

Course Schedule

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

Week	Module	Readings	Activities and Assessments	Due Dates	Weight (%)
			Introduce Yourself	Sunday, May 14, 2023 at 11:55 PM	Ungraded
Week 1	Module 1: The Strategic Role of Human Resources Management and The Changing Legal Emphasis	Chapter 1 Chapter 2	Chapter 1 and 2 Quiz	Friday, May 19, 2023 at 11:55 PM	12 Quizzes worth 10% total
Week 2	Module 2: HR Technology and Designing and Analyzing Jobs	Chapter 3 Chapter 4	Pre-Quiz for Case Application Assignments	Opens: Sunday, May 21, 2023 at 12:01 AM	
Week 3	Module 3: Human Resources Planning	Chapter 5	Chapter 3 and 4 Quiz Chapter 5 Quiz	Sunday, May 21, 2023 at 11:55 PM Sunday, May 28, 2023 at 11:55 PM	
Week 4	Module 4: Recruitment and Selection	Chapter 6 Chapter 7	Case Application Assignment 1 — Opens	Opens: Sunday, June 4, 2023 at 12:01 AM	
Week 5	Module 5: Onboarding and Training	Chapter 8	Chapter 6 and 7 Quiz Chapter 8 Quiz Case Application Assignment 1	Sunday, June 4, 2023 at 11:55 PM Sunday, June 11, 2023 at 11:55 PM Due: Sunday, June 11, 2023 at 11:55 PM	20%
Week 6	Module 6: Career and Management Development	Chapter 9	Chapter 9 Quiz	Sunday, June 18, 2023 at 11:55 PM	
			Midterm Test 1: Chapters 1-9	Opens: Wednesday, June 21, 2023 at 12:01 AM	25%

Week 7 [Module 7: Performance Management](#)

Chapter 10

Due: Friday, June 23, 2023 at 11:55 PM[Chapter 10](#)

Sunday, June 25, 2023 at 11:55 PM

[Quiz](#)**Week 8** [Module 8: Strategic Pay Plans](#)Chapter 11 [Chapter 11 and](#)

Sunday, July 2,

Chapter 12 [12 Quiz](#)

2023 at 11:55 PM

[Case](#)**Opens:** Sunday, July 9, 2023 at[Application](#)

12:01 AM

Week 9 [Module 9: Employee Benefits and Services and Occupational Health and Safety](#)Chapter 13 [Assignment 2](#)

Chapter 14 — Opens

[Chapter 13 and](#)

Sunday, July 9,

[14 Quiz](#)

2023 at 11:55 PM

[Chapter 15](#)

Sunday, July 16,

[Quiz](#)

2023 at 11:55 PM

Week 10 [Module 10: Managing Employee Separations](#)Chapter 15 [Case](#)**Due:** Sunday,[Application](#)July 16, 2023 at **20%**[Assignment 2](#)

11:55 PM

Week 11 [Module 11: Labour Relations](#)Chapter 16 [Chapter 16](#)

Sunday, July 23,

[Quiz](#)

2023 at 11:55 PM

Opens:

Wednesday, July

26, 2023 at 12:01

[Midterm Test 2:](#) AM**25%****Week 12** [Module 12: Managing Human Resources in a Global Business](#)

Chapter 17 Chapters 10-17

Due: Friday, July

28, 2023 at 11:55

PM

[Chapter 17](#)

Sunday, July 30,

[Quiz](#)

2023 at 11:55 PM

There is no final examination for this course

Contact Information

Announcements

You are expected to check **Announcements** on the **Course Home** page on a regular basis. To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

Discussions

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

Who and Why

Instructor and TA

- Course-related questions (e.g., course content, deadlines, assignments, etc.)
- Questions of a personal nature

Contact Details

Post your course-related questions to the [Ask the Instructor or TAs](#) discussion topic. This allows other students to benefit from your question as well.

Questions of a personal nature can be directed to your instructor.

Instructor: Katrina Di Gravio
kadigravio@uwaterloo.ca

Your instructor and TAs check email and the [Ask the Instructor or TAs](#) 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** tool on the **Course Home** page as it becomes available.

Pearson Revel

- Questions about accessing textbook readings or chapter quizzes
- Visit [Pearson Higher Education Support](#) for student support.
- For more information about Revel, check out [Revel | Pearson](#)

learnhelp@uwaterloo.ca

Technical Support,
Centre for Extended Learning

- Technical problems with Waterloo LEARN

Include your full name, WatIAM user ID, student 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).

[IST Knowledge Base: For Students](#)

[Student Resources](#)

Learner Support Services,
Centre for Extended Learning

- General inquiries
- Examination information

extendedlearning@uwaterloo.ca

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

Basic Human Resources Management

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.

About the Course Author and Instructor

Course Author and Instructor — Katrina Di Gravio

Katrina has been with the university for over 35 years. Katrina began her career as member of the Human Resources department in 1980, as senior Staff Relations Coordinator. She has a Master Trainer certification, is a certified Psychological Health and Safety Trainer, and is a founding member of the Leadership Development Training Team. Most recently she served as the Director, Organizational Human Development, a unit dedicated to professional learning and development opportunities for all employees. Katrina is well known and respected within the campus community. She was the primary university resource for training and development for over 15 years. Katrina established Waterloo's Principles of Inclusivity and served on the President's Anti Racism task force. Katrina now teaches both Human Resources Management 200 and Psych 340 Training and Development for the department of Psychology.



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About Your Teaching Assistants

Teaching Assistant — Teijo Tenhunen

I'm excited to start working with you this semester. Fun fact: my dog's name is Reggie and my name is pronounced "*tay-oh*". Go Leafs!



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Teaching Assistant — Kritika Gaba

Hello everyone, my name is Kritika Gaba, and I'm thrilled to be joining you as a TA for the HRM course. I'm a fourth-year student currently majoring in Psychology and minoring in Human Resources. Apart from my academic pursuits, a fun fact about me would be that I'm also a self-taught artist with over 10 years of experience under my belt. I've explored various art styles throughout my artistic journey, and I always enjoy learning new techniques and approaches to expressing myself creatively. I'm excited to bring my enthusiasm for



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HRM to the classroom, and I'm looking forward to getting to know each and every one of you as we embark on this exciting journey together.

Teaching Assistant — James Siklos-Whillans

My name is James Siklos-Whillans I am a PhD candidate in Psychology the Cognitive Neuroscience division. When I am not studying I am rock climbing or playing video games.



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Teaching Assistant — Yadurshana Sivashankar

Hello everyone, my name is Yadu and I am a second year PhD student in the Cognitive Neuroscience Lab. My

research interests broadly are within the realm of spatial memory. Meeting new people and travelling is one of my favourite things to do! If any of you have any great travel suggestions, I would love to hear it!



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Materials and Resources

Textbook

Required

1. AC Dessler: Revel for Human Resources Management in Canada 15th Edition.

Revel is an interactive digital textbook and platform for completing graded quizzes. **No standalone printed textbook will be available for this course.** A loose-leaf print text is available for purchase after you've signed up for Revel, should you require one.

See instructions for [Accessing Revel](#).

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.

Resources

- Library services for [Co-op students on work term and students taking online courses](#)

Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assessments	Weight
Introduce Yourself	Ungraded
Chapter Quizzes (12)	10%
Case Applications (2x20%)	40%
Midterm Tests (2 x 25%)	50%

Official Grades

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

Course Policies

Plagiarism Policy

Students who plagiarize will receive a 0 and may experience other penalties.

"Plagiarism - presenting, whether intentionally or not, the ideas, expression of ideas or work of others (whether attributed or anonymous) as one's own in any work submitted whether or not for grading purposes.

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source."

(Policy 71 – Student Discipline, 2019)

For information regarding academic integrity including definitions or examples please review the information on the [Office of Academic Integrity](#) and also [Policy 71 - Student Discipline](#).

AI Tools

There are two written Case Applications in HRM 200 and I want to make it very clear that these written assignments are to be your own original work which means that:

1. The use of Artificial Intelligence tools such as ChatGPT is not allowed for the assignments.
2. Turnitin® will be used to detect both plagiarism and AI use.

Please be aware that submitting text written by an AI tool such as ChatGPT as your own work would be an academic offence under [Policy 71 - Student Discipline](#) and if detected in your submissions further action will be taken.

Late Quizzes/Midterm/Assignments

Late midterms and assignments 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.

Late chapter quizzes are allowed, but there is a 50% late penalty.

Reference

Policy 71- Student Discipline. (2019, May 1). University of Waterloo Secretariat.

<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>

University Policies

Submission Times

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](#) .

Short-Term Absences

Review the University of Waterloo's [Accommodations](#) policy for more details.

Additionally, undergraduate students have the option to self-declare a short-term absence during the formal lecture period by following the [Undergraduate student short-term absences](#) process outlined by the Registrar's Office.

Please follow the instructions above and contact your instructor for applicable accommodations.

Academic Integrity

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 [Undergraduate Academic Integrity Module](#) 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

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

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

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

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

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

[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

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

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

Copyright Information

UWaterloo's Web Pages

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Other Sources

Respect the copyright of others and abide by all copyright notices and regulations when using the computing facilities provided for your course of study by the University of Waterloo. No material on the Internet or World Wide Web may be reproduced or distributed in any material form or in any medium, without permission from copyright holders or their assignees. To support your course of study, the University of Waterloo has provided hypertext links to relevant websites, resources, and services on the web. These resources must be used in accordance with any registration requirements or conditions which may be specified. You must be aware that in providing such hypertext links, the University of Waterloo has not authorized any acts (including reproduction or distribution) which, if undertaken without permission of copyright owners or their assignees, may be infringement of copyright. Permission for such acts can only be granted by copyright owners or their assignees.

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>).

University of Waterloo

[Credits and Copyright \(/d2l/common/dialogs/quickLink/quickLink.d2l?ou=905001&type=content&rcode=uWaterloo-460859\)](#)