

September 4, 2003

**HRM 200**  
**Basic Human Resources Administration**

**Fall 2003**

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Text: Managing Human Resources (Third Edition)  
Monica Belcourt, George Bohlander, Scott Snell, and Arthur Sherman  
Nelson Publishing

Office Hours: MC 2066  
6:30 p.m. – 7:00 p.m. Tuesdays or by appointment

Teaching Assistants: Agnes Zdaniuk - [azdaniuk@watarts.uwaterloo.ca](mailto:azdaniuk@watarts.uwaterloo.ca)  
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**HUMAN RESOURCES MANAGEMENT 200**

HRM 200 serves as an introduction to Human Resource Management (HRM) and its contributions to the workplace. The course will examine HR's changing role, challenges, and policies and procedures, including the effective management of human capital, the importance of recruitment, selection and retention, as well as, legislative requirements, among other topics.

Today's organization faces a myriad of complex issues, such as global competition, demands for increased productivity, strategic planning and government legislative issues.

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". This course will provide you with helpful information and insights.

**My Expectations:**

- On completing the course you will have an increased understanding/appreciation of the HR function, its role, concepts, principles and challenges
- Everyone will participate in class discussion/activities - intrinsically this implies you will be in class both in body and spirit
- There will be a demonstrated respect for the diversity of others
- We will respect the time we spend together by starting class on time
- You will own or have regular access to the text, as you will be expected to read assigned chapters for class discussion and testing
- If you are experiencing difficulty with me, the course, the material or your grades, please let me know quickly either via e-mail or arrange to meet with me prior to class
- **We will have some fun!**

### **Your Expectations**

- Have a foundation or base of knowledge about HR and be able to apply the concepts
- Get a background to HR issues that face managers and get insight on what it is like to work as an HR manager
- Identify ways of having management and employees work effectively together
- Have the lecturer identify and share HR challenges she has faced
- Identify future options in HR

### **Logistics**

- The course runs September 9 to November 25
- Classes are scheduled for each Tuesday evening and run from 7:00 p.m. – 10:00 p.m.
- There will be a 15 minute break in each class

### **Assessing Student Performance:**

Your final mark will be a numerical grade based on 3 in class tests and short assignments.

### **Test Dates:**

October 7th 25%

November 4<sup>th</sup> 30 %

November 25<sup>th</sup> 25%

Assignments - 20% (Assignments cannot be made up at a later date)

- You will be tested only once on each section of the course all though there may be a crossover question on each test
- Tests will cover text book readings, handouts, video content as well as class discussion
- Tests will be a combination of multiple choice, true/false, long and short answer questions
- If you have special testing needs, please let me know by September 23<sup>rd</sup>

### **Avoidance of Academic Offences:**

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for their academic actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline, see [http://www.adm.uwaterloo.ca/infoucal/UW/policy\\_71.html](http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html)). For information on categories of offences and types of penalties students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied in the Undergraduate Calendar. If you need help in learning how to avoid offences such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.

### HRM TIMETABLE – FALL 2003

September 9	Challenges of Human Resources Management
September 16	Equity & Diversity in HR Management
September 23	Job Requirements & Employee Contributions
September 30	HR Planning Recruitment
October 7	Test – 1.5 hour Selection
October 14	Training Career Development
October 21	Appraising & Improving Performance Managing Compensation
October 28	Incentive & Reward Plans Employee Benefits Health & Safety
November 4	Test – 1.5 hour Employee Rights & Discipline
November 11	Dynamics of Labour Relations Collective Bargaining
November 18	International HR High Performance Work Systems
November 25	Test – 1.5 hour