



**International Business Management Program
Faculty of Business Administration
First Semester, Academic Year 2014**

- I. Course Code: IBM 318
Course Title: International Human Resource Management
Course Type: Core Course
Number of Credits: 3(3-0-6)
Prerequisite: MG 109
Class Time: Monday/Wednesday 14:00 – 15:30
Course website: [https:// sites.google.com/site/payapibm318](https://sites.google.com/site/payapibm318)

II. Course Description

Principles of international human resource management. Factors involved in the decisions that affect the management of human resources in international level. Policy and human resource management functions in international level. The cultural dimension of human resource management. International human resource management trends.

- III. Instructor: Aj. Mark Crawford
Position: Instructor, IBM
Email: adjarnmark@gmail.com

IV. Course Objectives

Upon completing this course, students should be able to:

1. Understand, identify, explain, and apply the core concepts of IHRM.
2. Understand and use the key terminology(s) of IHRM.
3. Understand the basic legal framework associated with IHRM.
4. Demonstrate effective communication skills, both oral and written.
5. Effectively manage diversity, in the context of Equal Employment Opportunity (EEO).
6. Design employee compensation and benefit packages.
7. Understand the basic concepts of *recruiting, job analysis, job description, job specifications, staffing, and performance appraisal*.
8. Understand the impact of globalization on IHRM.

9. Understand the strategic role of IHRM in organizations.

V. References

Required: R. Wayne Mondy, Human Resource Management, 11/E, 2010.

Supplemental reading: Magazines such as The Economist, Business Week, Forbes, Fortune are recommended.

Online Resources: <http://www.shrm.org>

VI. Expectations

1. Actively engaging in a dynamic learning environment during each learning session.
2. Creating an environment that is reflective of IBM and Payap values:

Professionalism - Dedication to excelling in whatever we do

Respect - Valuing each member of the community

Innovation - Curiosity driving continuous learning and improvement

Diversity - Our global community accepting one another and working together

Stewardship - Being responsible for the community and ourselves.

3. Demonstrated proficiency in the use of the English language is expected for writing assignments. Grammatical errors and writing that do not clearly express ideas will affect your grade.

I highly recommend proofreading all assignments prior to handing them in.

4. Ability to participate in oral presentations, public debate and commentary during class periods.

I highly recommend practicing with your entire group for all presentations.

5. Assigned readings are meant to be completed prior to class.
6. You will ask for help when you need it.
7. The course website should be accessed regularly to follow postings and schedule changes.

VII. Course Policies

1. Academic Honesty

The IBM department has a zero tolerance for plagiarism. This includes downloaded material from the Internet, copied passages from a book or a fellow classmate without proper acknowledgment of the source(s). Read carefully Aj. Christa's excellent resource guide **Proper Citation of Sources**. Breaches of academic integrity which includes submitting other peoples work as your own will result in an automatic grade of zero for the assignment/ exam, and may be reported to the judicial affairs officer. **DO NOT COPY YOUR CLASSMATE'S HOMEWORK AND SUBMIT IT AS YOUR OWN.**

2. Handing in Assignments

Unless otherwise noted, all assignments are **due at the start of class**, on the date specified, and typed. Please use 12 point font and 1.5 spacing between lines. **Late assignments suffer a 50% penalty**, starting after assignments have been collected at the beginning of the class on the due date; no late assignments will be accepted more than 1 week after the due date.

3. Contacting Me

I am available during office hours or you can schedule an appointment to see me. I am available via email; however, plan in advance to give me reasonable time to respond (i.e. emailing at 3:00 AM the night before an assignment is due will not be responded to until the next business day).

4. Attendance

Regular attendance at every class session is expected for all students enrolled in the course. Students who arrive late or leave early will be counted as late and two will equal an absence. Every student is responsible for all material covered in class when absent. Students who miss more than 80% (i.e. more than 6 class sessions) will not be eligible to take the final examination.

If you miss class due to an illness, please bring in a signed note from your doctor. Any assignments missed due to an illness with a doctor's note is your responsibility to make up and hand in to the instructor.

5. Disruptions to class

Your participation in class discussions on material and questions is important, welcome and integral to the class. However; private conversations in class are disruptive, and prevent other students from hearing and learning from the material presented. You may be asked to leave the class if you are disruptive to other students. All mobiles must be turned to silent and put away. You can only use your electronic devices (Smartphones, Ipads, Netbooks, etc.) if they are being used to follow the lecture PowerPoints or research relevant information to the topic being discussed.

6. Leaving the classroom

Prior to entering the classroom, please prepare yourself to participate in the class for 90 minutes. Have all books and materials that you need prepared. Use the restroom before coming to class. If you need to be excused from the classroom momentarily, please raise your hand and ask to be excused and wait for the instructor to acknowledge the request. The need to leave a class while in session should be an exception and not a daily occurrence. Please do not just get up and walk in and out of the classroom.

VIII. Course Assessment Scheme

Evaluation Methods	Week	Proportion of Evaluation (%)
Participation	1-17	10
Case Study	4	15
Job Description/Resume	7	5
360 Degree Evaluation	10	5
Performance Objectives	12	5
Assignments	10 times	1 per assignment 10
Peer Evaluation	10; 17	10
Human Resource Strategy of an ASEAN Corporation Group Report	8	10
Human Resource Strategy of an ASEAN Corporation Group Presentation	8	10
Group Case Study Report	17	10
Group Case Study Presentation	17	10

IX. Course Grading & Requirements

Class grading will be based on points in the following distribution (Percent):

Participation	10%
Homework Assignments	10%
Peer Evaluation	10%
Group Papers	20%
Group Presentations	20%
Individual Case Study	15%
Job Description, 360 Evaluation, Performance Objectives	15%
Individual	60%
Pair work / Group	40%

X. Evaluation Criteria

1. Students are required to attend at least 80% of the classes to be eligible for the final examination.
2. This course employs the standardized grading system:

80 - 100	A
75 - 79	B+
70 - 74	B
65 - 69	C+
60 - 64	C
55 - 59	D+
50 - 54	D
0 - 49	F

3. The following grades may also be given:

'I'	Incomplete
'W'	Withdrawn
'IP'	Course work in progress

XI. Class Schedule

The details of this document may be changed during the course of the semester. Any changes will be announced in class or/and posted on the course website.

Week	Topic	Hours	Teaching & Learning Activities, Instructional Media	Instructor
(1)	<p>Course Introduction Introduction to International Human Resource Management</p> <ul style="list-style-type: none"> • What is human resource management (HRM)? • What is international human resource management (IHRM)? • How has IHRM been transformed? • What is Strategic Human Resource Management? 	3	<p>Lecture and Discussion Required reading: <i>Chapter 1 – Strategic Human Resource Management</i> Assignment #1 (1%): What is Strategic Human Resource Management?</p>	Christopher Mark Crawford
(2)	<p>Ethical Considerations and Corporate Social Responsibility</p> <ul style="list-style-type: none"> • What are the ethical considerations of HRM? • What are the legal dimensions of ethics? • What is corporate social responsibility? 	3	<p>Lecture and Group Discussion Required reading: <i>Chapter 2 – Business Ethics and Corporate Social Responsibility</i> Assignment #2 (1%): My personal ethical framework for decision making</p>	Christopher Mark Crawford

(3)	<p>Diversity Management</p> <ul style="list-style-type: none"> • What is diversity management? • What are the benefits of diversity? • What are the legal dimensions of diversity? • What is Equal Employment Opportunity (EEO)? • What is affirmative action? 	3	<p>Lecture and Group Discussion Articles and Case Studies</p> <p>Required reading: <i>Chapter 3 – Workforce Diversity, Equal Employment Opportunity, and Affirmative Action</i></p> <p>Assignment #3 (1%): Diversity analysis of an ASEAN corporation</p>	Christopher Mark Crawford
(4)	<p>Strategic HRM and HR Planning</p> <ul style="list-style-type: none"> • What is Job Analysis? • What are the elements of job description? • What is IHRM planning? • How are HR needs forecasted? 	6	<p>Lecture and Group Discussion</p> <p>Required reading: <i>Chapter 4 – Job Analysis, Strategic Planning and Human Resource Planning</i></p> <p>Assignment #4 (1%): Which thinker should go? (pg. 111)</p> <p>Case Study (20%): Strategic HRM</p>	Christopher Mark Crawford

(5)	Recruiting <ul style="list-style-type: none"> • What is the recruiting process? • Internal vs. external recruiting? • What are the various recruiting methods? 	3	Lecture and Group Discussion Required reading: <i>Chapter 5 – Recruitment</i> Assignment #5 (1%): Which recruiting method would you use?	Christopher Mark Crawford
(6-7)	Selection <ul style="list-style-type: none"> • What is the selection process? • How to select candidates to interview? • What are the types of interviews? • How to conduct interviews? • How is a final selection decision made? 	6	Lecture and Group Discussion Required reading: <i>Chapter 6– Selection</i> Assignment #6 (1%): What qualities are you looking for in a team member? Job Descriptions/ Resume (5%)	Christopher Mark Crawford
(8)	Human Resource Strategy of an ASEAN Corporation Presentations	3	Group Presentation (10%)/Group Report (10%)	Christopher Mark Crawford
(9)	Midterm Examinations (2nd March – 7th March)		No Mid-Term Exam	

Week	Topic	Hours	Teaching & Learning Activities, Instructional Media	Instructor
(10-12)	<p>Performance Management and Employee Relations</p> <ul style="list-style-type: none"> • What is Performance Management? • How are employees evaluated? • What is a performance appraisal? • What are performance objectives? • What is the disciplinary process? • What is the termination process? 	9	<p>Lecture and Group Discussion</p> <p>Required reading: <i>Chapter 8 – Performance Management and Appraisal</i> <i>Chapter 13 – Internal Employee Relations</i></p> <p>Assignment #7 (1%): How would you evaluate a difficult employee? Assignment #8 (1%): What disciplinary action would you take?</p> <p>Group 360 Degree Evaluation (5%) Performance Objectives (5%) Peer Evaluation (5%)</p>	Christopher Mark Crawford
(13-14)	<p>Compensation and Benefits</p> <ul style="list-style-type: none"> • What are the types of compensation? • What factors impact 	4.5	<p>Lecture and Group Discussion</p> <p>Required reading: <i>Chapter 9 –</i></p>	Christopher Mark Crawford

	<p>compensation?</p> <ul style="list-style-type: none"> • What are the types of benefits? • What is non-financial compensation? 		<p>Compensation <i>Chapter 10 – Benefits, Nonfinancial Compensation and Other Compensation Issues.</i> Assignment #9 (1%): Design compensation and benefits package for a new staff member</p>	
(15)	Songkran Holiday	0		Christopher Mark Crawford
(16)	Training and Development	3	<p>Assignment #10 (1%): How can the IC on-board new students?</p>	Christopher Mark Crawford
(17)	Group Case Study Presentation	3	<p>Group Presentation (10%)/Group Report (10%)</p> <p>Peer Evaluation (5%)</p>	Christopher Mark Crawford
(18)	Final Examination Period 4th May – 16^h May		No Final Exam	