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2023

### Fall 2023 Human Resources Management Syllabus

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*CUNY City College*

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*ECO 31250 & PSY 31141 - Human Resource Management*  
*Professor Joe Abbondandolo, SHRM-SCP, Prosci® Certified Change Practitioner*  
*Fall 2023 (Aug 25 – Dec 20)*



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**Instructor Contact Information:**

Office: NAC 7/302

Office Hours: **Calendly** <https://calendly.com/jabbondandolo-1>

Mobile/Text: 732-421-5155

Email (24-hour turnaround): [jabbondandolo@ccny.cuny.edu](mailto:jabbondandolo@ccny.cuny.edu)

**Required Text: This is a Zero Textbook Cost (ZTC) course.**

[Human Resources Management](#), 2016, [University of Minnesota Libraries Publishing](#), ISBN 13: 9781946135117.

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**Course Purpose:**

The aim of this course is to familiarize you with the fundamentals of human resource management and industrial relations. Students will understand the strategy involving human resource management, its legal environment, job analysis, recruitment, selection, training and development, performance management, compensation and rewards, employee benefits and labor relations. Also included are examinations of the various organizational, cultural, and global contexts in which human resource management takes place.

**Learning Outcomes:**

The course has the following objectives for students:

- Answer the questions, “What is human resource management - HRM?” and “Why is knowing HRM concepts and techniques important to any supervisor or manager?”
- Explain what competencies, knowledge, and skills characterize today’s human resource manager.
- Define the talent management model and identify the goals of each process component.
- Examine current issues, trends, practices, and processes in HRM.
- Develop employable skills for the workplace.
- Develop effective written and oral communication skills.

**Tips for Success:**

The course is divided into 5 sections and 14 units (1 per week). You should plan to read the text, review the materials, watch the videos, and prepare for discussions prior to each class. Most of this course will be delivered in a synchronous format, including most discussions, presentations, and debates. The discussion boards will be delivered in an asynchronous format.

Working in small teams is part of this course. Students are required to complete one team presentation and a team debate. Any student who contributes less than what is expected may have their grade lowered. It is your responsibility to make sure that this does not happen to you. I need to be made aware of any student who is not meeting the team’s expectations.

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**Course Evaluation:**

**Competency Presentation (15% of your overall grade)**

Working in groups of 2, each team is required to research a skill/competency and describe the importance of it in being a successful manager/professional. The team will be evaluated on the content presented, how well you engage the class and how innovative you present your findings. In your presentation, include what insights you personally learned about the skill/competency. The presentation should be no longer than 25 minutes. Preparation for these presentations will be completed outside of class. All team members are responsible for what is presented, communicated, and handed in. Submit your presentation through the Groups link in Blackboard. [Sign-up here](#).

**Debates: (15% of your overall grade)**

Working in groups of 3, each team is required to research a debate topic and make a convincing argument regarding their topic. The topics are in the [Sign-Up genius](#). A team member in “support” of the topic will go first and then a team member “against” the topic will go next. The 2nd “for” team member will present and then the 2nd “against” team

member will follow. The 3rd “for” team member will present and then the 3rd “against” team member will follow. All team members get 3 minutes. You should organize your debate so that the 1st team member clearly articulates an opening statement with relevant arguments. The 2nd team member should provide support for their position and/or rebut the opposing team's arguments. The last team member should summarize their position by speaking to the opponents' counterpoints and close with why their arguments are best.

After arguments are presented, an optional two minutes at the end of the debate will be added for each team. We will use the Socratic seminar structure (inner circle – debate participants, outer circle – observers). After the debate is completed, the class and I will then provide balanced feedback for both teams. The class will also provide anonymous feedback using Google sheets. Debate preparations will be completed outside of class. All team members are responsible for what is presented and communicated. **\*\*Both teams must present on the same day. [Sign up here](#).**

**Human Resources Webcast Presentation: (15% of your grade)**

Working in groups of 2, each team is required to register for a webcast or professional seminar and describe how the topic relates to this course and the implications in the field of human resources. Your presentation should be a maximum of 10 minutes. You can use any modality you wish (e.g., podcast, video recording, poster, poem, perform a skit, design a comic script, etc.). Submit your presentation through the Groups link in Blackboard. Presentations will be on **December 5 & December 7**. You can view the presentation schedule [here](#). Visit the [SHRM webcast site](#) and choose a “live” or an on-demand webcast. Preparation for these presentations will be completed outside of class. All team members are responsible for what is presented, communicated, and handed in. Submit your presentation through the Groups link in Blackboard.

**Final Exam: (25% of your overall grade)**

The final exam is *cumulative, team based, and multiple-choice*. The exam will be given in class on **December 14, 2023** from **6 – 8:15 pm** during finals week. The exam is *situational* and will provide you with an opportunity to apply the HR principles you learned in the course.

**Participation: (15% of your overall grade)**

Students should be prepared for class and will be expected to discuss assigned materials. The quality of the student’s contributions, as determined strictly by the professor, will determine the participation grade.

**Discussion Boards: (15% of your overall grade)**

Students are expected to participate regularly in the Blackboard discussion boards. Students who are scheduled as **discussion leader** will be scheduled to create discussion threads during the semester. Threads must be a posted academic or news article, news video, or other authoritative media related to the corresponding human resources chapter in the **textbook** that would contribute to learning. The **discussion leader** is expected to also provide commentary and ask questions to jump start the discussion. *Threads must be created by midnight on Thursday of the assigned week. **The discussion leader needs to respond to at least 2 student posts.***

**Students** who are not discussion leaders will be expected to contribute to discussion threads by posting at least once per week to each discussion thread that is created for that week. Postings must contribute significantly to furthering the discussion. They must be pertinent to the thread topic and provide analysis or contribute significantly to knowledge regarding the topic. **Postings made after midnight on Monday will not count for credit.** The instructor will regularly monitor the discussion threads.

Posts are expected to be respectful and professional toward other students. Do not make insulting or inflammatory statements. Penalties for violating this policy range from a warning to dismissal from the course. This is at the discretion of the instructor. This policy also applies to email and chat communications. [See Discussion Leader Assignments here](#).

**Late or Extra Work:**

No assignments or extra credit are accepted during finals week. A student may not negotiate the submission of extra work to raise his or her grade.

**Grading Scale:**

97%-100%=A+	94%-96% =A	90%-93% =A-	
87%-89% =B+	84%-86% =B	80%-83% =B-	77%-79% =C+
74%-76% =C	70%-73% =C-	60%-69% =D	0%-59% =F

**Tentative Course Schedule: - Dates and assignments are subject to change based on the progress of the course.**

Week	Section	Topic(s) and Assignments
Week 1 – Aug 29	<i>Introduction to Human Resources</i>	Introductions, Syllabus Review, and Expectations Managing Human Resources Today
Week 2 – Sep 5		Managing Equal Opportunity and Diversity
Week 3 – Sep 12		Human Resource Strategy & Performance
Week 4 – Sep 19	<i>Staffing, Workforce Planning &amp; Employment</i>	Job Analysis and Talent Management
Week 5 – Sep 26		Personnel Planning and Recruiting
Week 6 – Oct 3		Selecting Employees
Week 7 – Oct 12	<i>Training and Human Resource Development</i>	Training and Developing Employees
Week 8 – Oct 17		Performance Management and Appraisal Today
Week 9 – Oct 24		Employee Retention, Engagement & Careers
Week 10 – Oct 31	<i>Compensation &amp; Total Rewards</i>	Developing Compensation Plans
Week 11 – Nov 7		Pay for Performance and Employee Benefits
Week 12 – Nov 14		Pay for Performance and Employee Benefits
Week 13 – Nov 21	<i>Employee &amp; Labor Relations</i>	Maintaining Positive Employee Relations
Week 14 – Nov 28		Labor Relations and Collective Bargaining
Week 15 – Dec 5		Improving Occ Safety, Health, and Risk Management

**Blackboard Support:**

The [CUNY User Guides](#) provide useful information on how to get the most out of Blackboard. Presented in a variety of text and video formats, the information will help you perform many common Blackboard tasks. The user guide can help you with any technical aspect of the course, including help with technology, connectivity, help on using Blackboard and help on using any other computer application required in the course.

**Ethical Conduct and Plagiarism:**

Please refer to the new “CUNY Academic Integrity Policy”, which can be found on the CUNY website at <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>. I expect each student to abide by the rules of academic integrity as outlined by the said document. I will respond to the slightest breach of ethical conduct with the initiation of formal procedures as described in the Policy.

Academic misconduct/dishonesty is a very serious issue with potential consequences ranging from failure in the course in question to dismissal from the University. Academic misconduct/dishonesty is defined broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work.

### **Policies on Non-Discrimination and Sexual Harassment:**

The City College prohibits discrimination based on age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, religion, race, color, nationality or ethnic origin, or veteran, military or marital status in its student admissions, employment, access to programs, and administration of educational policies. Questions, concerns, or complaints based on any of the above may be directed to the Office of Diversity and Compliance, Wille Administration Building, Room 212 (212-650-6310).

In addition, the specific form of gender discrimination, "sexual harassment," is prohibited by the policies of the Board of Trustees of The City University of New York. Student complaints alleging sexual harassment should be directed to the Sexual Harassment Awareness and Intake Coordinator (see Appendix B.15 of the Bulletin, and the Sexual Harassment brochure for the name of the current Coordinator and a list of Committee members who may be contacted). Brochures are available in the Office of Diversity and Compliance, the Office of Human Resources, the Office of the Vice President for Student Affairs and at the NAC Welcome Center. Information is also available on the City College website under Office of Diversity <http://www.ccny.cuny.edu/affirmativeaction/>.

### **Accessibility & Campus Resources:**

At City College, we strive to make classes accessible to every student, regardless of any disability (visible or non-visible; physical, cognitive, emotional, or learning) or any other special circumstances (such as a medical, personal, or housing emergency; family responsibilities; financial difficulties; legal difficulties; or immigration status) that may affect your ability to attend class and complete the coursework. Please speak to your professors in office hours or via email early in the semester or as soon as you're aware that you may need accommodations. In addition, City College offers resources to students in a wide range of circumstances. Please share this information with your friends and classmates at CCNY! We want all students to succeed and to take advantage of all the support the college has to offer.

The [Office of Student Disability Services](#) (SDS) provides students with disabilities equal access to the College curriculum. The Office ensures that, upon request, qualified students with disabilities are provided reasonable and effective accommodations, as mandated by law, as well as appropriate support services. Students who contact SDS and indicate that they have a disability or believe that they might qualify for services will be asked to make an appointment for an intake interview with SDS staff.

Please let your other professors know if you have registered with the AccessAbility Center/Student Disability Services (AAC/SDS) or have any **special needs, learning differences, or medical conditions** that may affect your coursework so that we can make the appropriate accommodations. If you believe you may need an accommodation, please do get in touch with the AAC/SDS. You can reach the AccessAbility office through their Zoom virtual front desk (<https://ccny.zoom.us/j/116151245>)

If you need a **computer, tablet, or wi-fi**, you can request them through an online form ([https://portal.ccny.cuny.edu/depts/oit/cuny\\_loaner/login.php](https://portal.ccny.cuny.edu/depts/oit/cuny_loaner/login.php)). You can also contact the iMedia Center via email ([imedia@ccny.cuny.edu](mailto:imedia@ccny.cuny.edu)) or via phone, Monday-Friday 9am-3pm (646-558-8656; wait for the voice prompt to end; enter meeting ID 212-650-5480 and the # sign).

If you have any questions or concerns about your **immigration status** or that of your family members, please consult the CCNY Immigration Center for free and confidential advice via phone (212-650-6620) or email ([meetu.dhar@ccny.edu](mailto:meetu.dhar@ccny.edu)). If, for any reason, you are struggling with **personal issues, anxiety, depression, or stress**, there are a number of resources on campus.

- The Student Counseling Center in the Health and Wellness Center provides remote counseling that is free and confidential to students. You can contact them via phone (212-650-8222), email ([counseling@ccny.cuny.edu](mailto:counseling@ccny.cuny.edu)), or their Zoom virtual front desk (<http://ccny.zoom.us/j/2126508222>). They also have links to a number of resources on their website (<https://www.ccny.cuny.edu/counseling>).
- The Colin Powell School offers free, confidential peer mentoring with trained graduate students on issues of stress management and self-care. To sign up, simply send an email ([peernavigationccny@gmail.com](mailto:peernavigationccny@gmail.com)) or sign up online (<https://calendly.com/peernavigation/calendar?month=2020-10>).

If you are dealing with **food insecurity**, please visit Benny's Food Pantry in the Hoffman Lounge on the first floor of the NAC. The pantry is open even during the pandemic. To gain access on weekdays, just call 212-650-8844. If you are facing an **emergency shortage of funds**, please email Ms. Charlene Darbassie ([cdarbassie@ccny.cuny.edu](mailto:cdarbassie@ccny.cuny.edu)) or Dean Andy Rich

([arich@ccny.cuny.edu](mailto:arich@ccny.cuny.edu)) in the Colin Powell School Dean's Office. They will tell you how to apply for an emergency grant. Applying is quick and easy.

If you are experiencing or have experienced **domestic violence** or **violence that is sex-based, gender-based, or sexuality-based**; or if you are experiencing or have experienced **discrimination because of gender, sex, sexuality, race, ethnicity, language, religion, disability, or other reasons**, please report it to Diana Cuzzo in the Office of Affirmative Action, Compliance, and Diversity via email ([dcuzzo@ccny.cuny.edu](mailto:dcuzzo@ccny.cuny.edu)) or phone (212-650-7330). For a confidential discussion of these and related issues, please contact Sophie English via email ([senglish@ccny.cuny.edu](mailto:senglish@ccny.cuny.edu)) or phone (212-650-8905).

If you are struggling in any of your classes, don't hesitate to get extra **academic support**. Just make an appointment with the Academic Resource Center ([www.ccny.cuny.edu/sssp/tutoring-arc](http://www.ccny.cuny.edu/sssp/tutoring-arc)) or email Garri Rivkin ([grivkin@ccny.cuny.edu](mailto:grivkin@ccny.cuny.edu)) in the Colin Powell School office of Academic Support Services. The CCNY Writing Center ([www.ccny.cuny.edu/writing](http://www.ccny.cuny.edu/writing)) offers individualized **writing support** to all students. To receive information and support about securing **internships** and planning for your **post-college career**, please contact Debbie Cheng ([dcheng@ccny.cuny.edu](mailto:dcheng@ccny.cuny.edu)) and Ashif Hassan ([ahassan@ccny.cuny.edu](mailto:ahassan@ccny.cuny.edu)) in the Colin Powell School Dean's Office. Also, take a look at the new Career Handbook that their office has created to help you start thinking about career and professional development (<https://www.ccny.cuny.edu/colinpowellschool/career-and-professional-development>).

For a continually updated list of **other pandemic-related resources throughout New York City**, please see this online document:

<https://docs.google.com/document/d/1sg5wJgKU9dUqmt62IGqxtWVccHSRUCChUrBBm3upvH8/edit?ts=5e792358#>

For **advising**, contact the Colin Powell School Advising Office (<https://www.ccny.cuny.edu/colinpowellschool/office-academic-advisors>). At their website, you can make a virtual appointment with one of the advisors or you can find their email addresses so you can send them a message.