

HRM 200
(Basic Human Resources Administration)
Fall 1999

Instructor: David H. Park
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Text: Stone, T.H., & Meltz, N.M. (1993). Human Resources Management in Canada (4th Edition)

Office Hours: 6:30 - 7pm Tuesdays

Test Dates: Oct. 12, Nov. 2, and Nov. 30

Introduction:

HRM 200 provides a detailed overview of the complex field of Human Resources management. Today's organization faces a myriad of complex issues from global competition, demands for increased productivity, strategic planning and government legislative issues. The need for a strong Human Resource function is critical if a corporation is to succeed.

Whether you have an interest in Human Resources as a career or not, everyone is likely to be called upon at some time to deal with "people issues". We will explore the historical roots of the function, the current state of HR, and explore legislative issues, planning, recruitment and selection, training and development, performance management, compensation, and labour relations.

Your Instructor:

Dave Park (BA, Western, CHRP) has more than twenty years of practical Human Resources experience in a variety of environments including manufacturing, service, education and insurance. He has regularly taught Human Resources at Wilfrid Laurier University's School of Business and Economics as well as courses for the Human Resources Professionals Association of Ontario at Conestoga College. Dave is the current President of the Grand Valley Human Resources Professionals Association, Ontario's second largest chapter with 415 members. Dave is the Director of Human Resources at the Equitable Life Insurance Company of Canada Head Office in Waterloo.

** Dave may be reached by e-mail or phone for routine questions at the address above and will be available before each class, from 6:30pm to 7:00pm Tuesdays to meet with students.*

The Textbook:

Human Resources Management in Canada, 4th Edition is available in the regular campus bookstore (near the PSYCH section). The text has solid Canadian content and uses Canadian examples. You will find Stone & Meltz to be a thorough text and those interested in Human Resources as a career will find it to be an excellent reference book to keep. You will be required to read the assigned chapters to be prepared for classroom lectures and the tests.

The Class:

HRM 200 is a large class in terms of enrollment and will use the lecture method of teaching supplemented by video. Some lectures will follow the text fairly closely, others will not. Therefore it is important that you attend all lectures. Tests will be based on total lecture content, not just text readings. Participation is not only welcomed, it is expected. Material presented in lectures is based upon the research and writing of a large number of social scientists (including the text authors); however, this fact will not always be made explicit. The lectures reflect HRM research and practice, as well as the instructor's personal opinion as to current practice.

Your instructor will NOT make overheads available at the library as this practice merely encourages students to skip class sessions.

Expectations:

Your instructor expects YOU will:

- attend ALL lectures (barring emergencies)
- arrive on time for each class
- show RESPECT for the learning experiences of other students - **please do not talk to each other during the class!** Repeated talking to others during class may lead to your being asked to leave the lecture.
- complete the assigned readings before each lecture
- bring any *common concerns* you have to your instructor's attention during class
- bring any *individual concerns* you have to your instructor's attention during office hours (before class)

You can expect your instructor will:

- arrive on time for each class
- attempt to maintain a distraction-free learning environment
- speak loudly enough to be heard at the back of the classroom
- use visual aids that can be seen from the back of the classroom
- be available before and after class to answer questions
- provide advanced notice (when possible) if office hours must be canceled/rescheduled
- treat all students with RESPECT in and out of class
- treat all students FAIRLY (See Appeal Procedures later in this guide)
- grade and return tests within one week
- post final grades two weeks after the last day of class

Appraising Student Performance:

There is NO final examination for this course. Your final mark will be a letter grade assigned in accordance with UW grading policies based on your final average. Your mark will be based on the three in-class tests. The allocation of the marks will be as follows:

	<u>Date</u>	<u>Content</u>	<u>Mark</u>
Test #1	Oct. 12	MC & SA Questions: Chpts. 1,2,3,4, 5 and 6	35%
Test #2	Nov. 2	" Chpts. 7,8,9, & 10	30%
Test #3	Nov. 30	" Chpts. 11, 12, 13, 14 & 15	35%

- The three tests are independent and you will only be tested once on each section of the course
- The tests will be a combination of multiple choice and short answer questions
- The tests will be comprised of a minimum of 50% lecture content
- When/if the lectures contradict the text, the lectures are always correct on tests
- Some recognition/regurgitation will be required (case studies will not be used for tests)
- Some application of HRM principles will be required (demonstrating your understanding of concepts)
- The review questions and cases in the text are helpful to ensure understanding (these are optional)
- If you are experiencing any kind of difficulty that may affect your test performance your instructor needs to be aware of this before you write the test
- You may not ask another student for assistance of any kind during a test
- There will be no make up tests or dropping your lowest mark

Missed Tests:

Your instructor will NOT schedule "make up" tests. If you miss a test you must provide the appropriate documentation (e.g., a physician's note indicating that you were unable to attend class) and then you will be permitted to write a paper on an approved topic from the test content domain. You may not write a paper in order to improve an unsatisfactory grade on one of the tests. Your instructor is always willing to discuss problems with students; however please realize that the procedures must be fair to everyone in HRM 200.

Writing a Paper in Lieu of Test 2 or 3:

Some of you may want the opportunity to complete a project that allows you to integrate your other studies into the context of Human Resources Management. As a result, HRM 200 offers students the option of writing a paper in lieu of one of either test 2 or test 3. The standards for such a project will reflect the fact that it will replace about four chapters of study and the accompanying lectures. The paper must therefore deal with a topic that can be found in the appropriate "tested section" of the course. Your paper can have a purely academic focus, could be written as a consultant's report or could even be pitched as a "how-to" manual for practitioners. Your instructor will expect you to meet second year Arts standards for comprehensiveness, written fluency and maintaining reader's interest.

- A topic from one of the chapters relevant to the test for which the paper has been substituted
- An outline of your paper topic in order to approve it and set a firm due date (one page is fine)
- 2000 words (about 10 typed pages, excluding any figures, tables, or references)
- The instructor will definitely expect to see some original thought!
- Spelling, sentence structure, and grammar all count, as does organization of your paper
- Five sources (minimum) plus your text (at least two of your other sources must be HRM related)
- The basic format for listing references is the same one used for your text
- Avoid unnecessary "quotations". Usually you can paraphrase and cite the source (e.g., Jones, 1996)
- Your instructor and/or TA will be happy to help you identify some references for your paper
- Failure for plagiarism (a grade of zero on the paper) --NO second chances - NO exceptions

If you plan to write a paper you must inform the instructor of your intentions BEFORE the test in question and it is recommended that you submit an outline in order to have a topic approved. If you approach the instructor after missing a test you will only be given the option of writing a paper if you have a PLAUSIBLE EXCUSE for missing the test. (see above). There is no flexibility on this matter.

Accommodating Our Differences:

The use of lectures and multiple choice items reflect the difficulties inherent in teaching and evaluating large classes. If you have difficulties with the lectures, please bring your concerns to the attention of the instructor or ask for additional assistance during office hours (prior to class). In regard to the tests, remember that you have the option of writing a paper in lieu of the second or third tests. In addition, the tests all have a short answer component in addition to the multiple choice section.

The testing environment itself can also influence test performance. Some of you may suffer from severe test-taking anxiety while others may have difficulty with the physical test-taking environment. If this is the case you should contact *Disabled Student Services immediately* (x4635). You may be able to arrange to write the tests in an alternate location or we can discuss some other form of reasonable accommodation.

Appeal Procedures:

This handout represents an honest attempt to outline the assumptions guiding HRM 200 and the conditions under which student performance is appraised. Nevertheless, you may feel that you have legitimate cause for an appeal. Everyone has the right to fair procedures in terms of the setting of test questions and the evaluation of student performance; however, the attainment of a degree, a job, or what the student considers an "acceptable" grade in HRM 200 are not rights -- they are ACHIEVEMENTS for which you must accept responsibility. Final grades will NOT be upgraded simply because a student "needs" a better grade. Similarly, having a heavy course-load or getting somewhat better grades in your other courses are not legitimate reasons for having a grade raised. If you have a legitimate reason for believing you have earned a better grade in HRM 200, please discuss the matter with your instructor privately. Please bear in mind that your instructor must be fair to ALL the members of the class and that generally means not making UNFAIR exceptions to course policies and procedures for any particular individual. If you remain dissatisfied after discussions with your lecturer you must complete a *Request for Formal Review* (see *Appeal Procedures and Petition Procedures* in the UW academic calendar for details).

HRM 200 Timetable

Week	Date	Course Topics	Chapters
1	Sept. 14	Introduction, Human Resource functions	
2	Sept. 21	The Human Asset, HR Now & Beyond Human Rights Video - "Discrimination in the Workplace" - approx. 20 mins Legislative Impact on HR	1 & 2 2 3
3	Sept. 28	Human Resources Planning Job Analysis/Job Evaluation	4 5
4	Oct. 5	Recruitment of Employees Film - <i>Blind Enough to See</i> – approx. 20 mins.	6
5	Oct. 12	Test #1	1.0 hour (worth 35%)
6	Oct. 19	Employee Selection Employment Interviewing Techniques Film - <i>More Than A Gut Feeling II</i> – approx. 35 mins	7
7	Oct. 26	Orientation/Socialization Training & Development Career Planning	8 9 10
8	Nov. 2	Test #2	1.0 hour (worth 30%)
9	Nov. 9	Performance Appraisal (systems and interviews) Film - <i>How am I Doing?</i> - approx 30 mins	11
10	Nov. 16	Compensation Management Benefits Occupational Health & Safety	12 13 14
11	Nov. 23	Labour Relations Film - <i>Final Offer</i> - approx 75 mins Future Challenges for HR	15 16
12	Nov. 30	Test #3	1 hour (worth 35%)

* This is a tentative schedule and may be altered throughout the term. To receive any syllabus updates you must attend the lectures.