

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

Course Number: Management 479	Office: Smith-Hutson, Room #236Q
Course Title: Human Resource Development	Hours: MTWTh (2:00 – 3:00) and by Appointment
Prerequisites: Management 380	Email: <a href="mailto:mgt_cjc@shsu.edu">mgt_cjc@shsu.edu</a> <a href="mailto:capps@shsu.edu">capps@shsu.edu</a>
Professor: Dr. Charles J. Capps III, SPHR	
Telephone: (936) 294-1895	

Required Text: *Training and Development in Organizations*: Third or Fourth Edition by 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 will be 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.

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 the 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 its presentation will be weighted at 100 points (50 points for the paper and 50 points for the presentation). If you miss the scheduled presentation time, you are subject to receiving a zero on that part of the assignment. The provision for **Extra Credit** is an application letter AND resume. It **will add one half (1/2) point** to your final overall average. **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 Summer Session II is Wednesday, July 9, 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 two (2) or fewer absences when exams have not been missed. Two (2) tardies are treated as one absence. Your final class average will be lowered for each absence in excess of two (2) absences. EXAMPLES: If you have 3 absences, then your final overall average will be reduced by minus 5 points; 4 absences will result in your final average being reduced by minus 10 points; 5 absences, then minus 15 points; etc.! **YOU ARE TO BE IN CLASS ON TIME, AND STAY FOR THE ENTIRE CLASS ONCE YOU ARRIVE! IF YOU LEAVE AFTER ATTENDANCE IS TAKEN, YOU WILL HAVE ONE (1) POINT DEDUCTED FROM YOUR FINAL OVERALL AVERAGE FOR EACH INSTANCE!**

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 or other electronic devices are **NOT ALLOWED** in the classroom! **Should you use your iPod or 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! **Your paper is due in class on the day you are scheduled to present (No Exceptions).** The last day for dropping the course without a grade is Wednesday, August 6, 2008.

DATE	ASSIGNMENT
7/08	Introduction and Overview
7/09	Chapter 1
7/10	Chapter 2
7/11	Chapter 3 and Select Topics for Papers
7/14	Chapter 4
7/15	Chapter 5
7/16	<b>TEST #1 (Chapters 1-5)</b>
7/17	Chapter 6
7/18	Chapter 7
7/21	Chapter 8
7/22	Chapter 9
7/23	Chapter 10
7/24	<b>TEST #2 (Chapters 6-10)</b>
7/28	Capps – Experiential Exercise
7/29	Presentations – Bump Day
7/30	Presentations
7/31	Presentations
8/04	Presentations
8/05	Presentations
8/06	Presentations
8/07	Presentations and/or 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!