

HRM Class Daily Agenda
Spring 2016
12:30 – 1:20 p.m - Beck Hall 301
Kathi Tunheim, Ph.D.
Board of Trustees Endowed Chair in Management and
Leadership
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You are responsible for all assignments in bold due that day.

Disclaimer: Dates and assignments are subject to change. Please be flexible. Thank you.

Week Date Assignments and Readings:

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| 1 | M Feb. 08 | Welcome and Expectations; What is HR, anyway? HR Wheel; 1 minute introductions (Public Presentation #0); Turn in your Resume and a Sample Cover Letter/Email; Assign “Changing Role of HR” article After class - Read through both syllabi documents carefully and put all due dates on your calendar (effective Backward Planning practice) |
| | T Feb. 09 | Turn in Business Memo #0; Chapter 1: HR, An Overview; Discuss article “Changing Role of HR” |
| | W Feb. 10 | Chapter 4: Strategic Planning, Human Resource Planning, and Job Analysis; Resumes due to Career Center for their approval; LinkedIn and Gustie Handshake Profile due; HR Alumni Panel |
| | F Feb. 12 | Kathi is gone to Seattle to benchmark another college’s E/M Department at the request of President Bergman. <u>Guest Speaker</u> : Rick Clevette ‘81 Vice-President of Human Resources, Mortenson Construction Take the Harrison Assessment online – NW Mutual pays for this \$225/each https://www.applyjobfit.com/assessee/takeAssessment.do?tokenId=76f045aefb726491e6da4edb78ac5825&email=ktunheim%40gustavus.edu&type=d |
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| 2 | M Feb. 15 | Chapter 5: Recruitment and Chapter 6: Selection; Select an HR Professional to interview for your future Business Presentation #1 and schedule interview no later than 2/24 |
| | T Feb. 16 | Interview training and STAR interview round robin; Interview Stream Interview Session – go to the Career |

Center's Website, click on Interview Stream and video both sets of HRM Questions on video

- W Feb. 17 Kathi gone to the MN Private College Job and Internship Fair – No class
I recommend that you attend also – worth 10 points
- F Feb. 19 Discuss the importance of personality assessments in the hiring process;
Take the Myers-Briggs Type Inventory
<http://similarminds.com/jung.html>; It should be free of charge; **Take the StrengthFinder Assessment Tool - \$13.99**
<http://shop.gallup.com/index.php/strengths/sf20-grouped-product.html>
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- 3 M Feb. 22 Guest Speakers: Kari Lundberg, Campus Recruiter and/or Taylor Bohannen, Director, Campus Selection from Northwestern Mutual – Harrison Assessment – they will bring your assessment results to class
Order business cards from GAC Print Shop or online; Take the DiSC Profile online – will cost you \$30
http://www.thediscpersonalitytest.com/?view=Assessments_disc&gclid=C M2bxvmek7cCFWJqMgodNjMAGA ; **HR Professional Interview should be scheduled; if not, text Kathi to get another name and contact information**
- T Feb. 23 **Discuss the MBTI, DiSC Profile, StrengthFinder in class; bring your printed results to class; Watch You Tube Video: Susan Cain's "The Power of Introverts" (19:04); assign IDP;**
- W Feb. 24 Explain the semester-long HR Consulting Project; **Individual Development Plan due; Must have Video-taped Interview Stream Interview Session completed; send to yourself on email for easy retrieval; sign up for Interview Coaching Day 1, 2 or 3 with Kathi**
- F Feb. 26 HR Organization Development Semester long Consulting Project Client Presentations – students select their client; **Set up weekly meeting with client**
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- 4 M Feb. 29 **Chapter 2: Business Ethics and Corporate Social Responsibility**
- T Mar. 01 **Presentation #1 – A – HR Professional Business Presentation – from your Individual Telephone interview (3 minutes each)**
- W Mar. 02 **Presentation #1 – B – HR Professional Business Presentation – from your Individual Telephone interview (3 minutes each)**
- Th Mar. 03 **Visit Companies for HR Tour and Department Overview**

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| | F | Mar. 04 | Presentation #1 – C – HR Professional Business Presentation – from your Individual Telephone interview (3 minutes) |
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| 5 | M | Mar. 07 | Chapter 3: Equal Employment Opportunity, Affirmative Action and Workforce Diversity; Watch the You Tube Video -“Melody Hobson: Color blind or color brave?” (14:14); Business Memo #1 due Interview Stream Coaching Day 1 – 2:30 – 4:30 p.m. (6 students) |
| | T | Mar. 08 | Review Kathi’s PPT Presentation on Generational Differences on Moodle; Generational Differences Lecture Interview Stream Coaching Day 2 – 2:30 – 4:30 (6 students) |
| | W | Mar. 09 | Business Presentation #1 – B - HR Professional Presentation – from your individual telephone interview (3 minutes each); All Mini #1’s due to Kathi via email by 5 p.m. summarizing your HR Professional Interview Interview Stream Coaching Day 3 – 1:00 – 3:30 p.m. (8 students) |
| | F | Mar. 11 | Business Presentation #1 – C - HR Professional Presentation – from your individual telephone interview (3 minutes each) |
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| 6 | M | Mar. 14 | Chapter 8: Training and Development; assign T and D assignment |
| | T | Mar. 15 | Training and Development Activity; <u>Review of Literature sections due for large group paper</u> |
| | W | Mar. 16 | Work on Training and Development Team Assignment |
| | F | Mar. 18 | Training and Development Team Assignment #1 – A Presentation |
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| 7 | M | Mar. 21 | Training and Development Team Assignment #1 – B Presentation |
| | T | Mar. 22 | Review Study Guide for Mid-Semester Exam #1 |
| | W | Mar. 23 | Mid-semester Exam; Collect two performance evaluation forms from two organizations across Spring Break for April 4th |
| | F | Mar. 25 | No class – Spring Break |
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| 8 | M | Mar. 28 | No class - Spring Break |

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| | T Mar. 29 | No class – Spring Break |
| | W Mar. 30 | No class – Spring Break |
| | F Apr. 01 | No class – Spring Break |
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| 9 | M Apr. 04 | Chapter 7: Performance Management and Appraisal; Share Performance Evaluation forms with class |
| | T Apr. 05 | PMP Group Activity |
| | W Apr. 06 | Chapter 9: Direct Financial Compensation; <u>Methodology Section due</u> |
| | F Apr. 08 | Chapter 10: Indirect Financial Compensation (Employee Benefits) |
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| 10 | M Apr. 11 | Chapter 12: Internal Employee Relations; Methodology due; Leadership Development Article assigned |
| | T Apr. 12 | Group HR Company/Department Tour Presentation 1-A (2 groups 12 Minutes each); Review of Literature second draft (revised) due |
| | W Apr. 13 | Group HR Company/Department Tour Presentation 1-B (2 groups 12 Minutes each) |
| | F Apr. 15 | Guest Speaker – Amy Pehrson, Director of Mentoring and Peer Advising at Gustavus; very interactive session on Vocation and Career |
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| 11 | M Apr. 18 | Career Development |
| | T Apr. 19 | Leadership Development |
| | W Apr. 20 | Chapter 13: Employee Safety, Health and Wellness |
| | F Apr. 22 | Organization Development/Organizational Effectiveness |
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| 12 | M Apr. 25 | Women in Leadership |
| | T Apr. 26 | Chapter 11: Labor Unions and Collective Bargaining |
| | W Apr. 27 | HR Alumni Panel |

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| | F Apr. 29 | Group Project Work Day; <u>Findings and Recommendations due</u> |
| 13 | M May 02 | Chapter 14: Global Human Resource Management; turn in all Professional Development Activities Assignments in File Folder at beginning of class period |
| | T May 03 | Go over Study Guide #2 in preparation for Exam #2 |
| | W May 04 | Exam #2 |
| | F May 06 | Guest Speaker |
| 14 | M May 09 | Group project work day |
| | T May 10 | Kathi gone for Lutheran World Relief Board Meeting in Baltimore, MD; Group Project work day |
| | W May 11 | Kathi gone for Lutheran World Relief Board Meeting in Baltimore, MD; Group Project work day |
| | F May 13 | Final Group Presentation #1 |
| 15 | M May 16 | Final Group Presentation #2 |
| | T May 17 | Final Group Presentation #3 |
| | W May 18 | Final Group Presentation #4 |
| | F May 20 | Final Exam Day – 3:30 – 4:30 p.m. – meet in our classroom; All Due and bring to class printed: Reflection Paper; Peer Evaluations; Course Evaluation - Final Class Exercise |

HRM Course Assignments and Evaluation

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| <u>2 Business Memo Assignments –</u> | 20 points each | 40 points |
| Business Memo #1 – HR Professional Interview | | 20 points |
| Business Memo #2 - Reflection Paper | | 20 points |
| <u>Group Consulting Written Project</u> | | 75 points |
| <u>2 Exams</u> | 75 points each | 150 points |
| <u>2 Individual Business Presentations</u> | one is not graded | 45 points |
| Interview HR Professional | 20 points | |
| Final Team Project | 25 points (individual presentation) | |
| <u>2 Team Presentations</u> | | 60 points |
| T and D Team Presentation | 20 points | |
| HR Co/Dept Presentation | 40 points | |
| <u>5 Attendance evaluations</u> | 10 points | 50 points |
| <u>6 Professional Development Activities</u> | | 80 points |
| 1 Video Stream Interview | 25 points | 25 points |
| 3 Outside Guest Speakers | 10 points | 30 points E/M Events only |
| 1 TV Bio for Beck Hall Monitor | 05 points | 05 points |
| 1 Resume (Car Cntr approved) | 05 points | 05 points |
| 1 Career Fair Visit | 10 points | 10 points |
| 1 LinkedIn Profile | 05 points | 05 points |
| | Total: | 500 points |