>See MISWEB for assignment</td>
</tr>
<tr>
<td><strong>Monday, October 15</strong></td>
<td><strong>Exam 2</strong></td>
<td></td>
<td><strong>Bring a pencil, calculator, &amp; your student ID</strong></td>
</tr>
</tbody>
</table>

*Page numbers correspond to the custom text (not full text)
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<tr>
<td>Wednesday, October 17</td>
<td>Managing Compensation</td>
<td>Chapter 10 pp. 237-276</td>
<td></td>
</tr>
<tr>
<td>Monday, October 22</td>
<td>Rewarding Performance</td>
<td>Chapter 11 pp. 277-312</td>
<td></td>
</tr>
<tr>
<td>Wednesday, October 24</td>
<td>Benefits</td>
<td>Chapter 12 pp. 313-352</td>
<td></td>
</tr>
<tr>
<td>Monday, October 29</td>
<td>Labor Relations</td>
<td>Chapter 15 pp. 387-424</td>
<td></td>
</tr>
<tr>
<td>Wednesday, October 31</td>
<td>Current Topics in HR</td>
<td></td>
<td>See MISWEB for assignment</td>
</tr>
<tr>
<td><strong>Monday, November 5</strong></td>
<td>Exam 3</td>
<td></td>
<td><strong>Bring a pencil &amp; your student ID</strong></td>
</tr>
<tr>
<td>Wednesday, November 7</td>
<td>Workplace Safety &amp; Health</td>
<td>Chapter 16 pp. 353-386</td>
<td></td>
</tr>
<tr>
<td>Monday, November 12</td>
<td>International HRM</td>
<td>Chapter 17 pp. 425-462</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 14</td>
<td>Current Topics in HR</td>
<td></td>
<td>See MISWEB for assignment</td>
</tr>
<tr>
<td>Monday, November 19</td>
<td>Lecture: Employee Discipline</td>
<td></td>
<td>See MISWEB for slides</td>
</tr>
<tr>
<td>Wednesday, November 21</td>
<td>HOLIDAY – NO CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, November 26</td>
<td>Lecture: Separations</td>
<td></td>
<td>See MISWEB for slides</td>
</tr>
<tr>
<td><strong>Wednesday, November 28</strong></td>
<td>Exam 4</td>
<td></td>
<td><strong>Bring a pencil &amp; your student ID</strong></td>
</tr>
<tr>
<td>Monday, December 3</td>
<td>In-class review</td>
<td>Attendance Optional</td>
<td>Study all course material; come to class with questions</td>
</tr>
<tr>
<td>Wednesday, December 5</td>
<td>READING DAY</td>
<td></td>
<td>Optional if you have taken all 4 exams; make-up if you have missed an exam</td>
</tr>
<tr>
<td>Monday, December 10</td>
<td>Cumulative Final Exam begins at 3pm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please note that the final is NOT given during our normal class time. Final exams are based on MSU's exam schedule. Please visit [http://www.registrar.msstate.edu/Students/examschedule.html](http://www.registrar.msstate.edu/Students/examschedule.html) for the full final examination schedule.
**Excused Absence Form**

Please complete this form if you have an **excused absence** to ensure that we keep accurate records of your attendance and participation. If you have a valid, written excuse for your absence, you must present it to me with this form **within 1 week** of your missed assignment. If you wait beyond the time limit, you will not be allowed to schedule make-up work and will receive a **0** for anything you missed (e.g., class activity, exam).

1. **Student name:**

2. **Today's date:**

3. **Date of missed class period:**

4. **Excused reason for being absent, arriving late, or leaving early:**
   Please check one
   
   ____ Participation in an authorized university activity.
   ____ Death or major illness in a student's immediate family. *
   ____ Illness of a dependent family member. *
   ____ Participation in legal proceedings or administrative procedures that require a student's presence.
   ____ Religious holy day.
   ____ Illness that is too severe or contagious for the student to attend class.
   ____ Required participation in military duties.
   ____ Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

5. **Please remember to attach documentation verifying your excuse.**

* “It is the student’s responsibility to secure documentation of an illness from a physician. The documentation must contain the date and time the student sought treatment. Based upon the documentation, the instructor will decide whether makeup work will be allowed.”

(http://www.students.msstate.edu/faqs/#absent)

Approved by professor: Yes ☐ No ☐

Grades updated: Yes ☐