

# REQUEST FOR NEW COURSE

## 1. General Information.

- a. Submitted by the College of: Business and Economics Today's Date: 1/15/2010
- b. Department/Division: MBA
- c. Contact person name: Mary Lee Kerr Email: mkerr2@uky.edu Phone: 7-1924
- d. Requested Effective Date:  Semester following approval OR  Specific Term/Year<sup>1</sup>: Fall 2010

## 2. Designation and Description of Proposed Course.

- a. Prefix and Number: MBA 608
- b. Full Title: Human Resources Management
- c. Transcript Title (if full title is more than 40 characters): Human Resources Management
- d. To be Cross-Listed<sup>2</sup> with (Prefix and Number): No
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.

16 Lecture \_\_\_\_\_ Laboratory<sup>1</sup> \_\_\_\_\_ Recitation \_\_\_\_\_ Discussion \_\_\_\_\_ Indep. Study

\_\_\_\_\_ Clinical \_\_\_\_\_ Colloquium \_\_\_\_\_ Practicum \_\_\_\_\_ Research \_\_\_\_\_ Residency

\_\_\_\_\_ Seminar \_\_\_\_\_ Studio \_\_\_\_\_ Other – Please explain: \_\_\_\_\_

- f. Identify a grading system:  Letter (A, B, C, etc.)  Pass/Fail
- g. Number of credits: 1
- h. Is this course repeatable for additional credit? YES  NO
- If YES: Maximum number of credit hours: \_\_\_\_\_
- If YES: Will this course allow multiple registrations during the same semester? YES  NO

- i. Course Description for Bulletin: An immersive course to familiarize students with topics in Human Resource Management including topics on legal environment, recruitment, selection and compensation. Open only to One Year MBA students.

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>3</sup> In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

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j. Prerequisites, if any: MBA 600, 601 and 602

k. Will this course also be offered through Distance Learning? YES<sup>4</sup>  NO

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both

3. Will this course be taught off campus? YES  NO

4. Frequency of Course Offering.

a. Course will be offered (check all that apply):  Fall  Spring  Summer

b. Will the course be offered every year? YES  NO   
If NO, explain: \_\_\_\_\_

5. Are facilities and personnel necessary for the proposed new course available? YES  NO   
If NO, explain: \_\_\_\_\_

6. What enrollment (per section per semester) may reasonably be expected? 40 per section (total 80)

7. Anticipated Student Demand.

a. Will this course serve students primarily within the degree program? YES  NO

b. Will it be of interest to a significant number of students outside the degree pgm? YES  NO   
If YES, explain: \_\_\_\_\_

8. Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program? YES  NO   
If YES, name the proposed new program: \_\_\_\_\_

b. Will this course be a new requirement<sup>5</sup> for ANY program? YES  NO   
If YES<sup>5</sup>, list affected programs: \_\_\_\_\_

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500? YES  NO   
If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b**. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b.  The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached.

<sup>4</sup> You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

<sup>5</sup> In order to change a program, a program change form must also be submitted.

# Handwritten Title

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# REQUEST FOR NEW COURSE

## Signature Routing Log

**General Information:**

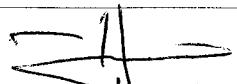
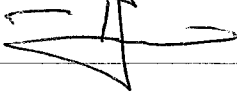
Course Prefix and Number: MBA 608

Proposal Contact Person Name: Mary Lee Kerr Phone: 7-1924 Email: mkerr2@uky.edu

**INSTRUCTIONS:**

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

**Internal College Approvals and Course Cross-listing Approvals:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
MBA Policy Committee (Gatton College)	11/24/2009	Merl Hackbart / 7-1627 / mhackbart@uky.edu	
Gatton College Faculty	2/5/2010	Merl Hackbart / 7-1627 / mhackbart@uky.edu	
		/ /	
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>6</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

**Comments:**

<sup>6</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Section 1

Date: / /

The first part of the document discusses the importance of maintaining accurate records and the role of the committee in overseeing the process.

Section 2

The second part of the document details the specific procedures and guidelines that must be followed to ensure compliance with the relevant regulations.

Section 3

Section 3

The third part of the document outlines the responsibilities of the various stakeholders involved in the process, including the staff and the public.

The final part of the document provides a summary of the key findings and recommendations for future action.

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**UNIVERSITY OF KENTUCKY  
GATTON COLLEGE OF BUSINESS AND ECONOMICS**

**Human Resource Management - MBA 608  
Autumn, 2010 – Room 309 B&E**

**Instructor**

Professor Brian Dineen

455-K Gatton B&E

Phone: 257-2445

Email: [brian.dineen@uky.edu](mailto:brian.dineen@uky.edu)

Office hours: Except for my 9:30-11:00 Tuesday/Thursday undergraduate course, I am usually around. Feel free to stop by or make an appointment.

**Objectives**

The primary objective of this 1-credit hour course is to familiarize you with topics in Human Resource Management (HRM). We will examine broad topic areas of the legal environment, recruitment, selection, and compensation. We will also investigate how functional areas relate to one another as well as to the essence of the business. This knowledge will be obtained through readings, videos, exercises, case analysis, and debate.

**Readings**

*Required:*

(a) A course pack, available at Johnny Print.

(b) Additional readings available online. Links to these readings appear in the course pack index and I will also send them to you via email to allow you to click into them.

*Optional:*

If you are interested in a more in-depth treatment of Human Resources, I recommend this textbook:

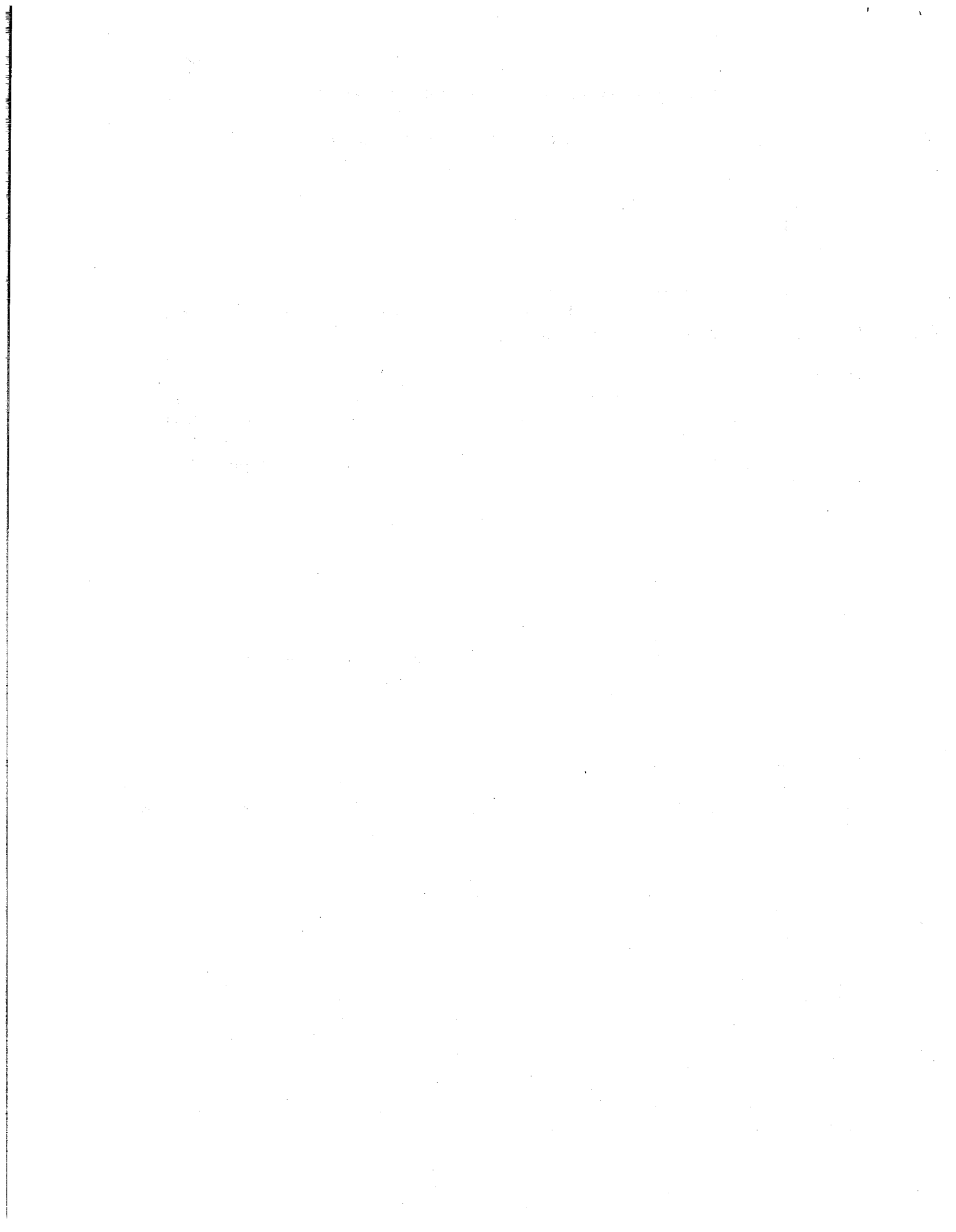
Noe, R.A., Hollenbeck, J., Gerhart, B., and Wright, P. (2009). *Fundamentals of Human Resource Management*. 3<sup>rd</sup> edition. McGraw Hill Irwin.

**Grading** (*Grades will consist of the following components unless otherwise announced*):

Exam	100 points
Team debate	80 points
Team case write-up	40 points
Individual write-ups	40 points
Team/class contribution	<u>40 points</u>
	300 points

**Attendance**

I need you to attend each class! Unexcused absences will result in deductions to your contribution grade, so please provide appropriate documentation for any absences.





### **Exam Material**

The exam will consist of multiple choice and short essay questions and is closed notes. All material from the class and readings, including videos and so forth, is fair game.

### **Class Notes**

I will primarily use Power Point slides to present material, and notes are included in your course pack. The slides will outline only the main points to be presented in class. It is vital that you attend class and take supplementary notes in order to get the complete material, examples, etc.

### **Team Debate**

The purpose of this assignment is to debate a controversial topic in the field of Human Resource Management. Consequently, the assignment will also help the class understand a controversial HRM issue. Your team will be asked to indicate debate topic preferences during the first week of class.

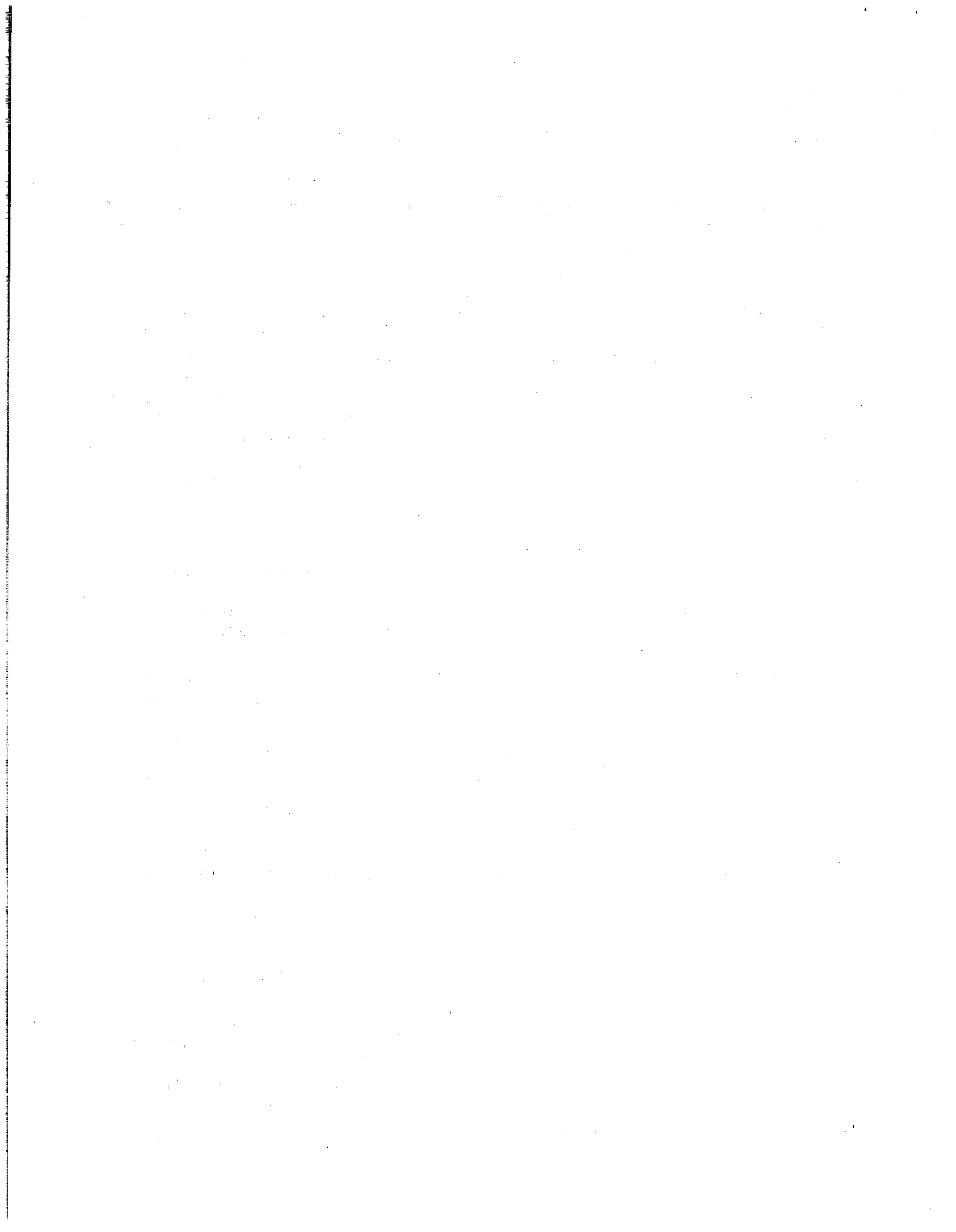
**Debate format:** Each team will present arguments in support of their position for 5 minutes. Following the initial presentations by the teams, there will be a 4-minute break during which time each team will prepare a rebuttal. Each team will then be given 3 minutes to counter the arguments presented by the opposition and to provide further evidence and logic to support their own position. Following the rebuttal, a 5-minute "open floor" will occur in which either side can make further arguments or cross-examine the opposing team. All team members need to present at least some part of the debate.

The time guidelines are strictly enforced. For example, at the end of 5 minutes for the initial presentation, the presentation will be stopped whether or not all the material has been presented. Thus, it is important that your team carefully consider what information is going to be presented and practice the presentation so all of your arguments fit within the allotted time. The order of presentation for each debate will be determined by a coin flip in a class period preceding the day of the debate.

Each team can choose the format and style of their presentation, although power point slides, complete with references at the end, are required for the initial arguments. In general, teams should ensure their presentations are professional in nature, based on logical arguments, and *reliant on current research* and not simply the opinions of team members. Teams are expected to thoroughly research their topic, consulting current periodicals, academic sources, and/or, to a limited extent, the Internet. Strive to demonstrate throughout that you understand and can appropriately apply the course material but do not simply repeat material covered in the text or class. Grades will reflect the amount of research you have done on your topic. Examples of some of the journals and other periodicals you could access include: *Personnel Psychology, Compensation and Benefits Review, Human Resources Management Review, Human Resource Management Journal, Journal of Management, Harvard Business Review, Journal of Vocational Behavior, Newsweek, Time Magazine, HR Magazine, SHRM Web site, Business Week, Fortune, Fast Company*. If you have a question about the appropriateness of an article or book, please ask me before you use it.

Use of other visual aids, examples, etc. as you see fit is fine but not required. An electronic copy of your presentation materials should be emailed to me the night before you present.

**Debate grading:** The debate will be weighted according to substance (60 points) and preparation/style (20 points). In addition, each student in the class not participating in the debate will vote for the winner of the debate, and I may use these student evaluations as a final deciding or "tie breaking" factor in assigning grades. I also reserve the right to adjust individual team member grades in the event of a situation where contribution levels are not up to par.



## **Individual Write Ups**

There will be individual submissions of two write-ups related to course topics. Specific instructions for these reflections are in the Table below. The following general guidelines are provided for these reflections:

- Each should be in the form of a Microsoft Word document using 12 point font and should clearly identify the reflection topic.
- Unless otherwise noted, individual write-ups should be 1 page in length, double spaced. You only need to type your name at the top of your write-up.
- Questions about specific assignments or the nature of the write-up should be addressed to me at least a day in advance of the class when it is due.
- You should be prepared to discuss assigned material during the class meeting when it is due.

The following is a rough breakdown of expectation/point levels associated with various write-up grades, based on what I have tended to see in the past:

Exemplary (20/20): Reflection submitted on time, is neat and grammatically correct, and demonstrates superior effort and thoughtfulness in integrating class material into response.

Above average (18/20): Reflection submitted on time, is neat and grammatically correct, and thoughtfully integrates class material.

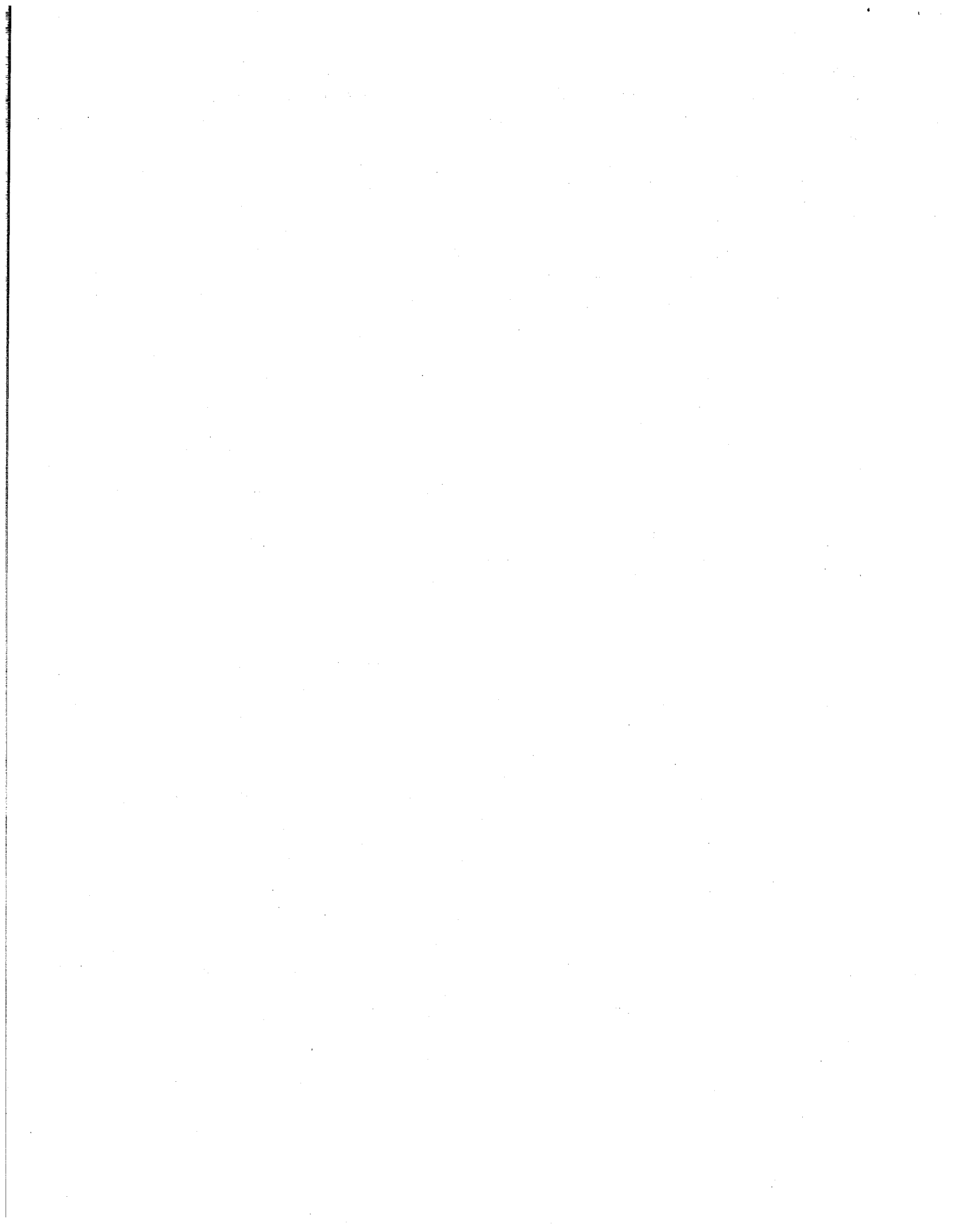
Satisfactory (15/20): Reflection submitted on time, is sufficiently neat, and attempts to integrate class material.

Below average (12/20): Reflection submitted, but little attempt to integrate class material.

Unsatisfactory (10 or below): Reflection is late and/or sloppy; only a sporadic attempt, if any, to link classroom material to response.

### **Individual write-ups**

<b>Exercise #</b>	<b>Event/Exercise</b>	<b>Instructions</b>
1	Recruitment image and organizational culture at Netflix and project connect company	<ul style="list-style-type: none"><li>• Reflect on the following:<ul style="list-style-type: none"><li>(a) Visit the corporate Web site for your project connect company and spend a few minutes acting as a job seeker evaluating the company as a potential place of employment. To what extent do you think they do an effective or ineffective job portraying their organizational culture and environment through their Web site? What evidence can you provide in this regard?</li><li>(b) Now, visit the careers section of the Netflix corporate site (<a href="http://www.netflix.com/Jobs">http://www.netflix.com/Jobs</a>). Compare and contrast Netflix's recruitment image with that of your project connect company (make sure you look at the Netflix slide show).</li><li>(c) Are there certain aspects of Netflix's culture that could or could not be "copied" in your project connect company?</li></ul></li></ul>
2	The Micromanager	<ul style="list-style-type: none"><li>• Reflect on the following:<ul style="list-style-type: none"><li>(a) Is George guilty of micromanagement? What evidence supports your position?</li><li>(b) How might other areas of HRM apply to this case? For example, EEO, selection, compensation?</li></ul></li></ul>



## **Team Case Write-up**

Each team will prepare a 2-3 page (double-spaced) write up on the case, "SAS Institute" (included in your course pack). In preparing this case:

- (a) Discuss how various areas of HRM apply to the case.
- (b) Evaluate the direct or indirect evidence SAS has that their benefits package generates a positive ROI.
- (c) What might SAS do differently and why?

Some guidelines:

**Exemplary (40/40)**: Outstanding mastery of case material. Provides several examples and links back to course material from outside the case. Is succinct yet compelling in presenting arguments and responses to case questions. Impeccable grammar and neatness.

**Above average (37/40)**: Presents compelling overview of case and supporting arguments in response to questions. Makes an effort to go beyond case by linking responses to course material. No or very minor grammatical errors.

**Satisfactory (33/50-35/40)**: Answers questions by relying mostly on material from case. Some grammatical, length, or neatness issues.

**Below average (25-30/40)**: Responses not well-thought out or are tangential to case material. No noticeable effort to link back to course material. Several grammatical errors.

**Unsatisfactory (below 25)**: Product that was obviously put together without thought or effort. Sloppy appearance and/or grammar.

## **Team/Class Contribution**

During the latter part of the course, you will be asked to rate the team contribution of each of your teammates. Evaluation forms will be made available electronically. I will also incorporate your class contribution into this assessment. Contribution means actively involving yourself in team and class activities, providing comments that demonstrate knowledge and integration of course material, and respectfully responding to and elaborating on comments made by others. I consider class discussion to be a vital part of the overall course experience, as one of my goals is to have us share our experiences and thoughts and learn from each other as well as from me.

## **Students with Disabilities**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you will need to provide a *Letter of Accommodation* from the Disability Resource Center (contact Room 2, Alumni Gym, 257-2754, [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities). If you already made this arrangement with the MBA office during the RIM, please let me know so we can arrange for the exam.



## Course Calendar

Date	Topic	Material Due/Reading
Sept. 13	<ul style="list-style-type: none"> <li>• Introduction to HRM topics and the course</li> <li>• HRM Strategy and Alignment</li> <li>• Legal Issues/EEO</li> </ul>	<ul style="list-style-type: none"> <li>• Course Pack #1-3</li> </ul>
Sept. 15	<ul style="list-style-type: none"> <li>• Legal Issues/Recruitment and Selection</li> </ul>	<ul style="list-style-type: none"> <li>• Course Pack #4-6</li> <li>• Each team email debate preferences to Prof. Dineen by Thursday (9/16) at 6:00 pm</li> </ul>
Sept. 17	<ul style="list-style-type: none"> <li>• Compensation/Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Course pack #7-9</li> <li>• Individual write-up #1</li> </ul>
Sept. 20	<ul style="list-style-type: none"> <li>• Case Analysis: SAS</li> </ul>	<ul style="list-style-type: none"> <li>• Course pack #10</li> <li>• Team case write up</li> </ul>
Sept. 22	<ul style="list-style-type: none"> <li>• Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Course pack #11-13</li> <li>• Individual write-up #2</li> <li>• Teams supply power point slides for debates electronically to Prof. Dineen by the evening of Sept. 23</li> </ul>
Sept. 24	<ul style="list-style-type: none"> <li>• Debates</li> </ul>	
Sept. 27	<ul style="list-style-type: none"> <li>• Exam</li> </ul>	
Sept. 28  <i>*Both cohorts meet at 10:00 in Lexmark Room of Main Building</i>	<ul style="list-style-type: none"> <li>• Guest Speaker – Lyle Hanna of Hanna Resources and the National SHRM Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Team evaluations returned electronically to Prof. Dineen by the end of the day</li> </ul>