

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of Management and Marketing
Course Syllabus – Spring 2008

Course Number: Management 479
Course Title: Human Resource Development
Prerequisites: Management 380
Professor: Dr. Charles J. Capps III, SPHR
Telephone: (936) 294-1895

Office: Smith-Hutson, Room #236Q
Hours: TTh (12:30-2:00)
and by Appointment
Email: capps@shsu.edu

Required Text: *Training and Development in Organizations*: Fourth Edition by Raymond A. Noe

Course Description: The strategic development of human resources has increasingly become a major factor in the survival of many corporations. Therefore, this course provides an overview of the training and development discipline, identifies current issues for practitioners and researchers, and highlights upcoming workplace changes and the projected impact these changes will have on human resource development.

Course Objectives - students are expected to:

1. Demonstrate a fundamental understanding of the purpose, development, and function of the management of human resources development;
 2. Develop skills to recognize and analyze a training and development situation and formulate strategies to solve organizational problems; and,
 3. Survey current literature and present findings of library research in both acceptable verbal & written form.
- * Students taking course for graduate credit do a more extensive/in-depth research project with presentation.

Course Evaluation Process:

The two (2) objective exams are weighted equally at 100 points each. You must take both exams. If you miss an exam, then you must take a comprehensive essay make-up exam that will count 100 points. If you miss both exams, you must take a comprehensive essay make-up exam and it will count 200 points. The paper and presentation will be weighted at 100 points (50 points for paper and 50 points for presentation). If you miss your scheduled presentation time, you are subject to receiving a zero on that part of the assignment. The provision for **extra credit** is a cover letter AND resume. It **will add one half (1/2) point** to your final overall average. Additionally, **perfect attendance** [Zero Absences] **will result in one (1) point being added** to your final overall average and any fraction of a point being rounded up in your favor!

GRADING SCALE:

89.5-100=A; 79.5-89.49=B; 69.5-79.49=C; 59.5-69.49=D; <59.5=F

THERE WILL BE NO EARLY EXAMS GIVEN FOR ANY REASON

University Policies:

Student Absences on Religious Holy Days Policy

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. Notification date for Spring 2008 semester is Tuesday, January 29, 2008.

Handicapped Student Policy:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Handicapped students may request academic assistance when needed from the Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of Counseling Center in Lee Drain Annex, or by calling X41720.

Attendance Policy:

CLASS ATTENDANCE IS MANDATORY AND INFLUENCES YOUR GRADE. You are responsible for keeping up with your absences and tardies. You are **NOT** penalized for three (3) or fewer absences when exams and paper presentations have not been missed. Three (3) tardies are treated as one absence. Your final class average will be lowered for each absence in excess of three (3) absences. EXAMPLES: If you have 4 absences, then your final overall average will be reduced by minus -5 points; 5 absences will result in your final average being reduced by minus -10 points; 6 absences, then minus -15 points; 7 absences, then minus -20 points; etc.! **YOU ARE TO BE IN CLASS ON TIME, AND STAY FOR THE ENTIRE CLASS ONCE YOU ARRIVE! IF YOU LEAVE BEFORE CLASS IS OVER, THEN ONE (1) POINT WILL BE DEDUCTED FROM YOUR FINAL AVERAGE EACH TIME.**

Class Policy:

You must be registered for the course to attend class; thus, **NO VISITORS** are allowed. Food, drinks, tobacco products, tape recorders, and **ACTIVATED** laptops, cell phones/pagers are **NOT** allowed in the classroom! **Should you use your cell phone or should it ring in class, then your final grade will be lowered by one (1) point each time.** Caps/hats and cell phones are **NOT** allowed on test days! **A hardcopy of your paper is due at the beginning of class on the day you are scheduled to present.** The last day for dropping course without a grade is Friday, March 7, 2008.

DATES	ASSIGNMENT
1/17	Introduction/Overview
1/22 & 1/24	Baseline and Chapter 1
1/29 & 1/31	Chapters 2 and 3
2/05 & 2/07	Chapters 4 and 5
2/12 & 2/14	TEST#1 (Chapters 1-5) and Select Topics for Research Paper
2/19 & 2/21	Chapters 6 and 7
2/26 & 2/28	Chapters 8 and 9
3/04 & 3/06	Chapter 10 and TEST #2 (Chapters 7-12)
3/11 & 3/13	SPRING BREAK
3/18 & 3/20	Graduate Presentations
3/25 & 3/27	Presentations
4/01 & 4/03	Presentations
4/08 & 4/10	Presentations
4/15 & 4/17	Presentations
4/22 & 4/24	Presentations
4/29 & 5/01	Presentations
5/06 & 5/08	Presentations and Makeup Presentations/Comprehensive Make-up Exams

NOTICE: ANYONE CAUGHT CHEATING OR PLAGARIZING (software used) WILL IMMEDIATELY FAIL THE COURSE AND BE RECOMMENDED FOR ACADEMIC EXPULSION FROM THE UNIVERSITY !