

## EXERCISES

You will be required to complete four HR exercises as part of this course. Each exercise will represent an HR situation. Your task will be to analyze each situation and write a paper in which you respond in accordance with the assignment (e.g. some exercise will require answers to questions, while others may require you to write a memo detailing your thinking).

Each paper must be typewritten and double-spaced in a standard typeface. You should prepare two copies of your paper (one for the instructor and one as a hard-copy backup). You will receive specific instructions with each exercise.

Each paper must be **your own** work. You are free to consult with your classmates about the exercises, and we encourage doing so, but you must submit your own paper for grading purposes. As pointed out on pg. 26 of the Student Handbook, plagiarism is prohibited and appropriate penalties will be assessed if you submit anything but your own work.

As stated on the syllabus, your grades on these exercises account for 80% of your grade in this course. The grading criteria for these Exercises are as follows:

When I review your responses, I will ask:

1. Have you responded appropriately to the assignment (e.g. have you: answered all of the questions asked; written a formal memo when asked to do so)?
2. Is your paper free of omissions? (e.g. if a question has multiple parts, have you answered each part?)?
3. To what extent do you *demonstrate* that you can identify and correctly use the relevant concepts from the text and class? (i.e., is it obvious from what you write that you know when and how to use concepts covered in the class and the text?)?
4. To what extent does your report reflect your **thinking**? (This means that the paper should reveal enough about your thinking and reasoning process so that the reader understands the logic underlying your conclusions.)?
5. To what extent is your logic sound (i.e. is the reader able to reflect on your work and conclude, "This makes sense")?
6. How thoroughly do you explain and justify your thinking? (E.g. if you argue that the firm should hire a particular individual, is your rationale for the choice absolutely clear and does that rationale make logical sense?)?
7. How well is the paper written (do you write complete sentences; is the paper free of spelling and grammatical errors; is the paper easy to read and understand)?
8. How much effort does your submission reflect?