**Course Syllabus**

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| **CNU International Summer Session** |

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| **Course Title** | | | **HUMAN RESOURCE MANAGEMENT** | | | | | | | | | | | | | | | | | | |
| **Course Type** | | | In-class | | | | | | | | **Credits**  **(hours)** | | | 3 | | | | | | | |
| **Department** | | | Business Administration | | | | | | | | **Professor** | | | Dr. Bahareh Javadizadeh | | | | | | | |
| **Classification**  **(year in school)** | | | Undergraduate | | | | | | | | **Course Code** | | | BUS3011 | | | | | | | |
| **Class room** | | | TBA | | | | | | | | **E-mail** | | | javadi@sfsu.edu | | | | | | | |
| **Prerequisite(s)** | | | None | | | | | | | | | | | | | | | | | | |
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| **Course objectives** | | | * Understand fundamental HR principles, policies, and best practices, setting the stage for your journey to career development. * Uncover the strategic role of HR in shaping an organization’s success. Become a valued partner in business decision-making. * Develop essential interpersonal skills to thrive in diverse work environments. * Discover the art of attracting and retaining top talent. * Explore methods to foster continuous growth among employees, including training, performance appraisals, and career development, contributing to a skilled and motivated workforce. * Explore the various components of employee compensation, including benefits, incentives, and pay structures, to ensure fair and competitive remuneration. * Gain insights into the legal and ethical considerations that shape HR practices, ensuring compliance with regulations and fostering a fair and inclusive workplace. | | | | | | | | | | | | | | | | | | |
| **Course Summary** | | | This course examines critical issues related to the effective use and equitable treatment of employees within organizations. Students will explore how HR activities are influenced by various factors, including the economy, legal frameworks, unions, organizational strategies, and human behavior. Key HR functions such as recruitment, selection, training, development, compensation, performance assessment, and labor relations will be analyzed in terms of their impact on employee attraction, retention, performance, and satisfaction. In this course, students will gain practical experience in applying HR concepts. The course also emphasizes strategic HR management, job analysis, and the development of analytical and decision-making skills in HR contexts. | | | | | | | | | | | | | | | | | | |
| **Teaching Methods** | | | **Teaching Methods** | | | | | | | | | | | | | | | | | | |
| Lecture | Presentation/Discussion | | | | Problem Based Learning | | | | Project Based Learning | Flipped Learning | | | Experiment/ Practices | | | | Others  (Describe) | |
| ○ | ○ | | | |  | | | | ○ |  | | | ○ | | | |  | |
| * Lecture * Individual Presentations * Class Discussions * Experiential exercise * Class activities and games * Team projects and presentations | | | | | | | | | | | | | | | | | | |
| **Grading** | | | Mid-Term | Final | | Individual Tasks | | | Team Projects | | | Class participation | | | Attendance | | Others  (Describe) | | | | **Total** |
|  | **10** | | **60** | | | **15** | | | **10** | | | **5** | |  | | | | **100** |
| |  |  | | --- | --- | | Component | Points possible | | Participation and Attendance | 15 | | Reading Notes | 12 | | Quizzes | 12 | | Team Project: HR News and Cases | 15 | | Small Projects | 26 | | Industry Insider Interviews | 10 | | Final Exam | 10 | | Total | 100 |   ※ Pursuant Section 28 of the Guidelines on Class Management, grading methods can be adjusted for the physically impaired.  ※ Under Section 29 of the University Regulations on Academic Affairs, a student automatically fails a course in case of failure to attend more than 3/4 classes. (More than four(4) times absence) | | | | | | | | | | | | | | | | | | |
| **Accommodations for Handicapped** | | | - Visually impaired: provision of course related materials in audio, note taking helper, permission to record the lecture  - Audibly impaired: provision of course related materials in visual, note taking helper, permission to have e-learning lectures in sign language or shorthand  - Physically or mentally challenged: provision of course related materials, note taking helper, permission to record the lecture   * Any other requests that are considered necessary: provision of assisted   ingress and egress to the classrooms and other supports | | | | | | | | | | | | | | | | | | |
| **Textbooks & References** | | | | | | | | | | | | | | | | | | | | | |
| Category | Title | | | | Author | | | | | | | Publisher | | | | | | | Year of publication | | |
| Main textbook | **N/A** | | | |  | | | | | | |  | | | | | | |  | | |
| Others | All reading materials will be provided by the instructors. | | | |  | | | | | | |  | | | | | | |  | | |
| Reference |  | | | | | | | | | | | | | | | | | | | | |
| **Daily Course Schedule** | | | | | | | | | | | | | | | |
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| **Day**  **(3hurs)** | **Lecture Topic** | **Hours**  **per day** | **Method of Instruction** | **Class Materials & Assignments** |
| 1 | Intro to HR | 3 | * In-person lectures/discussions * Experiential exercises | NA |
| 2 | Diversity Management | 3 | * In-person lectures/discussions * Experiential exercises | Bring your handwritten reading note  Quiz 1 (In class) |
| 3 | Job Analysis | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 2 (In class) |
| 4 | Job Design | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 3 (In class) |
| 5 | Recruitment | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 4 (In class) |
| 6 | Selection | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 5 (In class) |
| 7 | Training & Development | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 6 (In class) |
| 8 | Performance Management | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 7 (In class) |
| 9 | Compensation | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 8 (In class) |
| 10 | Benefits | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 9 (In class) |
| 11 | Incentives |  | * In-person lectures/discussions * Experiential exercises | Bring your handwritten reading note |
| 12 | Fundamentals of Labor Laws | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 10 (In class)  Industry Insider Interview |
| 13 | Labor Unions | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 11 (In class) |
| 14 | International HRM | 3 | * In-person lectures/discussions   Experiential exercises | Bring your handwritten reading note  Quiz 12 (In class) |
| 15 | Employee Wellbeing | 3 | * In-person lectures/discussions   Experiential exercises | NA |

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| **References** |
| **Participation and Attendance (15 modules; 1 pts/session)**  To foster a dynamic and respectful learning environment, here’s how you can ensure full participation credit while enriching the class experience:   1. **Engage Actively**    * Prepare thoroughly by completing the assigned readings before class and bring your insights to discussions. Active engagement is critical for meaningful learning and earning your participation points.    * Cultivate a professional and inclusive atmosphere by treating your peers with respect. Your contributions should promote constructive dialogue and mutual understanding. 2. **Practice Professional Tech Etiquette**    * Stay focused during class—phones should be off and stored away. Use laptops, tablets, or iPads exclusively for note-taking or accessing course materials. Non-class-related activities, such as browsing or texting, will result in a deduction of participation points. 3. **Be Timely and Courteous**    * Arrive on time and manage disruptions carefully. If you need to leave the room, do so discreetly, and avoid entering during student presentations. Students arriving more than 15 minutes late will be marked absent, though they are still welcome to join the session.   **Note**: Our shared goal is to create a productive and engaging environment where your active participation enhances both your learning experience and that of your peers.  **Reading Notes (12 notes; 1 pts/each)**  For each session, you are required to write 1- page response paper in APA format. Each module contains a few readings from various sources, such as book chapters and HBR articles. Your response must include all reading materials in your analysis, using proper APA citations to discuss each reading.  Your paper will be evaluated based on the following criteria:   * Summary of Key Ideas (60%)   Outline the key points discussed in the readings. Use appropriate in-text citations for each article, chapter, or source. Ensure that all readings assigned for the module are included in your discussion.   * Reflective Questions (20%)   Pose 2–3 thoughtful questions that arose as you read the materials. These questions may address:  Concepts or ideas that were unclear or confusing. Topics that piqued your curiosity and warrant further exploration. Avoid broad or overly general questions, as well as questions explicitly answered in the readings. You do not need to create a question for each individual reading; a collective set of questions for the module is sufficient.   * Critical Analysis (20%)   Critically evaluate the readings, identifying areas where you may disagree or take issue with the ideas presented. Use proper citations to specify which article, chapter, or source you are referencing. You do not need to critique every reading; focus on those that stood out or sparked disagreement. For example, you might challenge the practicality of a specific HR practice or methodology discussed in one of the readings.  Your response papers are an opportunity to demonstrate your understanding, reflection, and critical thinking about the material. Ensure your writing is clear, concise, and adheres to APA formatting standards.  **Quizzes (12 quizzes; 1 pts/each)**  We will be conducting quizzes for all 13 modules throughout this semester, with each quiz administered at the beginning of every class session. It's important to highlight that quizzes will encompass various formats, including multiple choice questions, True/False, and short answers. The primary purpose of these quizzes is to ensure thorough comprehension of the assigned materials. It's crucial to note that there will be a quiz associated with each module, and make-up quizzes won't be available. Therefore, consistent attendance in class is essential to earn points for the quizzes and demonstrate a comprehensive understanding of the course content.  **Team Project: HR News and Cases (10 point)**  In this course, we'll take a refreshing approach to staying current with HR trends. As a team, you will be tasked with finding and presenting intriguing news articles related to your assigned module. This isn't just about sharing any old news; it's about digging deep, conducting research, and selecting cases that cultivate good conversations in the class. Grades will reflect the quality of your chosen articles, your research efforts, and, importantly, your ability to get everyone talking in the class. Each team will present once during the semester and each presentation should run between 10-15 minutes.  **Small Projects (26 points)**  there will be a few small projects designed to engage students in the critical application of the day’s readings. These projects will provide opportunities to practically explore and analyze key concepts, encouraging deeper understanding and integration of the material into real-world scenarios. Each project will align with the topics discussed and require thoughtful synthesis of the readings.  **Industry Insider Interviews: Real-World Insights (10 points)**  Boost your Career Portfolio by connecting with the experts in the industry. Interview two industry experts currently working in your desired job role. Learn from their experiences, challenges, and valuable tips in their everyday job. These insights will enrich your portfolio and provide a direct link to the industry you're aiming for. It's networking, learning, and career readiness rolled into one! You need to follow the instructions provided on canvas step by step.  **Grading Scale:**   |  |  | | --- | --- | | A = 100-93 (93 or above)% | C = 76-73% | | A- = 92-90% | C- = 72-70% | | B+ = 89-87% | D+ = 69-67% | | B = 86-83% | D = 66-63% | | B- = 82-80% | D- = 62-60% | | C+ = 79-77% | F = 59% & below | |