# University of Waterloo Department of Psychologoy Human Resources Management HRM 200 - Spring 2014 Wednesday, 6:30 – 9:20 p.m. AL 116

## Instructor and T.A. Information

**Instructor: Katrina Di Gravio**

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Office Hours: arranged by appointment Email: kadigrav@uwaterloo.ca

**Teaching Assistants**

Justin Brienza [jbrienza@uwaterloo.ca](mailto:jbrienza@uwaterloo.ca) PAS 4229 Tuesday 4:30 – 5:30 p.m.

Yourie Kim [ky8kim@uwaterloo.ca](mailto:ky8kim@uwaterloo.ca) PAS 4214 Thursday 10:00 – 11:00 a.m.

Sana Rizvi [s5rizvi@uwaterloo.ca](mailto:s5rizvi@uwaterloo.ca) PAS 4230 Tuesday 1:00 – 2:00 p.m.

Amanda Wurdarzewski [awudarz@uwaterloo.ca](mailto:awudarz@uwaterloo.ca) PAS 4221 Tuesday 2:00 – 3:00 p.m.

## Course Description

HRM 200 serves as an introduction to Human Resources Management (HRM) and its contributions to the workplace. Today’s organization faces a myriad of complex issues, such as globalization, demands for increased productivity, strategic planning and compliance with government legislation. In today’s world, “people” provide the competitive advantage and HR policies and practices have a significant impact on the bottom line and overall performance of an organization.   
The course will examine the evolution of HR from a primarily administrative function to a strategic partner and decision maker in the organization. Among other things, the course will look at the effective management of human capital, the importance of attracting and retaining employees, managing a diverse workforce, recognizing employee rights, and legislative requirements.   
Whether or not you have an interest in Human Resources as a career, you will at some time in your working career likely be dealing with “people issues” … either your own or somebody else’s. This course will provide you with useful information and helpful insights.

## Course Goals and Learning Outcomes

What I Expect:  
  
•If you invest the necessary time and effort to understand and internalize the course content, on completing the course you will have an increased understanding and appreciation of the Human Resources function, its role, concepts, principles and challenges.   
  
•Everyone will have an opportunity to participate in class discussion/activities -- this implies you will be in class both physically and mentally.   
  
There will be demonstrated respect for the diversity of others. Students will exhibit proper classroom decorum and behaviours towards fellow students who attend lectures to listen, learn and internalize the learning experience.   
  
•We will respect each other’s time by starting and finishing class on time.   
  
•You will own or have regular access to the current course text, as you will be expected to read assigned chapters for class discussion and testing  
  
•If you are experiencing difficulty with me, the material, the course or your grades, please let me know quickly either via e-mail through the D2L course site or arrange to meet with me.   
  
What You Can Expect:  
  
•Build a foundation or base of knowledge about Human Resource Management and be able to apply the concepts both professionally and personally.   
  
•Acquire an understanding of Human Resource issues facing organizations and line managers and develop insights on what it is like to work in the Human Resource profession  
  
•Identify ways of having management and employees work effectively together.   
  
•Have the lecturer identify and share real life HR challenges and experiences.   
  
•Identify potential career options within the Human Resource Management profession.

## Required Text

* Human Resources Management in Canada, 12th Canadian Edition plus  
  Course Access Code

## Readings Available on LEARN

Postings on the course D2L page include: this course syllabus, office hours, any handouts for lectures, on-line quizzes, announcements and so forth. On your browser, type in www. Provide your Quest/UWdir user ID and password, and then click on HRM-200. Please note, any questions posed on the HRM200 course site that have already been addressed in class or with this syllabus will not be responded to on-line.

## Course Requirements and Assessment

| Assessment | Date of Evaluation (if known) | Weighting |
| --- | --- | --- |
| Test 1 | June 4, 2014 | 25 |
| Test 2 | July 2, 2014 | 20 |
| Test 3 | July 30 2014 | 25 |
| Team Project | July 16, 2014 | 25 |
| Bi - Weekly Quizzes (6) | Bi –Weekly (begin May 14th) | 5 |
| **Total** |  | **100%** |
|  |  |  |

### Assessment 1

**June 4 - Test 1 – Chapter 1 – Chapter 6**

### Assessment 2

**July 2 - Test 2 – Chapter 7- 10 + 15**

### Assessment 3

**July 30 - Test 3 - Chapter 11 - 17**

### Assessment 4

**Team Project – Outline will be distributed in class on May 25, 2014 and posted on LEARN   
 Team Charter - June 11th  
 Project Due - July 16th**

### Assessment 5

### Bi weekly Quizzes - Beginning May 14, 2014 – Access begins after Wednesday nights class and extends until the following Tuesday evening at 11:59 p.m.

### Course Outline

| **Week** | **Date** | **Topic & Chapters to be read:** | **Readings Due Date** |
| --- | --- | --- | --- |
| 1 | May 7 | Intro to HR  Chapter1- Strategic Role of HR | May 7 |
| 2 | May 14 | Chapter 2 -The Changing Legal Emphasis  Chapter 4 - Desiging and Analyzing Jobs quiz 1 - starts | May 14 |
| 3 | May 21 | NO CLASS | Week 3 readings |
| 4 | May 28 | **Chapter 5 - Human Resources Planning  Chapter 6 - Recruitment Team Project Introduction  Quiz 2- starts** | May 28 |
| **5** | **June 4** | **TEST 1** | **June 4** |
| 6 | June 11 | Chapter 7 – Selection Chapter 8 - Orientation Team Charter Due  Quiz 3 -starts | June 11 |
| 7 | June 18 | Chapter 9 - Career Development  Chapter 10 - Performance Management | June 18 |
| 8 | June 25 | Chapter 15 - Fair Treatment Quiz 4 - starts | June25 |
| **9** | **July 2** | **Test 2** | **July 2** |
| 10 | July 9 | Chapter 11 - Strategic Pay Plans  Chapter 12 Financial Incentives Quiz 5 - starts | July 9 |
| 11 | July 16 | Chapter 13 - Employee Benefits  Chapter 14- Occupational Health & Safety TEAM PROJECT DUE | July 16 |
| 12 | July 23 | Chapter 16 - Labour Relations  Chapter 17 - Human Resource sin Global Business Quiz 6 - starts | July 23 |
| **13** | **July 30** | **Test 3** | **July 30** |

## Late Work

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If you miss a class, you will still have access to the lecture slides via the course website. You may also ask a classmate for a copy of their class notes in case there was information covered in the lecture that was not on the posted slides. The lecturer will not provide additional notes at any time.   
Students who are requesting accommodation for course requirements (assignments, tests, etc.) due to illness should do the following:   
• seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: http://www.healthservices.uwaterloo.ca/Health\_Services/verification.html   
• submit that form to the instructor within 48 hours.   
• (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.   
In the case of a missed assignment deadline or test, the instructor will either  
  
1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or  
  
2. provide an extension.  
  
In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.   
Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.   
  
Human Resources Management Plans at Waterloo:   
  
Students interested in employment in the field of Human Resources may wish to pursue one of the Human Resources Management Academic Plans at Waterloo, as well as the Certified Human Resource Professional (CHRP) designation offered by the Canadian Council of Human Resources Associations (http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/certification.aspx).   
Courses in the HRM Academic Plans at Waterloo provide exemption from required courses for the CHRP designation. Note: The HRPA of Ontario requires an average of 70% in the nine required courses for the CHRP designation with no individual course achieving lower than 65%.   
  
Further information regarding course and average requirements for the various HRM plans, as well as program application information and procedures are available on the HRM website: http://www.psychology.uwaterloo.ca/hrm/index.html  
  
  
  
**Information on Plagiarism Detection**

Avoidance of Academic Offences:  
The Official Version of the Course Outline   
If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on D2L, the outline on D2L will be deemed the official version. Outlines on D2L may change as instructors develop a course, but they become final as of the first class meeting for the term.

## Attendance Policy

It is important for students to attend every class.

## Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

### Cross-listed course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

### Academic Integrity

Academic Integrity:In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

***Discipline:*** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71).

Grievance:A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances, Section 4](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70).

Appeals:A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72 - Student Appeals](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72).

### Other sources of information for students

[Academic integrity](https://uwaterloo.ca/arts/ethical-behavior) (Arts) [Academic Integrity Office](https://uwaterloo.ca/academic-integrity/) (uWaterloo)

### Accommodation for Students with Disabilities

Note for students with disabilities:The [AccessAbility Services office](https://uwaterloo.ca/disability-services/), located in Needles Hall Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.