

Readings

for

EDA 5376

**HUMAN RESOURCE  
MANAGEMENT AND  
DEVELOPMENT**

Spring 2008

Dr. Robert C. Cloud  
Professor of Higher Education

# **DEPARTMENT OF EDUCATIONAL ADMINISTRATION Baylor University**

Human Resource Management and Development  
EDA 5376  
Spring 2008

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## **Course Description**

Human resource management and development in student services will be examined. Special attention will be given to staff recruitment, training, development, evaluation, productivity, decision making, and compensation and benefits. Current literature on management and supervision will be reviewed.

This course is designed to be an introduction to leadership, management, and administrative issues in student services administration. Topics include leadership models, organizational models, and administrative and management theory, staffing, supervising, evaluating staff, and staff development.

Organizational structure, staff selection, training, supervision, and leadership are addressed. Emphasis is on applying conceptual knowledge to major organizational problems and issues such as productivity, conflict, decision-making, job stress and satisfaction, accountability, leadership, and organization adaptation to change.

## **Course Goals**

To provide students with a background in human resource management issues and their application in student affairs settings.

To encourage students to understand the importance of human resources to the accomplishment of organizational and institutional objectives.

To provide students an opportunity to apply conceptual knowledge to organizational problems.

To prepare students for positions in which they will be responsible for human resource management.

To expose students to major organizational behavior theories.

## Course Textbook

Robert L. Mathis and John N. Mathis (2007). *Human Resource Management: Essential Perspectives*, Fourth Edition. Mason, OH: South-Western.

## Course Requirements

1. Class Attendance and Participation: Each student is responsible for reporting to class on time and being prepared to participate in class discussion and add to the knowledge base of his/her colleagues. Absences must be kept to a minimum. Chronic tardiness will not be permitted because of the resultant distractions and interruption to the instructional process.
2. Facilitation of class discussion on one chapter in the course text (to be determined). As a rule, two students will partner with the professor in leading the discussion on a particular chapter.
3. Each student will identify and present a “live” human resource management issue to the class (in 10 minutes or less). Students will prepare a one-page briefing paper on the issue and distribute copies to the professor and classmates at the time of the presentation.
4. The course will include mid-term and final examinations.
5. *Quizzes over assigned chapter readings may be given at the discretion of the professor.*

## Student Evaluation

Students in EDA 5376 will be evaluated on the following performance indicators:

- performance on the mid-term examination (33%)
- performance on daily quizzes, chapter facilitation assignment, human resource management issue, and overall class participation (33%)
- performance on the final examination (33%)

## Course Meeting Time

Wednesdays: 4:00 – 7:00 p.m.

**Note: Adequate breaks will be provided. Please do not bring any food or activated cellular telephones, pagers, etc. into class.**