

September 13, 2005

HRM 200
Basic Human Resources Administration
Fall 2005

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Text Managing Human Resources (Fourth Edition)
Monica Belcourt, George Bohlander, Scott Snell
Nelson Publishing

Course UW-ACE Web Page

Postings on the course ACE page include: the course syllabus, office hours, handouts for lectures, announcements, and so forth. On your browser, type in: <http://uwace.uwaterloo.ca>. Provide your Quest/UWdir userid and password, and then click on HRM-200.

HUMAN RESOURCES MANAGEMENT 200

HRM 200 serves as an introduction to Human Resources Management (HRM) and its contributions to the workplace. Today's organization faces a myriad of complex issues, such as global competition, demands for increased productivity, strategic planning and government legislative issues. In today's world, "people" provide a competitive advantage and HR practices have a significant impact on the bottom line and overall performance of an organization.

The course will examine the evolution of HR from a service function to a strategic partner and decision maker in the organization. Among other things, the course will look at the effective management of human capital, the importance of attracting and retaining employees, managing a diverse workforce, recognizing employee rights, as well as legislative requirements.

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 - 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 in both your work world and private life.
- Get a background to HR issues that face line 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 and experiences she has faced
- Identify future options in HR
- What other expectations?

Logistics

- The course runs September 13 to November 29 inclusive (12 weeks)
- 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 two in-class tests, 2 papers and 2 in class team assignments.

First Essay Assignment	Oct 4, 2005	15%
First In Class Test	Oct 18, 2005	30%
Second Essay Assignment	Nov 1, 2005	20%
Second In Class Test	Nov 29, 2005	25%
2 in-class team assignments	No advance notice	10% (5% each)

Testing

- The first and second in-class test are independent and you will be tested only once on each section of the course although there may be one crossover question on the final
- Tests will cover text book readings, handouts, assigned readings, lecture notes, video content as well as class discussion
- Tests will be a combination of multiple choice, true/false, long and short answer questions
- One (1) make-up test date will be scheduled if you are unable to take the exam on the designated date, provided you have documented medical evidence to support your absence. Only one make-up test will be conducted and it will be outside the regular class hours. The date/time will be determined at a later date.
- If you have special testing needs, please let me know by October 4, 2005.

Essays

- The essay assignments will be made at the beginning of the term for essay 1 and mid-term for essay 2. The topics will also be posted on the web. Each essay will be 2-3 pages and worth 35 points in total. You will be able to choose one, from a list of several topics. Essays are due at the beginning of the class, on the date indicated on this outline. Essays can be submitted in advance of the due date. No excuses will be accepted for late essays and 10% will be deducted for each day the essay is late.

Class Exercise

- There will be 2 in-class team assignments. These projects will be worth a total of 10 points (5 points each). No advance notice will be given for these assignments. Class exercises will be collected in class and cannot be made up at a later date.

Human Resources Management website: <http://www.psychology.uwaterloo.ca/HRM/>

Further information regarding course and average requirements for the various HRM plans as well as program application information and procedures are available on the website. Admission to an HRM plan requires that the student has successfully completed HRM 200 and is in satisfactory standing in their major.

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). 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.

HRM200 TIMETABLE – Fall 2005

Sept 13	Intro/Challenges of Human Resources Management
Sept 20	Equity & Diversity in HR Management
Sept 27	Job Requirements & Employee Involvement HR Planning
Oct 4	Recruitment & Selection Training & Development 1st Essay Due
Oct 11	Career Development Appraising & Improving Performance Review
Oct 18	IN-CLASS TEST
Oct 25	Managing Compensation Pay for Performance: Incentive Rewards
Nov 1	Employee Benefits Health & Safety 2nd Essay Due
Nov 8	Employee Rights & Discipline
Nov 15	Dynamics of Labour Relations
Nov 22	International HR High Performance Work Systems Review
Nov 29	IN-CLASS TEST