

**HRM 200**  
**Basic Human Resources Administration**  
**Fall Term 2000**

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**Text:** Stone, T.H., & Meltz, N.M. (1993). Human Resources Management In Canada (4<sup>th</sup> Edition)

**Office Hours:** 6:30 – 7 p.m. Tuesdays or by appointment

**Test Dates:** Test # 1 - Tuesday October 24, 2000  
Test #2 - Tuesday November 28, 2000

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**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 or not you have an interest in Human Resources as a career, 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 staff development, performance management, compensation, and labour relations.

**The Textbook:**

Human Resources Management in Canada, 4<sup>th</sup> Edition. 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 welcomed, and expected. The lectures reflect HRM research and practice, as well as the instructor's personal opinion as to current practice.

### Appraising Student Performance:

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

Test	Date	Content
Test #1 – 50 %	Tues. Oct 24	Chapters 1 - 9
Test #2 – 50%	Tues. Nov 28	Chapters 10 – 16

- The two 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, fill in the blank and short answer questions
- Lecture content will be included in the tests
- 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 the 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)
- 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:

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.

### Accommodating Our Differences:

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).

Some of you may suffer from severe testing 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.

## HRM 200 TIMETABLE

WEEK	DATE	COURSE TOPICS	CHAPTERS
1	September 12	Introduction Human Resource Functions	
2	September 19	Employment Relationships The Human Asset The Legal Environment Video: (20 minutes) "Discrimination in the Workplace"	Chapter 1 Chapter 2 Chapter 3
3	September 26	Human Resource Planning Job Analysis/Job Evaluation	Chapter 4 Chapter 5
4	October 3	Recruiting Video: (20 minutes) "Blind Enough to See"	Chapter 6
5	October 10	Selection Video: (35 minutes) "More than a Gut Feeling II"	Chapter 7
6	October 17	Orientation HR Development	Chapter 8 Chapter 9
7	October 24	TEST # 1 (1.5 Hours)	
8	October 31	Career Development Performance Management	Chapter 10 Chapter 11
9	November 7	Compensation	Chapter 12
10	November 14	Benefits Employee Health and Safety	Chapter 13 Chapter 14
11	November 21	Labour Unions Video: 75 minutes "Final Offer" Managing for the Future	Chapter 15 Chapter 16
12	November 28	TEST # 2 (1.5 Hours)	

\*\*\*Changes to schedule will be announced one week prior