

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised: 5/12/09
Master Course Syllabus Outline
Department: Management, Marketing and Administrative Systems
Course Prefix/Number: HRM 514
Course Title: Workforce Planning and Employment
Master Syllabus Approved by Department on: 12/1/08

I. Catalog Description: Focuses on the legal, ethical and organizational considerations related to recruitment, assessment, selection, placement and appraisal of employees and managers within various types of organizations. Case law serves as a basis for discussing the role of the EEOC, INS, DOL and other enforcement agencies in this critical human resource function. Career development and record-keeping will also be addressed.

II. Prerequisites: HRM 501 or the approval of the instructor.

III. Expanded Course Description: The content of this course focuses on the recruitment, selection and ultimate placement of employees in today's workplace environment. Legal aspects and environmental issues are covered which play a role in planning for people.

IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).

Competency 1: Strategic Staffing

Knowledge of strategic staffing concepts (strategy development, macro/micro-economics, employment law, ethics, scorecard metrics, global issues, job analysis and design, mergers and acquisitions, etc.) related to designing and implementing effective and efficient human resource management programs.

Knowledge of mergers and acquisitions and the potential impact on the design and implementation of effective and efficient human resource management programs.

Skill in conducting graduate-level secondary research.

Skill in orally communicating HRM information.

Competency 2: Recruitment

Knowledge of recruitment concepts (strategy, laws, methods, etc.) related to designing and implementing effective recruitment practices.

Skill in analyzing classified advertisements.

Skill in using on-line recruitment systems.

Competency 3: Selection

Knowledge of selection concepts (laws, ethics, models, contracts, validation strategies, testing, job offers, decision theory, utility, cut scores, etc.) related to designing and implementing effective selection practices.

Skill in using empirical methods to evaluate selection tests.

Skill in using empirical methods to conduct adverse impact analysis.

Skill in selecting appropriate selection assessment methods for a given job.

Skill in developing appropriate selection interview questions for a given job.

Competency 4: Staffing System Management

Knowledge of staffing management issues (laws, recordkeeping, staffing metrics, HRIS technology, outsourcing, diversity management, retention, etc.) related to organizing, leading and controlling effective workforce planning and employment practices throughout the organization.

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