

MNO2302 Human Resource Management

Session : Semester 1, AY2014/2015

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Module Description

This module introduces students to the concepts and theories underpinning the practice of human resource management (HRM) in a dynamic changing environment. Students will acquire fundamental knowledge of critical functions which include human resources planning, recruitment, selection, performance management, compensation, training and development, employee relations, and appreciate the critical role played by HRM in contributing to the performance and success of every organization. The context for the management of human resources including globalization and the legal framework will be examined. Issues confronting HRM practitioners as they deal with the complexities in an invariably challenging environment will also be explored. Through reflective thinking, students will develop an understanding of the intricacies in managing human resources. At the end of the module, students will be able to critically evaluate the HRM policies and practices adopted.

Module Reading

Reference textbook : Snell & Bohlander, 2013. Managing Human Resources (Cengage Technology Edition).
Cengage Learning.

Beyond the assigned chapters in the Reference textbook, students are also encouraged to read widely to heighten their awareness of the latest developments in HRM.

Topics covered include:

- Context of human resource management
- Dynamics of employee-management relations
- Strategic human resource management and planning
- Recruitment
- Selection
- Performance Management
- Compensation
- Pay-for-Performance
- Training and Development
- International HRM

Teaching Methodology

This module will be taught via the sectional teaching format. The 3-hour block, which incorporates both lecture and tutorial activities, will provide students with opportunities to reflect on the concepts discussed and their application in the real world. As learning is always a work in progress, students are expected to come to class with an open mind, adopt an active learning mindset and to engage fully in the class proceedings. To maximize learning, it is important that students attend every session. Absence from class will affect the learning process and subsequent test preparation.

Assessments:

CA1 Learning Contribution	20%
CA2 Individual Assignment	20%
CA3 Group Presentation	20%
CA4 In-class test	40%

CA1 Learning Contribution 20%

Making insightful comments, asking thoughtful questions that will bring class members to a higher level of thinking and learning, building on others' ideas or sharing of one's perspectives/experiences are among the behaviors that will be highly-valued.

To facilitate learning contribution, students are encouraged to:

- Immerse themselves in class activities
- Be active participants in discussions but not domineering
- Show respect and consideration for fellow classmates and instructor at all times
- Act with civility in class

Speaking just for the sake of being heard, engaging in side-talk, habitual late-coming, frequent absence from class or behaving in a way that disrupts teaching and learning will result in lower credits granted for learning contribution.

CA2 Individual Assignment 20%

For the individual assignment, each student will choose an article relevant to HRM from the media (for example Straits Times, Business Times, Channel NewsAsia, etc). The date of publication of the article must not be earlier than 1st July 2014.

The task of the student is to critically analyze, evaluate and reflect on the content of the article in relation to what has been learnt in the module and the library research carried out pertaining to the topic of the article. He/she may choose to examine the relevant concepts and theories, or the issues/challenges faced by organizations with reference to the article. New insights, critical opinions or proposed solutions offered with supporting arguments will be highly valued. Students should not regurgitate the content of the

article or any reference source. Any attempt to summarize the article should be avoided as credit will not be given for doing so.

The individual assignment, not exceeding 1500 words excluding references, is to be submitted in hard copy (double-sided printed) latest by session 10, together with a copy of the full article attached to it. Any assignment that exceeds the word limit will not be graded. Submissions later than the deadline may not be granted credits.

For consistency among all, please type in Times New Roman font size 12, provide double line spacing and indicate the word count at the end of the assignment. The assignment should be proof-read and edited before submission.

A cover page, with all the details filled in, is to be attached to the assignment so that the marks will be entered correctly. A template for the cover page will be provided to students nearer the submission deadline.

CA3 Group Presentation 20%

Students will be assigned to work in groups on the given discussion question/s for presentation to the class. Starting from session 6, there will be one group presentation every week. The duration of each presentation should not exceed 30 minutes, excluding the Q&A that follows the presentation.

The presenting group must submit their **FINAL** version PowerPoint slides to the IVLE workbin latest by 5.00 pm on Friday of the previous week. On the first slide, please indicate clearly the full names of all the group members, matriculation numbers, date of presentation and the discussion question/s.

Should the file size exceed 100MB, please ensure that the multi-media attachments (if any) be hyperlinked in the slides.

The group presentation will be assessed based on the following criteria:

- Relevance and quality of information presented, appropriate examples shared
- Depth of critical analysis and discussion
- New insights that add value to class learning
- Clarity in delivery, eloquent in presenting arguments
- Teamwork, good coordination among members

All group members must be present for the presentation.

CA4 In-class test 40%

A closed-book test will be administered on the last session in class. Students who are absent will be given zero mark. Further details will be provided in class.