



UNIVERSITY OF
ARKANSAS
SAM M. WALTON
COLLEGE OF BUSINESS

COURSE SYLLABUS

Course: **MGMT 4943 Organizational Staffing**
Prerequisite: WCOB 1033

Catalog Description of the Course:

In-depth study of theoretical, legal, methodological, and substantive issues related to selection, performance appraisal, and development of employees. Students participate in individual and group projects designed to provide theoretical and practical skills related to staffing.

Value of the Course:

This course is valuable to any student wishing to pursue a career in human resource management or a related field, as well as, to those students who will be pursuing managerial careers.

Course Objectives:

To provide students with a working knowledge of the contemporary issues and techniques related to the areas of attracting, selecting, and retaining employees; to introduce students to the applied philosophies, concepts, practices, techniques, and policies relating to organizational staffing; and to provide the student with an opportunity to conduct applied research in the area of organizational staffing.

Text and Other Readings:

Phillips, J.M. & Gully, S.M. (2012). **Strategic Staffing** (2nd edition). Pearson Education, Inc. (Prentice Hall).

Supplemental readings will be made available throughout the semester. These will be placed on the course Blackboard site (either as a pdf, or a link to a pdf file).

Class Procedures:

The class will be made up of lecture, class discussion, and group projects. The lecture portion will make up 50% of the class, class and group discussion will make up approximately 30% of the class, and group project work will make up approximately 20% of the class.

Special Requirements:

Groups will be required to lead class discussions throughout the semester, in addition to making a formal class presentation at the end of the semester.

Office Hours:

2:00PM - 5:00PM Thursday, and by appointment

Important Dates:

September 27 Test 1
November 6 Test 2
December 11 Test 3 (Final Exam Period)
December 6 Last Day to Turn in Extra Credit

Attendance and Participation Policy:

Class participation and attendance will make up a percentage of your course grade. First, it is imperative that you attend class. It is impossible to participate if you are not present. Attendance will be taken at random throughout the session. A second portion of the grade will come from active participation in class discussion. In order to participate, each student should come to class having read all of the assigned material and be prepared to discuss.

Examinations:

The course is divided into three sections of material. Each of the three exams will cover only the material from the section of the class prior to the exam. All of the exams will be comprised of both multiple choice and short answer questions.

Make-up exams will only be given if the exam was missed due to extreme circumstances such as one of the reasons listed below. You must get approval prior to the exam date when possible. Failure to comply with this arrangement will result in an exam grade of zero (0). If you feel you have a valid excuse for missing an exam, other than the authorized reasons, you must clear it with me prior to the missed exam.

1. Participation in an authorized University activity.
2. Confinement by Doctor's orders due to illness.
3. Death in your immediate family.
4. Participation in legal proceedings requiring your presence.
5. Religious or holy day.

Group Project:

Groups will be selected during the first two weeks of the class. Each group will be required to complete a few small projects throughout the session. Information on each project will be given in class after students are assigned to groups.

Grades:

Grades for the class will be determined according to the following weights:

Three Tests	75%
Group Projects	20%
Class Participation	5%
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	100%

Academic Dishonesty:

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at: <http://provost.uark.edu/245.php>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

Extra Credit:

Students can earn up to 2 percentage points of extra credit toward their final grade by bringing in a major article from a high quality HR publication (e.g., HRMagazine) or from an Internet source (e.g., SHRM Home Page, <http://www.shrm.org/>), with an accompanying one-page analysis of the importance and implications to the human resource management professional. Students will earn 1 point per article and accompanying analysis. In order to earn the extra credit it is important to discuss the implications of the content of the article and not simply present a summary of the article.

Inclement Weather Policy:

The University of Arkansas has occasionally been forced to close due to bad weather. When the University is closed, we will not have class. To find out if the University is closed, please listen to local television and radio stations. The University usually announces these closings sometime after 6am. There are occasions when the University is not closed; however, I cannot make it safely to campus. On those occasions, I will post an announcement on the course Blackboard website. If you have any questions you may also call the Department of Management secretary at 575-4007.

Disclaimer:

The following is a tentative schedule. While I will strive to follow it as closely as possible, it may be necessary to deviate from it during the semester.

Tentative Schedule:

Aug 21	T	Introduction to Staffing	
Aug 23	TH	Strategic Staffing	Ch. 1
Aug 28	T	Business and Staffing Strategies	Ch. 2
Aug 30	TH	Continued	
Sep 4	T	The Legal Environment	Ch. 3
Sep 6	TH	Continued	
Sep 11	T	Job Analysis and Competency Modeling	Ch. 4
Sep 13	TH	Continued	
Sep 18	T	Continued	

Sep 20	TH	Forecasting and Planning	Ch. 5
Sep 25	T	Continued	
Sep 27	TH	TEST 1	
Oct 2	T	Sourcing and Recruiting	Chs. 6 & 7
Oct 4	TH	Continued	
Oct 9	T	Measurement in Staffing	Ch. 8
Oct 11	TH	Continued	
Oct 16	T	Fall Break	
Oct 18	TH	Continued	
Oct 23	T	External Selection Overview	Ch. 9
Oct 25	TH	Continued	Reading
Oct 30	T	Selection Interviewing	Reading
Nov 1	TH	Continued	
Nov 6	T	TEST 2	
Nov 8	TH	Internal Selection Overview	Ch. 10
Nov 13	T	Continued	
Nov 15	TH	Decision Making	Ch. 11
Nov 20	T	Continued	
Nov 22	TH	Thanksgiving	
Nov 27	T	Selection System Utility	
Nov 29	TH	Continued	
Dec 4	T	Managing Work Flow	Ch. 13
Dec 6	TH	<u>Continued</u>	
Dec 11	T	<u>FINAL EXAM</u>	