



## Nanchang University HRM 310 : Human Resource Management

**Credit:** 4

### ***Contact Hours***

This course is composed of 24 lecture sessions, 3 tutorial sessions and 9 office contact hours. Each lecture session takes 2 contact hours in length; each tutorial session takes 3 contact hours in length; There will be a Q-A review session(3 contact hours) and Final Exam (3 contact hours)at the end of this term. This course has 72 contact hours in total.

### ***Course Description***

This course introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. The approach will focus on current issues and applications. At the end of this course, students should be able to: understand that HRM is relevant to managers in every unit, project, or team. Managers are constantly faced with HRM issues, problems, and decision-making and know how each manager must be a human resource problem solver and diagnostician. Students are able to apply HRM approaches in "real" organizational settings and situations.

### ***Required Textbook***

Human Resource Management (16th, February, 2012), by John M Ivancevich, Robert Konopaske, Publisher: McGraw-Hill Education

### ***Grading***

- Participation 10%
- Quizzes 20%
- Midterm 30%
- Final Exam 40%

A+ 96-100	A 90-95	A- 85-89
B+ 82-84	B 78-81	B- 75-77
C+ 71-74	C 66-70	C- 62-65



D	60-61	F	< 60	
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### ***Course Schedule***

The course has 24 class sessions in total. All sessions are 2 contact hours in length. At the end of this term, there will be a Q-A review session(3 contact hours) and Final Exam (3 contact hours).

Note: the course outline and required readings are subject to change.

Class 1:

Introduction to Human Resource Management and the Environment

Class 2:

Human Resource Management

Class 3:

A Strategic Management Approach to Human Resource Management

Class 4:

Legal Environment of Human Resource Management Equal Employment Opportunity

Class 5:

Global Human Resource Management

Class 6:

Human Resource Planning

Class 7:

Job Analysis and Design; Quiz 1

Class 8:

Recruitment

Class 9:

Recruitment(Cont.)

Class 10:

Review chapter 1-7

Midterm Exam

Class 11:

Selecting Effective Employees

Class 12:



Selecting Effective Employees (Cont.); Quiz 2

Class 13:  
Performance Evaluation and Management

Class 14:  
Compensation: An Overview

Class 15:  
Compensation: Methods and Policies

Class 16:  
Employee Benefits and Services

Class 17:  
Training and Development

Class 18:  
Training and Development (Cont.)  
Quiz 3

Class 19:  
Career Planning and Development

Class 20:  
Career Planning and Development (Cont.)

Class 21:  
Labor Relations and Collective Bargaining  
Quiz 4

Class 22:  
Managing Employee Discipline

Class 23:  
Promoting Safety and Health

Class 24:  
Overall Review

***Attending Policy***

Regular and prompt attendance is required. Under ordinary circumstances, you may miss two times without penalty. Each absence over this number will lower your course grade by a third



of a letter and missing more than five classes may lead to a failing grade in the course. Arriving late and/or leaving before the end of the class period are equivalent to absences.

### ***Policy on “Late Withdrawals”***

In accordance with university policy, appeals for late withdrawal will be approved **ONLY** in case of medical emergency and similar crises.

### ***Academic Honesty***

Nanchang University expects all students to do their own work. Instructors will fail assignments that show evidence of plagiarism or other forms of cheating, and will also report the student's name to the University administration. A student reported to the University for cheating is placed on disciplinary probation; a student reported twice is suspended or expelled.

### ***General Expectations:***

Students are expected to:

- Attend all classes and be responsible for all materials covered in class and otherwise assigned;
- Complete the day's required reading and assignments before class;
- Review the previous day's notes before class and make notes about questions you have about the previous class or the day's reading;
- Participate in class discussions and complete required written work on time;
- Refrain from texting, phoning or engaging in computer activities unrelated to class during the class period;
- While class participation is welcome, even required, you are expected to refrain from private conversations during the class period.

### ***Special Needs or Assistance***

Please contact the Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material. Our goal is to help you learn, not to penalize you for issues which mask your learning.