**University of Waterloo
Department of ​Psychology​
​Human Resources Management (HRM200)​**

**Online - Winter 2023**

**Instructor and T.A. Information**

Instructor: ​Katrina Di Gravio​   Email: ​kadigrav@uwaterloo.ca​

**Office Hours:**  By appointment

**Teaching Assistants:**

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**Course Description:**

HRM 200 serves as an introduction to Human Resources Management (HRM) and its contributions to the workplace. For students who are pursuing the Certified Human Resources Professional (CHRP) certification, this is a core course. Organizations face a myriad of complex issues, such as globalization, demands for increased productivity, strategic planning and compliance with government legislation. Human resources deals with people, and in today’s world, people are the most important assets in an organization. Solid human resources provides organizations with a competitive advantage. HR policies and practices significantly impact the bottom line and an organization’s overall performance.

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 people, 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, at some time in your working life you will likely be dealing with “people issues” … either your own or somebody else’s. This course will provide you with useful information and helpful insights.

**Learning Outcomes**

By the end of this course you should be able to:

* Apply foundational knowledge about Human Resource Management both professionally and personally.
* Increase your understanding and appreciation of the Human Resources function and its role in an organization.
* Identify Human Resource issues facing organizations and line managers through textbook examples and real-life experiences of the instructor and develop insights on what it is like to work in the Human Resource profession.
* Identify ways that management and employees can work effectively together.
* Identify potential career options within the Human Resource Management profession.
* Explore areas of Human Resources Management in-depth through the case applications.

## Required Text / Resources

***Human Resources Management in Canada (15th Edition). & REVEL Canadian Edition .* Dessler, G., Chhinzer, N, & Cole, N.D. (2016).**

**REVEL is required for this course**

**PLEASE NOTE:** Use of any earlier versions of this textbook is NOT recommended and is done so at your own risk. Earlier editions will not have Revel a core component of this course for several graded activities.

Important:**ALL TIMES EASTERN** - Please see the [University Policies](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=820904&type=content&rcode=uWaterloo-556935) section of your Course Outline for details .

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| --- | --- | --- | --- | --- |
| **Week** | **Module** | **Readings** | **Activities and Assessments** | **Due Dates** |
| **Week 1** | [Module 1: The Strategic Role of Human Resources Management and The Changing Legal Emphasis](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461273) | Chapter 1Chapter 2 | [Introduce Yourself](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461267) | Sunday, January 15, 2023 at 11:55 PM |
| [Chapter 1 and 2 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Friday, January 20, 2023 at 11:55 PM |
| **Week 2** | [Module 2: HR Technology and Designing and Analyzing Jobs](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3453023) | Chapter 3Chapter 4 | [Pre-Quiz for Case Application Assignments](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3563750) | **Opens:** Sunday, January 22, 2023 at 12:01 AM |
| [Chapter 3 and 4 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, January 22, 2023 at 11:55 PM |
| **Week 3** | [Module 3: Human Resources Planning](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3465827) | Chapter 5 | [Chapter 5 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, January 29, 2023 at 11:55 PM |
| **Week 4** | [Module 4: Recruitment and Selection](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3498798) | Chapter 6Chapter 7 | [Case Application Assignment 1](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3513150) — Opens | **Opens:** Sunday, February 5, 2023 at 12:01 AM |
| [Chapter 6 and 7 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, February 5, 2023 at 11:55 PM |
| **Week 5** | [Module 5: Onboarding and Training](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3509271) | Chapter 8 | [Chapter 8 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, February 12, 2023 at 11:55 PM |
| [Case Application Assignment 1](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3513150) | **Due:**Sunday, February 12, 2023 at 11:55 PM |
| **Week 6** | [Module 6: Career and Management Development](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3509272) | Chapter 9 | [Chapter 9 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | ***Friday***, February 17, 2023 at 11:55 PM |
| **Reading Week (Saturday, February 18, 2023 to Sunday, February 26, 2023)** |
| **Week 7** | [Module 7: Performance Management](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3516272) | Chapter 10 | [Midterm Test 1](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3563644): Chapters 1-9 | **Opens:** Wednesday, March 1, 2023 at 12:01 AM**Due:** Friday, March 3, 2023 at 11:55 PM |
| [Chapter 10 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, March 5, 2023 at 11:55 PM |
| **Week 8** | [Module 8: Strategic Pay Plans](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3567933) | Chapter 11Chapter 12 | [Chapter 11 and 12 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, March 12, 2023 at 11:55 PM |
| **Week 9** | [Module 9: Employee Benefits and Services and Occupational Health and Safety](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3589788) | Chapter 13Chapter 14 | [Case Application Assignment 2](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3513150) — Opens | **Opens:** Sunday, March 19, 2023 at 12:01 AM |
| [Chapter 13 and 14 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, March 19, 2023 at 11:55 PM |
| **Week 10** | [Module 10: Managing Employee Separations](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3603548) | Chapter 15 | [Chapter 15 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, March 26, 2023 at 11:55 PM |
| [Case Application Assignment 2](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3513150) | **Due:** Sunday, March 26, 2023 at 11:55 PM |
| **Week 11** | [Module 11: Labour Relations](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3652048) | Chapter 16 | [Chapter 16 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | Sunday, April 2, 2023 at 11:55 PM |
| **Week 12** | [Module 12: Managing Human Resources in a Global Business](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3700022) | Chapter 17 | [Chapter 17 Quiz](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-461268) | ***Monday***, April 10, 2023 at 11:55 PM |
| [Midterm Test 2](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=864528&type=content&rcode=uWaterloo-3563644): Chapters 10-17 | **Opens:** Wednesday, April 5, 2023 at 12:01 AM**Due:** Monday, April 10, 2023 at 11:55 PM |

**GRADING OUTLINE:**

Quizzes 10%

Case Assignments x 2 40%

Midterm x 2 50%

Total Grading. 100%

***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. See the [UWaterloo Academic Integrity webpage](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity webpage](https://uwaterloo.ca/arts/undergraduate/student-support/academic-standing/ethical-behaviour) for more information.

***Turnitin.com****:* Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

***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-general-counsel/policies-procedures-guidelines/policy-71). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

***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](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

***Appeals:*** A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

## Accommodation for Students with Disabilities

***Note for students with disabilities:*** The [AccessAbility Services](https://uwaterloo.ca/disability-services/) office, located on the first floor of the Needles Hall extension (1401), 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.

## *Mental Health Support*

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

***On Campus***

* Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 xt 32655
* [MATES](http://www.feds.ca/uw-mates/): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
* Health Services Emergency service: located across the creek form Student Life Centre

***Off campus, 24/7***

* [Good2Talk](http://www.good2talk.ca/): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
* Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
* [Here 24/7](http://www.here247.ca/): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
* [OK2BME](http://www.ok2bme.ca/): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online at the Faculty of ARTS [website](https://uwaterloo.ca/arts/get-mental-health-support-when-you-need-it)

Download [UWaterloo and regional mental health resources (PDF)](https://uwaterloo.ca/arts/sites/ca.arts/files/uploads/files/counselling_services_overview_002.pdf)

Download the [WatSafe app](https://uwaterloo.ca/watsafe/) to your phone to quickly access mental health support information

## Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River.

For more information about the purpose of territorial acknowledgements, please see the [CAUT Guide to Acknowledging Traditional Territory (PDF)](https://www.caut.ca/docs/default-source/professional-advice/list---territorial-acknowledgement-by-province.pdf?sfvrsn=12)