

Approved 8/30/05

LSC Use Only No:	LSC Action-Date:	UWUCC USE Only No.	UWUCC Action-Date:	Senate Action Date:
		04-64d	05-4d	Info. 3-29-05 on Number change App- 4/22/05 on revision

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person Dr. John Orife	Email Address jorife@iup.edu
Proposing Department/Unit Management	Phone

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply) ☐ New Course ☐ Course Prefix Change ☐ Course Deletion ☒ Course Revision ☒ Course Number and/or Title Change ☐ Catalog Description Change		
Organizational Staffing—MGMT 305 <i>MGMT 405 Organizational Staffing</i>		
<u>Current Course prefix, number and full title</u> <u>Proposed course prefix, number and full title, if changing</u>		
2. Additional Course Designations: check if appropriate ☐ This course is also proposed as a Liberal Studies Course. ☐ Other: (e.g., Women's Studies, Pan-African) ☐ This course is also proposed as an Honors College Course.		
3. Program Proposals ☐ New Degree Program ☐ Program Title Change ☐ Program Revision ☐ New Minor Program ☐ New Track ☐ Other		
<u>Current program name</u> <u>Proposed program name, if changing</u>		
4. Approvals		
Department Curriculum Committee Chair(s)	<i>Joette Wisniewski</i>	Date <i>2-28-05</i>
Department Chair(s)	<i>PNA</i>	<i>2-28-05</i>
College Curriculum Committee Chair	<i>[Signature]</i>	<i>2 MAR 05</i>
College Dean	<i>Paul Long</i>	<i>3-2-05</i>
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	<i>Gail Sedquist</i>	<i>3-15-05</i> <i>8-30-05</i>

* where applicable

MAR - 3 2005

Indiana University of Pennsylvania
Department of Management
MGMT 405/505 Organizational Staffing

MGMT 405 Organizational Staffing

3c-0l-3cr

Prerequisite: MGMT 300 and MATH 214

MGMT 505 Organizational Staffing

3c-0l-3cr

Prerequisite: MGMT 300 or equivalent

Course Description

This course focuses on the "staffing" or "employment" subsystem of the human resource management function and deals with the theoretical, technical, administrative and legal issues involved in the recruitment, selection, placement, transfer and promotion of individuals by organizations. Topics covered include human resource planning, job analysis, job descriptions and job specifications, recruitment and selection processes, equal employment opportunity and affirmative action, reliability and validity of selection instruments and techniques, and contemporary issues in selection.

Course Objectives

At the end of the course the student should be able to:

1. Identify the various stages of the selection process
2. Analyze a job and write the job description and job specification based on the job analysis
3. Assess the reliability and validity of selection instruments (predictors)
4. Assess the utility of a selection instrument or program
5. Conduct a validation study and evaluate the adequacy of a validation study
6. Assess the legal implications of a selection device or program
7. Argue from a technical viewpoint on contemporary controversial issues in selection

Course Contents

The course contents derive naturally from the course objectives. The detailed course contents are as stated in the tentative course schedule/assignments. There will be some flexibility in the course content in order to tailor the course more to students' background/interest.

Learning - Teaching Methods

A variety of teaching/learning methods will be used to deliver the course content. These methods include lectures, reading of text and other assigned materials, class discussion, projects, case studies, exercises, problem analysis and audio-visuals.

Required Textbook

Heneman III, H.A and Judge, T. A. Staffing Organizations. Middleton, WI: Mendota House, Inc., 2003.

Evaluation

Class Participation - The course has been designed to be participative, therefore, regular attendance is expected and active participation in class and group activities are encouraged to derive maximum benefit from the course. The participation grade is based on the instructor's assessment of the expectation that students will ask/answer subject matter or text-relevant questions, provide examples and generally contribute to each other's learning. Class discussions are expected to be orderly, cooperative, and constructive. A high course participation grade requires constructive contribution to class discussions. Simply attending class will not earn participation credit. Class participation counts 10% of the course

Tests - There will be two midterm examinations (20% each of course grade) and a comprehensive final examination (25% of course grade). The tests will be in any combination of true/false, multiple choice and essay format and will be based on text material and class discussion/notes. Make-up examinations will be in the essay format and are at the discretion of the instructor.

Project - There will be a job analysis, job description and job specification project. The project reports are to be typed, double space and written in good English expected of college students and professionals. There will be a penalty for inadequate use of English (poor spelling, grammar, punctuation and clarity of expression). The details of the projects will be discussed in class. The project counts 15% of the course grade.

Graduate Students will continue the project into the development a predictor instrument for assessing candidates for the job in addition to the job description and specification.

Problem Analysis – There will be some written problem analysis reports. These reports are geared towards the application of statistical knowledge to the analysis and solution of employee selection problems. These reports count 10% of the course grade.

Graduate students will review the research on selected predictors and assessment instruments in selection and evaluation of personnel.

5. Grading - The grading scale for the tests for is:

89% - 100%	A
79% - 88%	B
69% - 78%	C
59% - 68%	D
58% or less	F

The problem analysis and project will be graded on the basis of technical quality, demonstration of knowledge of relevant subject matter, originality (where applicable), clarity of presentation and use of English. (Correct spelling, grammar, and punctuation are required.)

Graduate students who do not get a C or higher will be assigned an F grade as there is no D grade for graduate students

Attendance Policy

Students are expected to attend class, but students may sometimes be unable to attend class because of illness (doctor's excuse required) or a personal emergency. Unexcused absences allowed will be a maximum of three (3) hours. Attendance is a necessary condition for participation, but it is not the same as participation. Failure to attend classes (unexcused absences) will have an unfavorable effect on the class participation grade.

Course Outline

<u>Week</u>	<u>Topics</u>
I	Course Orientation The Staffing Function as Part of HRM
II	Staffing Models/Systems
III	The Labor Market and External Environmental Factors in Staffing
IV	The Legal Framework in Staffing
V	Organizational Strategy and Human Resource Planning TEST I
VI	Job Analysis
VII	Measurements and Statistical Analysis in Selection Draft Project Outline Report Due
VIII	The Recruitment Process: Internal and External
IX	The Selection Process: External/Internal Test II
X/XI/XII	Specific Predictors in the Selection Process Draft Project Report Due
XIII	The Decision-Making Process in Staffing Job Analysis Project Report Due
XIV	Managing the Staffing System FINAL EXAMINATION

MGMT 405/505

Undergraduates

Job Analysis/Description/Specification Project Guidelines

- I. Identify a job for the purpose of analysis and have it approved by the instructor.**
- II. Choose a method/methods of job analysis e.g., observation, questionnaire, etc.**
- III. Analyze the job using the selected method(s). You should provide evidence of materials used to analyze the job and collect job analysis data e.g., interview guide for a job analyzed by the interview method.**
- IV. Prepare a job description based on the job analysis data in III above.**
- V. Prepare a job specification on the basis of III and IV above.**
- VI. Submit a report which identifies the job; how you analyzed the job (with supporting evidence); a job description and a job specification for the job analyzed by due date.**
- VII. You should prepare and submit drafts of materials in II, III, IV, and V for feedback and revision prior to submission for grading purposes.**

Graduate Students

Items I – V: Same as above for the undergraduates.

- VI Prepare an assessment instrument to measure the items identified in the job specification.**

VII Submit a report that reflects items VI of both the undergraduate and graduate sections of these guidelines.

VIII You should prepare and submit drafts of materials in II, III, IV, V, VI and VII for feedback and revision prior to submission for grading purposes.

Bibliography

Books

Arthur, D. (2001). *The employee recruitment and retention handbook*. New York: AMACOM.

Campbell, J. P., & Knapp, D. J. (Eds.). (2001). *Exploring the limits of personnel selection and classification*. Mahwah, NJ: Lawrence Erlbaum.

Cappelli, P. (Ed.). (1999). *Employment practices and business strategy*. New York: Oxford University Press.

Coens, T., & Jenkins, M. (2000). *Abolishing performance appraisals: Why they backfire and what to do instead*. San Francisco: Berrett-Koehler.

Horowitz, A. S. (1999). *The unofficial guide to hiring and firing people*. New York: Macmillan.

Iles, P. (1999). *Managing staff selection and assessment*. Philadelphia: Open University Press.

Lucia, A. D., & Lepsinger, R. (1999). *The art and science of competency models: Pinpointing critical success factors in organizations*. San Francisco: Jossey-Bass/Pfeiffer.

Markle, G. L. (2000). *Catalytic coaching: The end of the performance review*. Westport, CT: Quorum.

Tilling, M., & Birch, M. (1999). *The appraisal organiser*. Aldershot: Gower.

Walker, D. (1999). *Selection interviewing*. New York: AMACOM.

Electronic Databases

ABI/INFORM Global

Business and Management Practices (Bus/Management) (available through FirstSearch)

PsycINFO (available through FirstSearch)

Wilson Business Abstracts (WilsonBusiness) (available through FirstSearch)

Wilson Select Plus (WilsonSelectPlus) (available through FirstSearch)

Web Sites

HR.com

HR.co. eBulletin

Society for Human Resource Management. (2003). *SHRM Online*. Retrieved September 29, 2003, from <http://www.shrm.org/>

WorldatWork. (2003). Retrieved September 29, 2003, from <http://www.worldatwork.org/>