FDM 491: Personnel Issues in Fashion Retail-Fall 2016

Class Meeting: MWF 11:00-11:50am, Quigley Hall, Room 301
Instructor: Shelby Adkinson, sadkinson@siu.edu
Office Hours: Monday, Wednesday & Friday 9:00-11:00am

Prerequisites:
Major in Fashion Design and Merchandising; FDM 101, FDM 102, and junior standing.

Course Description:
Identification and examination of personnel matters and the job search process in the fashion retail workplace.

Course Objectives:
Upon completion of this course students should be able to:
✓ Understand basic human resource management concepts
✓ Understand how to apply these concepts within managerial responsibilities

Required Text:

Topical Outline:
1. Environmental Context: Legal and global business environments
2. HR Decision Making: Recruitment, selection, and organizational structure
3. Managing the Workforce: Performance appraisal, career and diversity management

Grade Breakdown: Points Grade Distribution
Exam 1: 100 points
Exam 2: 100 points
Exam 3: 100 points
Exam 4: 100 points
Attendance: (45 days X 2) 90 points
Employee Handbook Project: 100 points

Attendance:
Attendance is mandatory! Points will be accumulated daily. Student must sign attendance sheet for all scheduled class dates, excluding exam dates. Points are lost if you forget to sign in, show up more than 10 minutes late or leave early from class. Only excused absences will be allowed to make up missed attendance points, exams, or homework assignments.

Excused absences included:
1. Personal illness or injury: must be documented by doctor’s excuse with exam or project date.
2. Participation in a SIU sanctioned event in which you are to officially represent SIU. Require documentation from team or other type of SIU supervisor to whom you report.
3. Family Emergency:
   ➢ Death in the family
   ➢ Parent, child, sibling, or spouse illness (must provide dated documentation)
   ➢ Child is ill (must provide medical documentation incorporating exam or project date)

Course Policies: No cell phones will be allowed.
FDM 491: Personnel Issues in Fashion Retail

Fall 2016: COURSE CALENDAR

August
- 22 Course Introduction: policies, grades, course calendar
- 24 Chapter 1: The Nature of Human Resource Management
- 26
- 29 Chapter 2: The Legal Environment
- 31

September
- 2
- 5 No Class (Labor Day)
- 7
- 9 Chapter 3: The Global Environment
- 12
- 14 Chapter 4: The Competitive Environment
- 16
- 19
- 21 Chapter 5: Information for Making Human Resource Decisions
- 23 Exam 1
- 26
- 28 Chapter 6: Organizational Form and Structure
- 30

October
- 3
- 5 Chapter 7: Recruitment and Selection
- 7
- 10 No Class (Fall Break)
- 12
- 14 Chapter 8: Managing the Diverse Workforce
- 17
- 19
- 21
- 24
- 26 Chapter 9: Compensation and Benefits
- 28 Exam 2
- 31
November

- 2 Chapter 10: Performance Appraisal and Career Management
- 4
- 7
- 9 Chapter 11: Managing Labor Relations
- 11 **No Class (Veterans’ Day)**
- 14
- 16
- 18 **Exam 3**
- 21 Chapter 12: Safety, Health, Well-Being, and Security
- 23 **No Class (Thanksgiving Break)**
- 25 **No Class (Thanksgiving Break)**
- 28
- 30 Chapter 13: Motivation at Work

December

- 2 **Employee Handbook Due!**
- 5 Chapter 14: Performance Enhancement Techniques
- 7
- 9
- 16 **Exam 4: (Finals) 10:15am-12:15 pm (Friday)**

*The schedule and procedures in this course are subject to change*
1. **Class Etiquette:**
   > When you get into the classroom, please turn off your cell phone and put your phone away, in your backpack or your purse.
   > Certain courtesies are expected in the classroom. Please remember to be polite to each other, as well as being patient with the instructor when you have a question.
   > Please, when at all possible, arrive at class on time. If you must enter (or leave) the class after it has begun, please do so as quietly and as unobtrusively as you are able. Do not walk across the room. Please sit in a seat nearest the door.
   > See to your bathroom and drinking fountain needs BEFORE class or during scheduled breaks.
   > Please do not sleep during class time. If you are very tired or ill, please go home and get the rest that you might need.
   > Please clean up after yourself, and make sure that you don’t leave anything important behind you when you leave.
   > Do not have long, involved conversations with each other during class. Please do not pass notes back and forth to each other during class.
   > No headphone or radio use by students during class time without instructor approval.
   > No use of any tobacco products during class; this includes smokeless tobacco.
   > Please help keep the classroom friendly by being courteous to those around you. Gum-popping, bubble-blowing, spitting, humming or singing often disturbs others in the classroom, and may make it difficult for some students to concentrate. So, please refrain from any type of behavior that might affect other students. (Also, when cold season starts, make sure that you have enough Kleenex with you!)
   > No children are allowed in the classroom (nothing in our classrooms are child-proof!!) If you need to stay at home with your child, please email me and let me know your circumstances.

2. **Attendance:** Attendance in classes is mandatory. Please contact the instructor as soon as possible if you miss a class. If you have to miss a class, it is your responsibility to get any missed information, etc. from another student. The instructor will not give you copies of her lectures or power point presentations. **If you miss three or more class periods, it is advised that you drop the course.**

3. **Make-Up Assignment or Test Policy:** If you miss a test or the due date for a class project or assignment, you must contact the instructor within 24 hours of the missed class time. If you do not contact the instructor within that 24-hour period, you will not be allowed to make up the test or hand in the project. The instructor will evaluate any other extenuating circumstances in the event that the student cannot contact the instructor within that 24-hour period.
   *Make sure if you have medical documentation for an absence that you bring it to the instructor.*
4. **Incomplete/WF Policy:**

   > **Incomplete:** A grade of I (Incomplete) is given only under extraordinary circumstances. Each request will be considered on an individual basis. Incompletes can only be given if the student is doing passing work at the time that the incomplete is requested. If you are NOT doing passing work (C or better) you cannot be given an incomplete. Incompletes remain on the books for one year; if you have not re-taken the course or completed the work, your grade automatically changes to an F. It is the responsibility of the student to take care of his or her incomplete grade status.

   > **Withdrawal from Class:** It is the responsibility of the student to start the process for an official withdrawal from class. If a student just stops attending a class without officially withdrawing from the class before the tenth (10th) week of classes, the instructor may assign a grade of WF, along with noting the last day of attendance in the course. This is a grade designation that is computed as an F in the students GPA, and may affect your financial aid eligibility as well. If you do not wish to continue in a course, please see your advisor immediately so that you can officially withdraw from the course, rather than accepting a WF. Please note that if you stop attending the class after the tenth (10th) week of classes, the instructor is to assign a grade of F.

5. **Changes in Course Syllabus:** Although the instructor makes every attempt not to change the original course syllabus, there are times when circumstances demand that modifications be made. Changes will be announced during scheduled class times, either orally or in a memo. Usually, the types of changes that may be expected are modifications in lecture topics (i.e., pushing a lecture up, or pushing a lecture back), changes in exam or project due dates (usually to a later date), or elimination of selected projects or project requirements.

6. **Other Information:** Additional course policies (regarding such items as student conduct, grading, and plagiarism) as set by the University are available online. Information on grading and other academic matters is also contained in the Undergraduate Catalog. Please remember that YOU are ultimately responsible for understanding your academic requirements. So keep up with your college career choices: classes, sequence of classes, and the number of credits you are earning.