

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems
Course Prefix/Number: HRM 507
Course Title: HR Consulting and Job Analysis
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Theories, strategies, operational issues and research related to conducting job analyses. Job description and specification development are examined. Emphasis is placed on using appropriate techniques to acquire, measure, assess and use information gathered in the work place. Course also explores and develops consulting skills as used in the HR field. Field projects are used extensively.
- II. Prerequisites: HRM 501 or with the approval of the instructor.
- III. Expanded Course Description:
This course explores the theories, strategies, operational issues and research related to conducting job analysis and design. The focus is on the practical application of the various techniques involved in analyzing jobs and developing job descriptions and specifications. Emphasis will be placed on understanding the complete organizational system and its impact on people and work. Special consideration will be give to the changing nature of business and the resulting impact on jobs. Relevant laws and regulations relating to the workplace will be discussed and applied.

This course will explore the HR consultant's role in the workplace. The various steps in the consulting process will be discussed and applied. This will include the challenges of consulting, ethics and values, competencies of consultants, the consulting process model, data gathering techniques, and conflict and negotiation skills. Cases studies, projects and/or exercises will be a central teaching technique.
- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).
 - Evaluate job analysis needs based on organizational purpose and need.
 - Plan, design and implement a job analysis actions
 - Apply different job analysis methods.
 - Prepare and use various information gathering techniques.

- Communicate job descriptions and specifications effectively.
- Understand and apply the relevant laws and regulations.
- Identify the role of HR professionals as internal consultants.
- Demonstrate how to plan and prepare for the consultative relationship
- Construct alternative methods to build partnerships with management
- Integrate technical HR knowledge into the consultative process especially toward job analysis and design.
- Practice consulting skills using HR projects, case studies, exercises and/or examples

V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____
Date