

MGMT 4300 - 001 EMPLOYMENT PRACTICES (PINK CLASS)

Business Administration Room 166 Tuesdays from 2 - 5:00pm

Donna E. Ledgerwood, Associate Professor

Student Conference Hours: BA 317F Tuesdays & Thursdays 11-12:30 and Th. 12:30-6:30pm; & by appt. E-Mail Addresses: UNT = ledgerwo@cobaf.unt.edu - Home: dledgerwood@aironets.com Telephone: Direct to UNT: 940/565-3157 OR Metro 817/267-3731/32 Ext. 3157 Dept'l Fax: 940/565-4394; Home Tel: (Please emergencies only) Metro 972/294-8227 - Cell: 214/704-4484

Required Text:

- 1. Gatewood, Robert D. and Feild, Robert S., Human Resource Selection. Orlando, FL Harcourt College Publishers, 2002
Additional materials will be provided in class.**

Week #	Tentatively Scheduled Activity/Topic	Reading/Assignment Due
<u>Week 1</u> Jan 13	Introduction to course & overview of HR as a professional/career - Discuss Vocabulary and why verbal ability is critically important to your life/career	Go over syllabus and grading criteria - Think about your life goals/career - read from the internet the Texas Human Rights Act and Title 7 CRA 1964. Discuss both & how they affect selection decisions.
<u>Week 2</u> Jan 20	Discuss Selection Notes and Chs. 1 & 2	Read Gatewood Chapters 1 -3
<u>Week 3</u> Jan 27	Discuss Gatewood Chapters 1 - 3 EEO & Affirmative Action Plans	Read Texas Human Rights Act & Title 7 again Read Gatewood Chapters 4-6 & Uniform Guidelines (Gatewood pp. 51-54) Read Ledvinka Ch.- Affirmative Action Plans
<u>Week 4</u> Feb 3	Discuss Uniform Guidelines and Chapters 4 & 5- Validation and testing Chapter 17 Performance criteria	Give out Review for Exam 1 over TXHRts Act, CRA '64, Uniform guidelines & Gatewood 1 -6 and 17
<u>Week 5</u> Feb 10	Discuss Chapter 6 and prepare for *TH: Exam 1 over Chapters 1-7 & 17**	Exam 1 over chapters 1- 6 & 17; Affirmative Action Plans, Validation & Testing
<u>Week 6</u> Feb 17	Return Exam 1 - Do rewrites Discuss Job Analyses - Watch film	Read Chapters 7 - 9 - Job Analysis
<u>Week 7</u> Feb 24	Discuss Gatewood Chapters 7 - 9	Read Gatewood Chapters - 10 & INS booklet
<u>Week 8</u> March 2	Discuss INS booklet and Gatewood Chapter 10	Read Gatewood Chapter 11 - Application Blanks & Chapter 12 - Interviews
<u>Week 9</u> March 9	Return Exam 1 - Go over item analysis and do rewrites. Discuss Chapter 10 - Predictors of Job Performance	Read Gatewood Chapters 10 & 11 (pp. 407-513)

Week 10 Mar. 16	Discuss Gatewood Chapters 11 & 12- Weighted Application blanks and Selection Interviews -	Read Gatewood Chapters 12 & 13 (pp. 407-513)
Week 11 March 23	Discuss Gatewood Chapters 13 & 14 Ability Tests and Personality tests	Read Gatewood and Field Chapters 8- 14 Prepare for Exam 2
Week 12 Mar 30	***Exam 2 -Gatewood Chapters 8 - 14 on Tuesday, March 30*** Do rewrites on Thursday, April 1	Read Gatewood Chapters 15 & 16
Week 13 April 6	Return Exam 2 and revised grades after rewrites. Discuss Gatewood Chapter 15 Discuss Gatewood Chapter 16. ***Attend Employers' Update Wed., April 14 at UNT from 8am - 7pm***	Read Gatewood Chs. 15 & 16 Attend Employers' Update for Bonus Point Read handout on CRA 1991 ***(Nonmandatory) Term Papers Due****
Week 14 April 13	***Attend Employers' Update Wed., April 14 at UNT from 8am - 7pm*** Discuss CRA 1991 - Discuss ADA & Workers' Compensation	Read SHRM's materials
Week 15 April 20	Discuss SHRM's materials on Recruitment and Selection	Prepare for Exam 3
Week 16 April 27	Exam 3 Do rewrites from Exam 3	Dead week
Week 17 May 06	Final Exam period from 10:30 - 12:30	Return final grades

COURSE DESCRIPTION

This course is about making decisions about people. Management successes are accomplished by

people, with people and for people. Thus, your task during this brief summer session is to become familiar with the POTENTIAL as well as real (potentially litigious) problems to overcome when managing people in the workplace. We will study and evaluate both theory and evidence of reality as well as explore the pragmatic implications of the behavioral sciences for managers. Via projects brought to class by employers, you will be given the opportunity to develop and demonstrate your managerial skills related to the diagnosis and implementation of job-related activities for pervasive management problems that emerge when people interact in the workplace.

GRADING CRITERIA

Members of this class will have the opportunity to attempt four grades during the semester. There will be three noncomprehensive exams and one (nonmandatory) individual paper or group project. We will count the highest THREE of your five grades. If you write a paper or do a project, permission must be given for your topic, and your paper must be (a) submitted on time and (b) in compliance with the format expected as stated in the critique sheet. A sample form which gives the grading criteria for your paper/project is attached to this syllabus.

Your tests will be returned to you the next class period following the scheduled exam and you will have 30 minutes of the next class period to discuss any points you think you deserve (from your rationale and knowledge of the test material). Please do not miss the exams or the write-up sessions because it is your final chance to increase your grade on that test. Also, it is important to know not only your score on an exam, but why you missed a question. Please keep up with class material and readings, since many of your exam questions will come from lecture and class notes.

This course requires intense dedication and abundant study time. The material contained in this course is the foundation of all HR practices!

Grading Policy for 3 grades:

A = 270 points (90 x 3 grades)

B = 240 points (80 x 3 grades)

C = 210 points (70 x 3 grades)

D = 180 points (60 x 3 grades)

Please note: You will be expected to initial what you believe to be your final grade. If you do not have the proper bonus points or exam and project grades recorded on the Summary of Grade Sheet, you will be unable to qualify for a change of grade following the date of your final exam. Please do NOT miss your rewrite sessions.

Paper Topics:

1. Trace the evolution of same sex sexual harassment litigation suits..
2. Trace the evolution of race and sex discrimination harassment litigation suits filed by females.
3. Explain the relationship between the employer's duty to provide a safe and healthful work place (OSHA's General Duty Clause) and EEO legal requirements.
4. Explain the merging of EEO and health and safety issues.
5. Review the literature exploring diversity and workers' compensation issues.
6. Review the EEOC Rulings for Region VI along with rulings from the Texas Human Rights Commission.
7. Explain the "state of the art" of AAPs. Have AAPs been successful or have they been divisive in nature?
8. Compare and contrast AAPs, EEO and diversity.
9. Contrast locus of control, attribution theory and self-esteem.
10. Explain the relationship between ADA and Workers' Compensation(and FMLA).

Please note: The College of Business Administration at UNT complies with the American's with Disabilities Act in making reasonable accommodation for qualified students with a disability. If you (1) have an established disability (registered with the Office of Disability Accommodation on campus) or if you (2) perceive yourself to be disabled as defined in the ADA, please communicate your disability to me in writing or using other means so that reasonable accommodation can be made.

This syllabus is made with the understanding that you are the class customer. This class is flexible and will allow changes as long as these changes are reasonable and are applied equitably to each student. This class is only as good as we make it. Please let me know if you need help as we go along. Do not wait until finals week before coping with a problem. You have only to ask and all assistance possible will be given to you. If you know of speakers or information you wish to introduce to class members, please see me. We will try to meet the interests of the class members as much as possible.

Also, please know that it is your knowledge and the building of your competence (and your ability to secure a job) that is of major importance in this class. Let me know if you need help. If you do call me at home, please do so only in emergencies and then only after 10:00am and before 9:00pm. Remember: YOU are my customer. Your success is my success. Let's have a great Spring semester!

CRITIQUE CRITERIA - SPRING, 2004
USED TO EVALUATE TERM PAPERS & PROJECTS FOR MGMT 4300-001 (PINK CLASS)

Student's Name(s):

Title of this Paper:

Was the paper/presentation turned in on time? Yes _____ No _____

Was the paper submitted in a PINK cover?

Is a Diskette included which contains the paper? Yes _____ No _____

Language of paper on diskette: WPWindows _____ (please note version) Word _____ Other _____

Are the articles used in this paper on disc or attached to the paper? Yes _____ No _____

Is a one page synopsis attached for dissemination to class members? Yes _____ No _____

Title Page: (Is the title page on the color of this class? (i.e. Pink) ? Yes _____ No _____

Does the title page contain the class name, number, section number & all relevant information? Yes _____ No _____

Table of Contents/Outline: (Are page numbers included which are accurate and consistent with the information contained in the body of the paper?) Yes _____ No _____

Does the paper include the Lexis legal search information? Yes _____ No _____

Abstract/Summary of Ideas: (Is this information succinct and consistent with the topic of the paper?) Yes _____ No _____

Literature Search/Background (Are there at least 10 refereed journal articles per author or per grade to be counted - i.e. if one person wants to count one paper for one grade in each of three of Professor Ledgerwood's classes, there must be at least 30 citations which are current - within the last two years - 2001/03): Yes _____ No _____

Total number of sources contained in this paper: _____ Total number of sources/references in the last 2 years: _____

Constraints/Limitations/Limits of the Study:

Definitions of semantics/major theories/"buzz words": _____

Organization of the paper:

Readability: _____

Consistency of verb tenses: _____

Subject/verb agreement: _____

Consistency of plural/singular: _____

Sentence structure: _____

Consistent use of pronouns: _____

Did the contents of the paper respond adequately to the title of the paper? Yes _____ No _____

Professor's Comments & Resulting Grade on term paper/project: _____

**SUMMARY OF GRADES
MGMT 4300 - 001 EMPLOYMENT PRACTICES- (PINK CLASS)
SPRING, 2004**

Name of Student:

First Name, **Last Name**

Telephone #s: H: / **W:** /

Best Time to Call: H: _____ **W:** _____

Beeper or Digital Message: _____ / _____

Fax #: _____ / _____ **Internet:** _____

Grades: **Original Score** **Revised Score**

Exam #1

Exam #2

Exam #3

Term Paper/Presentation Title: /

Bonus Points: 5() 10() 15 () 20 ()

Source of Bonus Points (Please Explain):

Expected Grade From This Class: _____

A caveat: You will be expected to initial what you believe to be your final grade. If you do not have the proper bonus points or exam and project grades recorded on the Summary of Grade Sheet, you will be unable to qualify for a change of grade following the date of your final exam. Please do NOT miss your rewrite sessions.

Are You Looking for a job? If so, please specify what kind, when and where: