ПРИВАТНИЙ ВИЩИЙ НАВЧАЛЬНИЙ
ЗАКЛАД-ІНСТИТУТ
**"УКРАЇНСЬКО-АМЕРИКАНСЬКИЙ
УНІВЕРСИТЕТ КОНКОРДІЯ"
(УАУК)**

PRIVATE HIGHER EDUCATIONAL
ESTABLISHMENT-INSTITUTE
**"UKRAINIAN-AMERICAN
CONCORDIA UNIVERSITY"
(UACU)**

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HUMAN RESOURCE MANAGEMENT
Syllabus
ПП 2.11
HRM-431
Specialty: 292 "International Economic Relations"
Educational program "International Economic Relations"

Quarter/Year: Spring/2024   ECTS Credits: 6
Instructor: Olga O. Verkhohlyad, Ph.D.   US Credits: 3
Contact
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Prerequisites: Organizational Behavior

Course Description

Human resource management is an important function in any organization which is responsible for professional management of employees so that they can create the highest value for the organization. Human Resource Management (HRM) course studies modern approaches and processes of employing people, training them, compensating them, developing policies relating to them, motivating them, and developing strategies to retain them. The course combines theoretical approach with practical application of the acquired knowledge.

Course Outcomes

PH1. Responsibly treat professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.

PH2. Communicate freely on professional issues in the state and foreign languages orally and in writing, to use economic terminology professionally.

PH4. Systematize and streamline the information received on the processes and phenomena in the world economy; evaluate and explain the influence of endogenous and exogenous factors on them; formulate conclusions and develop recommendations, considering the peculiarities of the national and international environment.

PH5. Possess the skills of introspection (self-control), be understandable for representatives of other business cultures and professional groups of different levels (with specialists from other fields of knowledge / activities) on the basis of appreciating diversity, multiculturalism, tolerance and respect for them.

PH6. Plan, organize, motivate, evaluate and increase the effectiveness of teamwork, conduct research in a group under the leadership of a leader, taking into account today's requirements and features in a limited time.

PH16. Demonstrate knowledge about the state of research in international economic relations and the world economy in an interdisciplinary combination with political, legal, natural sciences.

PH17. Determine the reasons, types and nature of international conflicts and disputes, justify and apply economic, legal and diplomatic methods and means of their solution at the international level, defending the national interests of Ukraine.

PH19. Understand and apply current legislation, international regulations and agreements, reference materials, current standards and specifications, etc. in the field of international economic relations.

PH20. Defend the national interests of Ukraine, taking into account the security component of international economic relations.

PH21 Understand and have the skills to maintain business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both state and foreign languages.

PH22. Apply appropriate methods, rules and principles of functioning of international economic relations for the development of foreign economic activity of Ukraine.

PH23. Recognize the need for lifelong learning in order to maintain a high level of professional competence.

PH25. Present the results of the research on the basis of which recommendations and measures for adaptation to changes in the international environment are developed.

Competencies

3K4. Ability to plan and manage time.

3K9. Ability to be critical and self-critical.

3K11. Ability to work in a team.

CK9. Ability to diagnose the state of research in international economic relations and the world economy in an interdisciplinary combination with political, legal, natural sciences.

CK10. Ability to justify the use of legal, economic and diplomatic methods (instruments) for resolving conflict situations at the international level.

CK14. Ability to communicate at the professional and social levels using professional terminology, including oral and written communication in state and foreign languages.

Internationality

The HRM course has strong international component due to importance of globalization in the labor market. As such, the course utilizes case studies with international context. The best global HRM practices and approaches are discussed. Home-work assignments deal with HRM practices in different countries. Students are also encouraged to learn more about each other's cultures and countries. Students are encouraged to form study teams and assignments teams with students who come from different countries. This will help everyone learn and appreciate different world cultures.

Communications

For individual issues, students should contact the professor ONLY by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Attention! Official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

Student Responsibilities
Time Commitment
The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects
The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video consultations in Zoom.

Grading Policy
The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

Grading Guidelines
The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points

B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 100 points incl. (Midterm and Final exam are 70% of overall evaluation, where Midterm – 30% and Final – 40%)
Quiz 1 and Quiz 2 – 12 points (6 points for each Quiz)
Individual Project – 8 points
Consultations – 10 points
Midterm exam – 30 points
Final exam – 40 points

Student Workload
It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours working on lecture materials (including consultations) and 7 academic hours of personal work. Personal work includes all the effort that a student invests to master the course (reading, watching videos related to the subject, talking with classmates on the subject matter, team work, etc.)

Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format
• All work should be shown in time. If the student misses the deadline, the task is failed.
• Midterm covers topics from previous lectures (weeks 1-7). It includes multiple choice questions and cases (essays) and takes about 1.5 hour to complete.
• The Final exam covers all course material and includes multiple choice questions and cases (essays). It lasts for about1.5 hour. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.
• After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.
Individual Project. Topic: *Think about AI. Is it beneficial to use AI by students or is it not beneficial? Think about 3 reasons why using AI by students is valuable and creates positive value. Also – think about 3 reasons why using AI by students is harmful. Present your findings in a written paper. Length: 3 pages. Times New Roman 12, interval 1.5*

Academic dishonesty
· Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:

1. Plagiarism — submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).
3. Facilitating Academic Dishonesty — helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication — altering or transmitting, without authorization, academic information or records.

· Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade ("0") is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

· Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "0".

· In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

· Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.
**** NO MAKE –UP QUIZZES AND EXAMS ****

Schedule

Class Session	Topics	Assignments Due	Points
1.	Introduction to the HRM course Introduction to the HRM field of knowledge and practice.	*HRM* (Minnesota) Textbook, chapter 1. Materials loaded in Moodle	-
2.	HRM in the modern time. Influence of AI on HRM.	*The future of work in diverse economic systems,* pages 1-6.	-
3.	Talent Acquisition/Recruitment. Talent Acquisition in the Global World.	*HRM* (Minnesota) Textbook, chapter 4.	

		Materials loaded in Moodle	-
4.	Candidate selection.	*HRM* (Minnesota) Textbook, chapter 5. Materials loaded in Moodle	-
5.	Compensation and benefits.	*HRM* (Minnesota) Textbook, chapter 6. Materials loaded in Moodle	Quiz 1 6%
6.	Training and Development. Talent Development. Talent Development in International and Global Companies.	*HRM* (Minnesota) Textbook, chapter 8. Materials loaded in Moodle	
7.	Effective ways of working Strategy and planning	*HRM* (Minnesota) Textbook, chapter 2. Materials loaded in Moodle.	Individual Project 8%
8.	Midterm Exam	Includes Topics 1-7	30%
9.	International HRM. HR in Multinational and Global companies.	Stredwick, J. "An introduction to HRM," Chapter 12 "An international perspective" Materials loaded in Moodle	
10.	Solving case-studies	Materials loaded in Moodle	
11.	Employee Retention. Employee Retention in Global Companies.	*HRM* (Minnesota) Textbook, chapter 2. Materials loaded in Moodle.	
12.	Performance assessment	*HRM* (Minnesota) Textbook, chapter 2. Materials loaded in Moodle.	
13.	Performance management	*HRM* (Minnesota) Textbook, chapter 10.	

		Materials loaded in Moodle.	
14.	Change management	Materials loaded in Moodle.	Quiz 2 6%
15.	HR Organization. Different generations at work.	Materials loaded in Moodle.	
16.	Review for the Final Exam	Materials loaded in Moodle.	
17	Final Exam	Includes topics studied after the Midterm Exam.	40%

Recommended Materials
Required Resources:
1.   Human Resource Management (2016). University of Minnesota Publishing. Open Textbook Library.

   http://open.lib.umn.edu/humanresourcemanagement/

Optional Resources:
1.   Anand, R. (2011). Recruitment with social media. Indianapolis, IN: Pearson Education.
2.   Aragon, J., Miller, M. (2012). Global Women's Issues: Women in the World Today (2012). Open Textbook Library.https://open.umn.edu/opentextbooks/textbooks/global-women-s-issues-women-in-the-world-today-extended-version
3.   Brewster, C., Houldsworth, E., Sparrow, P., Vernon, G. (2023). International Human Resource Management. Kogan Page. 488 pages.
4.   Choudhury, R. (2020). Why Work-From-Anywhere is Here to Stay. HBR, October, 2020
5.   Cooper, C., Lu, L. (2019). Excessive availability for work: Good or Bad? Human Resource Management Review, 29 (4).
6.   Friel, D. (2023). The future of work in diverse economic systems. Cambridge, UK: Cambridge University Press.
7.   KPMG International. (2012). Rethinking human resources in a changing world.
8.   Manuti, A., & de Palma (2018). Digital HR. Palgrave Macmillan.
9.   O'Neill, T., Salas, E. (2018). Creating High Performance Teams in Organizations, Human resource Management Review, 28 (4), 325-331.
10. Stredwick, J. (2008). An introduction to human resource management. 2nd edition. Oxford, UK: Elsevier Butterworth-Hienemenn.
11.   Robeyns, I. (2017). Wellbeing, Freedom and Social Justice: The Capability Approach Re-Examined. Open textbook Library:
https://open.umn.edu/opentextbooks/textbooks/wellbeing-freedom-and-social-justice-the-capability-approach-re-examined
12. Thomas, D., Lazarova, M. (2014). Essentials of International Human Resource Management. Managing People Globally. SAGE Publication, Thousand Oaks, CA.

The above schedule and procedures are subject to change in the event of extenuating circumstances.

Протокол засідання кафедр № 1 від 24.01.2024 року

Проректор з навчально-методичної
роботи   Л.І.Кондратенко

Завідувач кафедри   Г.А.Бевзо

Викладач   О.О.Верхогляд