

AREC 325: Personnel Management in Agriculture Fall 2014

Instructors: Dr. Greg Perry

C248 Clark Building

Class Times: TR 2:00-3:15

Location: C-248 Clark

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Office Hours: W 1-2:30 pm or by appointment

General Overview: The purpose of this course is to provide students with an introduction and overview of human resource issues pertinent to agribusinesses and farm operations. The course is divided into six sections: (1) Foundational principles, (2) legal issues, (3) hiring new employees, (4) managing the workplace, (5) bargaining and negotiation and (6) employee benefits.

Course Outcomes: Students will be able to

- a. Understand the role of a leader and manager in a business organization.
- b. Be able to communicate effectively in the workplace.
- c. Understand business ethics and be able to evaluate behavior from an ethical standpoint.
- d. Understand important legal issues governing employment, particularly in agribusinesses.
- e. Be able to design a job search process that is efficient, effective and leads to a diverse pool of candidates. Also, to be able to evaluate potential employees for the right mix of talents, skills and knowledge needed to excel in the workplace.
- f. Be able to design and implement an effective process to evaluate employee performance.
- g. Understand how to deal with common problems in the workplace, including absenteeism, turnover, dismissal, and conflict between employees.
- h. Explain and use distributive and integrative negotiation methods in single and multiple party situations;
- i. Be familiar with and able to design a benefits package for employees that meets their needs and is cost effective. The benefits package includes health insurance, retirement, vacation and sick leave, disability insurance and other benefits.

Grading:

- a. Class quizzes over textbook material (25%). A quiz will be held at the beginning of class each day (unless otherwise indicated). Each quiz will be worth 10 points. The quiz will cover the reading material assigned for that day. There will be 28 total quizzes, 3 are essentially for extra credit and to allow for students to be gone.
- b. Midterm and Final exams (25%). Two exams will be offered, but only one counts toward the final grade. Students can take both exams, in which case the higher score will count.

- c. Class assignments (50%) A main objective of the class is to give students some opportunities to reflect on or apply the concepts taught in class. Hence half of the total points in the class will be tied to these 17 assignments.

Academic Integrity: Students must uphold the academic integrity standards as explained in the university's Academic Integrity Policy of the Colorado State University General Catalog {Page 7} and the Student Conduct Code. This class requires a great deal of group work, but students should take responsibility for investing personally in the independent learning and development of project materials. Violations of CSU's academic integrity policies will be handled in accordance with the procedures discussed in the CSU General Catalog.

Textbooks: Two books will be used in the class:

1. Perry, Gregory M. *Managing People, Managing You: An Agribusiness Handbook*. Copies are available in the bookstore for \$42.75.
2. Rath, Tom. *Strengthsfinder 2.0*. Gallup Press. 2007. Available online or in the bookstore for \$27.95. Make sure you buy a new copy of this book, not used.

Course Schedule

Date	Topic	Assignment
Tues, Aug 26	Introduction	
Thurs, Aug 28	Chapter 1 – Level 5 Leaders	Read pages 1.1-1.8
Tues, Sep 2	Chapter 1 – Transformative Leaders	Read pages 1.9-1.16 Do Questions 1 & 2 in Chapter 1 Reflections
Thurs, Sep 4	Chapter 2 – Managers in Agribusinesses	Read Chapter 2
Tues, Sep 9	Chapter 3 – Improving Communication	Read pages 3.1-3.7 Do Question 1 in Chapter 2 Reflections
Thurs, Sep 11	Chapter 3 – Nonverbal Communication & Listening	Read pages 3.8-3.20
Tues, Sep 16	Chapter 4 – Business Etiquette	Read Chapter 4 Do Question 3 in Chapter 3, Questions 3, 5 in Chapter 4 Reflections
Thurs, Sep 18	Chapter 5 – Philosophy of Ethics	Read 5.1-5.11
Tues, Sep 23	Chapter 5 – Obstructions to Moral Behavior	Read 5.12-5.19 Do Questions 1, 4, 5 in Chapter 5 Reflections
Thurs, Sep 25	Chapter 6 – Discrimination, Harassment, Retaliation	Read Chapter 6 Do Questions 2, 4 in Chapter 6 Reflections
Tues, Sep 30	Chapter 7 – Labor Issues in Agribusinesses	Read Chapter 7 Do Question 3 in

		Chapter 7 Reflections
Thurs, Oct 2	Chapter 8 – Employee Rights	Read 8.1-8.8
Tues, Oct 7	Chapter 8 –Employer Rights	Read 8.9-8.16 Do Questions 1, 3, 4 in Chapter 8 Reflections
Thurs, Oct 9	Guest Speaker - Mary Kraft, Quail Ridge Dairy	
Tues, Oct 14	Chapter 9 – Managing the Hiring Process	Read Chapter 9
Thurs, Oct 16	Chapter 10 – Hiring for Talent	Read Chapter 10, Do Questions 1, 2, 3 in Chapter 10 Reflections
Tues, Oct 21	Midterm Exam	Library
Thurs, Oct 23	Chapter 11 – Evaluating Employee Performance	Read Chapter 11, Questions 2-3 in Chapter 11
Tues, Oct 28	Chapter 12 – Absenteeism and Turnover	Read Chapter 12 Do Question 1
Thurs, Oct 30	Chapter 13 – Firing Employees	Read Chapter 13
Tues, Nov 4	Chapter 14 – Resolving Conflict in Workplace	Read Chapter 14, Question 1 in Chapter 14
Thurs, Nov 6	Chapter 15 – Bargaining	Read Chapter 15
Tues, Nov 11	Chapter 16 – Negotiating	Read Chapter 16, Negotiation #1
Thurs, Nov 13	Chapter 17 – Cognitive Biases in Negotiation	Read Chapter 17, Negotiation #2
Tues, Nov 18	Chapter 18 – Group Negotiations	Read Chapter 18, Negotiation #3
Thurs, Nov 20	Fall Recess – Thanksgiving Break	
Tues, Nov 29	Chapter 19 – Introduction to Insurance	Read 19.1-19.10
Tues, Dec 2	Chapter 19 – Affordable Care Act	Read 19.11-19.16, Questions 1-3 in Chapter 19
Thurs, Dec 4	Chapter 20 – Retirement Benefits	Read Chapter 20, Questions 1-2 in Chapter 20
Tues, Dec 9	Guest Speaker – Trinity Webb, Leprino Foods	
Thurs, Dec 11	Chapter 21 – Other Benefits	Read Chapter 21, Questions 1-2 in Chapter 21
Fri, Dec 20	Final Exam	Library

Assignments for AREC 325

Assignments represent half the grade in this class. They are an opportunity to think about and apply the principles discussed in class. Each assignment is given in the following table, along with the possible points for each and the due date. Unless otherwise indicated, each assignment is due at the beginning of class on the date indicated. Assignments turned in late are docked 10% for each day late. Assignments more than a week late are assigned a zero.

Assignment	Topic	Due Date	Points
Questions 1 & 2. Chapter 1	Leadership	9/9/14	40
Question 1, Chapter 2	Management	9/16/14	25
Question 3, Chapter 3, Questions 3, 5, Chapter 4	Business Etiquette	9/23/14	25
Questions 1, 4, 5, Chapter 5	Business Ethics	9/30/14	30
Questions 2, 4, Chapter 6	Discrimination, Retaliation (in class)	9/25/14	25
Question 3, Chapter 7	Dealing with Undocumented Workers	10/7/14	40
Questions 1, 3, 4, Chapter 8	Employee Rights and Responsibilities	10/14/14	
Questions 1-3, Chapter 10	Evaluating Your Talents and Personality	10/23/14	50
Questions 2-3, Chapter 11	Evaluating Employee Performance	10/30/14	20
Question 1, Chapter 12	Costs of Employee Turnover	11/4/14	25
Question 1, Chapter 14	Managing Conflict	11/11/14	15
Negotiation #1	Integrative Negotiation	11/18/14	25
Negotiation #2	Real life Negotiation	11/29/14	45
Negotiation #3	Group Negotiation (in class)	11/18/14	25
Questions 1, 2, 3, Chapter 19	Insurance Packages	12/4/14	35
Questions 1,2, Chapter 20	Retirement planning	12/11/14	25
Questions 1, 2, Chapter 21	Calculating Benefit Packages	12/18/14	50
Total			500