



# Course Schedule

Important: **ALL TIMES EASTERN** - Please see the [University Policies](#) section of your Syllabus for details

Week	Module	Readings	Activities and Assignments	End / Due Date	Weight (%)
1	<a href="#">Module 1: Strategic Importance of Human Resource Management and The Changing Legal Emphasis</a>	Chapters 1 and 2	<a href="#">Introduce Yourself</a>	Sunday, January 12, 2020 at 11:55 PM	Ung
	<a href="#">Module 2: Human Resources Management</a>		<a href="#">Module 1 Weekly Quiz</a>	Sunday, January 19, 2020 at 11:55 PM	20%

2	<p><a href="#">and</a>  <a href="#">Technology</a>  <a href="#">and</a>  <a href="#">Designing</a>  <a href="#">and</a>  <a href="#">Analyzing</a>  <a href="#">Jobs</a></p>	<p>Chapters 3 and 4</p>	<p><a href="#">Module 2</a>  <a href="#">Weekly Quiz</a></p>	<p>Sunday, January 19, 2020 at 11:55 PM</p>	2%
3	<p><a href="#">Module 3:</a>  <a href="#">Human</a>  <a href="#">Resources</a>  <a href="#">Planning and</a>  <a href="#">Recruitment</a></p>	<p>Chapters 5 and 6</p>	<p><a href="#">Module 3</a>  <a href="#">Weekly Quiz</a></p>	<p>Sunday, January 26, 2020 at 11:55 PM</p>	2%
4	<p><a href="#">Module 4:</a>  <a href="#">Selection</a></p>	<p>Chapter 7</p>	<p><a href="#">Module 4</a>  <a href="#">Weekly Quiz</a></p>	<p>Sunday, February 2, 2020 at 11:55 PM</p>	2%

**Midterm**  
**Available:**  
 Wednesday,  
 February 5,  
 2020, 12:01  
 AM

[Midterm](#)

5	<p><a href="#">Module 5: Orientation and Training</a> Chapter 8 <a href="#">and Midterm Test</a></p>	<p><a href="#">Test</a></p>	<p><b>Midterm Due:</b> Friday, February 7, 2020 at 4:00 PM</p>	<p><b>25%</b></p>
	<p><a href="#">Module 5 Weekly Quiz</a></p>	<p>February 9, 2020 at 11:55 PM</p>	<p><b>2%</b></p>	
6	<p><a href="#">Module 6: Career Development</a> Chapters <a href="#">and</a> 9 and 10 <a href="#">Performance Management</a></p>	<p><a href="#">In The News Assignment Pre Quiz</a></p>	<p><b>Quiz Available:</b> Monday, February 10, 2020 at 12:01 AM <b>Quiz Due:</b> Sunday, March 1, 2020 at 11:55 PM</p>	<p><b>Ung</b></p>

Sunday,  
[Module 6](#) March 1, **2%**  
[Weekly Quiz](#) 2020 at  
 11:55 PM

**Reading Week (Saturday, February 15, 2020 to Sunday, February 23, 2020)**

**7** [Module 7:](#)  
[Strategic Pay](#)  
[Plans and](#) Sunday,  
[Pay-For-](#) Chapters [Module 7](#) March 1, **2%**  
[Performance](#) 11 and 12 [Weekly Quiz](#) 2020 at  
[and](#) 11:55 PM

[Financial](#)  
[Incentives](#)  
**8** [Module 8:](#)  
[Employee](#) Sunday,  
[Benefits and](#) Chapters [Module 8](#) March 8, **2%**  
[Services and](#) 13 and 14 [Weekly Quiz](#) 2020 at  
[Occupational](#) 11:55 PM

[Health and](#)  
[Safety](#)  
 Sunday,  
[In The News](#) March 15, **25%**  
[Module 9:](#) [Assignment](#) 2020 at

<b>9</b>	<a href="#">Managing Employee Separations</a>	Chapter 15	<a href="#">Module 9 Weekly Quiz</a>	11:55 PM Sunday, March 15, 2020 at 11:55 PM Sunday, March 22, 2020 at 11:55 PM	<b>2%</b>
<b>10</b>	<a href="#">Module 10: Labour Relations</a>	Chapter 16	<a href="#">Module 10 Weekly Quiz</a>	11:55 PM	<b>2%</b>
<b>11</b>	<a href="#">Module 11: Managing Human Resources in a Global Business</a>	Chapter 17	<a href="#">Module 11 Weekly Quiz</a>	Sunday, March 29, 2020 at 11:55 PM	<b>2%</b>
<b>12</b>	<a href="#">Module 12: Wrap-up</a>	No readings			
	<b><a href="#">Final Examination</a></b>				<b>30%</b>

**\*Weekly Quizzes** will consist of 11 quizzes, from which 10 will be graded (the lowest mark will be dropped).

# Final Examination Arrangements and Schedule

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Please carefully review the information about [writing exams](#) for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking **any on-campus courses**, you will automatically be scheduled to write your exam on campus. No action is required.

If you are taking **only online courses**, do one of the following:

- If your **address in QUEST is within 100 km** of an [examination centre](#), you must choose an exam centre in [Quest](#) by the end of the second week of term. This must be done each term.
- If your address in Quest is **more than 100 km from an exam centre**, you must arrange for a proctor. Please review the guidelines and deadlines for [writing with a proctor](#). This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the [Quest Help](#) page.

University of Waterloo Senate-approved [academic regulations related](#)

[to assignments, tests, and final exams](#) can be found on the Registrar's website.

## Official Grades and Course Access

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Official Grades and Academic Standings are available through [Quest](#).

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.



# Contact Information

## Announcements

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Your instructor uses the **Announcements** widget on the **Course Home** page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

## Discussions

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A [General Discussion](#) topic\* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

## Contact Us

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### Who and Why

### Contact Details

**Instructor and TA** Post your course-related questions to the **Ask the Instructor** discussion topic\*. This allows



- **Course-related questions** (e.g., course content, deadlines, assignments, etc.) other students to benefit from your question as well.  
**Questions of a personal nature** can be directed to your instructor.  
Instructor: Katrina Di Gravio

- **Questions of a personal nature** [kadigravio@uwaterloo.ca](mailto:kadigravio@uwaterloo.ca)

Your instructor checks email and the [Ask the Instructor](#) discussion topic\* frequently and will make every effort to reply to your questions within 24–48 hours, Monday to Friday.

TAs will be assigned during the first week of class and this information will be provided through the **Announcements** section of the **Course Home** page as it becomes available. Please check the Announcements section regularly.

**Technical Support,** [learnhelp@uwaterloo.ca](mailto:learnhelp@uwaterloo.ca)

Centre for Extended

Learning

Include your full name, WatIAM user ID, student

- Technical problems with Waterloo LEARN

number, and course name and number.

Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

[LEARN Help Student Documentation](#)

## Learner Support Services,

[Student Resources](#)

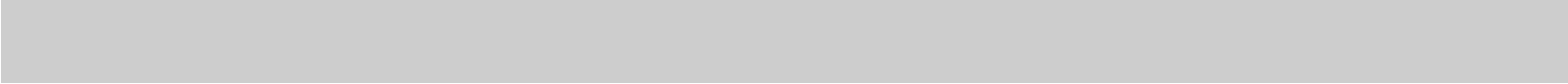
Centre for Extended Learning  
[extendedlearning@uwaterloo.ca](mailto:extendedlearning@uwaterloo.ca)  
+1 519-888-4002

- General inquiries
- WatCards (Student ID Cards)
- Examination information

Include your full name, WatIAM user ID, student number, and course name and number.

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\*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.





# Course Description and Learning Outcomes

## Description

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This course examines the major areas of Human Resources Administration including recruiting, salary administration, labour relations, benefits administration, employee relations, labour law, and organizational behaviour. We will review the role of Human Resources Administration in organizations and the manner in which Human Resources executives contribute to the well-being of a total enterprise.

You will use the textbook as your main resource in this course. Course modules follow the text closely and some modules have audio or video components as a companion to the text. Further, there are animations that clarify complex concepts, links to real-life cases and news items, and TED Talks to emphasize critical points and show application. Be sure to keep an eye on the Announcements section, which I will update with new and current relevant cases, legal decisions, and new ideas.

Keep in mind that all content is testable on both the midterm and final examination. You will be able to get clarification on concepts by answering the survey questions provided at the end of some modules. I hope you enjoy the exciting world of Human Resources as we embark on this journey together.

## Learning Outcomes

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

- 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,

- describe real-life Human Resource challenges and experiences, and
- identify potential career options within the Human Resource Management profession.

*This online course was developed by Katrina Di Gravio, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.*

# About the Course

## Author/Instructor



## Katrina Di Gravio

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Katrina has been with the university for over 30 years, currently as the Director of Organizational Human Development, and is well known and respected within the campus community. She has been the primary university resource for training and development for over 15 years. Katrina has been a member of the Human Resources department since 1980 and was one of the senior Staff Relations Coordinators. She has a Master Trainer certification from Achieve Global, is a member of the Leadership for Results Training team, and teaches Human Resources Management 200 for the department of Psychology. Katrina also designs, delivers, and develops training programs for students, staff, and faculty.



*Katrina likes her coffee with two creams.*

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# Materials and Resources

## Textbook

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### Required

1. Dessler, G., Chhinzer, N., & Cole, N.D. (2016). *Human Resources Management in Canada (13th Edition)*. Don Mills, ON: Pearson. (MyManagementLab is not required)

For textbook ordering information, please contact the [W Store | Course Materials + Supplies](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

## Course Reserves

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Course Reserves can be accessed using the **Library Resources** widget

on the **Course Home** page.

## Resources

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- Library services for [Co-op students on work term and Extended Learning students](#)





# Grade Breakdown

The following table represents the grade breakdown of this course.

<b>Activities and Assignments</b>	<b>Weight (%)</b>
Introduce Yourself	Ungraded
Weekly Quizzes (10 x 2% each)*	20%
Midterm Test	25%
In The News Assignment	25%
Final Examination	30%

\*The Weekly Quizzes will consist of 11 quizzes, from which the best 10 will be graded.



# Course Policies

## What I Expect

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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.

You will demonstrate respect for the diversity of others.

## Late Quizzes/Midterm/Papers

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Late quizzes, midterm, and papers will not be accepted. In extenuating circumstances where acceptable documentation is provided, it will be at the discretion of the instructor to accept the late submission.



# University Policies

## Submission Times

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Please be aware that the University of Waterloo is located in the **Eastern Time Zone** (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the [Ontario, Canada Time Converter](#).

## Accommodation Due to Illness

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**If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions.** Otherwise:

## Missed Assignments/Tests/Quizzes

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Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a [Verification of Illness Form](#).

**Email** a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the [Accommodation due to illness](#) page.

## Missed Final Examinations

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If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a [Verification of Illness Form](#). Email a scanned copy to

the Centre for Extended Learning (CEL) at [extendedlearning@uwaterloo.ca](mailto:extendedlearning@uwaterloo.ca) within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.

After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within **150 km** of Waterloo you should be prepared to write in Waterloo on the additional CEL [exam dates](#). If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about [Examination Accommodation Due to Illness](#) regulations is available in the Undergraduate Calendar.

## Academic Integrity

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In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the [Academic Integrity Tutorial](#) and graduate students should see the [Graduate Students and Academic Integrity](#) website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the [Office of Academic Integrity](#).

## Turnitin

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**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.

[Turnitin® at Waterloo](#)

## Discipline

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A student is expected to know what constitutes [academic integrity](#) to avoid committing an academic offence, 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

## Appeals

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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](#).

## Grievance

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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. When in doubt please be certain to contact the department’s administrative assistant who will provide further assistance.

## Final Grades

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In accordance with [Policy 46 - Information Management](#), Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to [Quest](#) to see all final grades. Any grades posted in Waterloo LEARN

are unofficial.

# AccessAbility Services

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[AccessAbility Services](#), located in Needles Hall, 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

# Accessibility Statement

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The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) are guided by University of Waterloo accessibility [Legislation](#) and policy and the [World Wide Web Consortium's \(W3C\) Web Content Accessibility Guidelines \(WCAG\) 2.0](#). The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about [Desire2Learn's Accessibility Standards Compliance](#).

# Use of Computing and Network Resources

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Please see the [Guidelines on Use of Waterloo Computing and Network Resources](#).

# Copyright Information

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## UWaterloo's Web Pages

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or [extendedlearning@uwaterloo.ca](mailto:extendedlearning@uwaterloo.ca).

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