

AREC 325: Personnel Management in Agriculture

Instructors: Dr. Dawn Thilmany B325 Clark Building
 Dr. Greg Perry B318 Clark Building

Class Times: TR 11:00-12:15 **Location:** Natural Resources 109

Email: thilmany@lamar.colostate.edu greg.perry@colostate.edu

Office Hours: W 12-1 pm or by appt., Thilmany; W 1-2:30 pm or by appointment, Perry

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 four sections: (1) Selecting and training new employees, (2) dealing with employee problems, (3) principles of negotiation, and (4) employee benefits and overhead costs. Dr. Thilmany will teach sections one and four, Dr. Perry will teach sections two and three.

Course Outcomes: Students will be able to

- a. identify their own talents and those of potential employees and how these match with positions within an agribusiness;
- b. describe the legal requirements within a job search process and how to create a diverse pool of applicants;
- c. develop and evaluate important training programs for an agribusiness firm;
- d. explain the rules and regulations within a firm that address common employee problems, as well as identifying some ways to deal with these problems;
- e. Explain and use distributive and integrative negotiation methods in single and multiple party situations;
- f. Explain different types of insurance packages, as well as the role of deductibles and other methods to keep insurance costs down;
- g. Explain other benefits commonly offered as part of employee compensation, including vacation time, sick leave, and worker's compensation.

Grading: (100% total, 40% related to project and team work)

- a. Exams (4 during semester) 60%
- b. Homework and In-Class Exercises 40%

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.

Textbook: No textbook required, Readings will be posted on RamCT and are assigned below.

Course Schedule

Date	Topic	Assignment
Tues, Aug 27	Beginning of Part 1 – Introduction, identifying talents	Class choice of Current Exams/Profiles
Thurs, Aug 29	Recruitment for job pools, tips to assure diverse and strong applicant pools	Billikopf
Tues, Sep 3-5	Legal requirements in the job search process	(Web-based materials)
Tues, Sep 10	History of ag and general labor laws	
Thurs, Sep 12	A Real World View at Selecting and Hiring Employees	Judy Barth, Speaker
Tues, Sep 17	Best practices for training and integrating new employees; developing opportunities for growth	Billkopf Chs. 4-6 Case Studies
Thurs, Sep 19	Review	Exam #1
Tues, Sep 24	Part II – Evaluating employees' performance	
Thurs, Sep 26	Addressing absenteeism and turnover	
Tues, Oct 1	Dealing with harassment, sexual discrimination, retaliation	
Thurs, Oct 3	Employee rights and responsibilities	
Tues, Oct 8	Managing conflict between employees	
Thurs, Oct 10	Rules regarding termination of employees	
Tues, Oct 15	Review	Exam #2
Thurs, Oct 17	Part III – Introduction to negotiation	
Tues, Oct 22	Distributive bargaining	Assignment
Thurs, Oct 24	Integrative bargaining	Assignment
Tues, Oct 29	Cognitive biases in negotiation	
Thurs, Oct 31	Negotiation strategy and tactics	Assignment
Tues, Nov 5	Multiparty negotiations	Assignment
Thurs, Nov 7	Ethical issues in negotiation	Real life negotiation
Tues, Nov 12	Part IV – Investing in your Employees: How to improve retention and package benefits	Case studies and Web based materials
Thurs, Nov 14	Review and Exam	Exam #3
Tues, Nov 19	Exploring Incentive pay as a retention option	Billikopf Ch. 7 & 8,
Thurs, Nov 21	Strategies to reduce insurance and workers compensation costs	Web based resources
Nov 25-29	Fall Recess – Thanksgiving Break	Assignment
Tues, Dec 3	Important characteristics of insurance packages	
Thurs, Dec 5	Retirement program options	
Tues, Dec 10	Leave, disability, vacation benefits	
Thurs, Dec 12	Current issues in labor management	Speaker

*Themes and some class material drawn from Bohlander.

Billikopf available online at: <http://nature.berkeley.edu/ucce50/ag-labor/7labor/001.htm>