

## HRM 200 - Human Resources Management (Fall 2006)

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Email: send course email via the UW-ACE course web page (see below)  
Office Hours: AL 209, 6:00 pm – 7:00 pm Tuesdays or by appointment

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**Text:** Managing Human Resources (Fourth Canadian 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, and 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.

## **What I Expect:**

- On completing the course you will have an increased understanding and appreciation of the Human Resources 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 demonstrated respect for the diversity of others
  - Students will exhibit proper classroom decorum and behaviours towards fellow students who attend lectures to listen, learn and internalize the learning experience
- We will respect the time we spend together by starting and finishing 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

## **What You Can Expect:**

- Build a foundation or base of knowledge about Human Resource Management and be able to apply the concepts both professionally and personally.
- Acquire an understanding of Human Resource issues facing organizations and line managers and develop insights on what it is like to work in the Human Resource profession
- Identify ways of having management and employees work effectively together
- Have the lecturer identify and share real life HR challenges and experiences he has faced
- Identify potential career options within the Human Resource Management profession

## **Logistics:**

- The course runs every Tuesday evening from September 12<sup>th</sup> to December 5<sup>th</sup>
- Classes are scheduled to run from 7:00 p.m. – 9:50 p.m. - usually with a 15 minute break

## **Assessing Student Performance:**

Your final mark will be a numerical grade based on a combination of:

- 1 - scheduled in-class test (30 marks)
- 1 - in-class team assignment (20 marks)
- A final examination (50 marks)

## Testing

- The *in-class test* will cover information up to and including Chapter 8 – *Appraising and Improving Performance*. However, the final examination *will cover* the entire course content.
- Tests and exams will cover text book readings, handouts, assigned readings, lecture notes, video content as well as class discussion
- Tests and exams will be a combination of multiple choice, true/false, long and short answer questions
- One (1) make-up test date for the in-class test and in-class assignment will be scheduled if you are unable to participate on the designated date.
  - Your situation will be considered for this make-up sitting in advance, provided you have documented medical, bereavement or other proper evidence to support your absence.
  - Only one make-up test will be conducted and it will be outside regular class hours. The date/time will be determined at a later date.
- If you have special learning or testing needs, please let me, or one of your Teaching Assistants know by September 26<sup>th</sup> 2006.

## Class Team Assignment

- There will be one scheduled in-class team assignment. This assignment will be worth a total of 20 marks. This assignment will be completed and collected in class and cannot be made up at a later date.

## HRM200 TIMETABLE – Fall 2006

Sep 12	Course Introduction & Creating a Win/Win Experience 1) The Challenge of Human Resources Management
Sep 19	2) Equity & Diversity in Human Resources Management
Sep 26	3) Job Analysis, Employee Involvement and Flexible Work Schedules
Oct 3	4) Human Resources Planning
Oct 10	5) Recruitment & Selection
Oct 17	7) Career Development 8) Appraising & Improving Performance
Oct 24	<b>In-Class TEST (30 marks)</b> 9) Managing Compensation
Oct 31	10) Pay for Performance: Incentive Rewards 11) Employee Benefits

Nov 7	12) Safety and Health
Nov 14	13) Employee Rights & Discipline <b>In-Class Team Assignment (20 marks)</b>
Nov 21	14) Dynamics of Labour Relations
Nov 28	15) International Human Resources Management
Dec 5	16) Creating High Performance Work Systems Plus Course Review including Questions & Answers

**Final Examination (50 marks)** will be held during the University's Final Exam Period. The last date and time for the fall examination period is December 22<sup>nd</sup> from 7:30 pm until 10:00 pm. You are strongly advised not to make any travel plans prior to this date & time slot.

**Note:** - Requests for early sittings and special consideration to accommodate an early departure for the Christmas shutdown period are typically not granted. Make your plans accordingly.

**Human Resources Management website:** <http://www.psychology.uwaterloo.ca/hrm/index.html>

Students who are interested in employment in the area of Human Resources Management after graduation should consider enrolling in an HRM plan. Admission to an HRM plan requires that the student has successfully completed HRM 200, has a minimum HRM plan average of 65%, and is in satisfactory standing in their academic plan. 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.

### **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.

For further information on "How to Avoid Plagiarism and other Written Offences: A Guide for Students and Instructors", refer to <http://watarts.uwaterloo.ca/~sager/plagiarism.html>