

# HRM 200 - Human Resources Management (Fall 2012)

**Instructor:** Mr. Len Luksa, CHRP  
Email Contact: via the UW-Learn HRM200 course site  
Office Hour: PAS 4009 from 5:00 pm – 6:00 pm Tuesdays or by appointment

**Teaching Assistants:** Your Teaching Assistants are listed below. To book an appointment with them, please contact them directly via the UW-Learn HRM200 course site or through their listed email addresses.

Mr. Omar Ganai  
Email: oganai@uwaterloo.ca  
Office Hour: PAS 4235, Mondays 10:00 – 11:00 a.m. or by appointment

Mr. Kevin Leung  
Email: kevin.leung@uwaterloo.ca  
Office Hour: PAS 4232, Thursdays 1:00 – 2:00 p.m. or by appointment

Ms. Tracy Xiong  
Email: txxiong@uwaterloo.ca  
Office Hour: PAS 4238, Wednesdays 10:00 – 11:00 a.m. or by appointment

**Textbook:** Human Resources Management in Canada (Canadian Eleventh Edition-2011)  
Gary Dessler, Nina D. Cole  
Pearson Prentice Hall Publishing

**Lecture Location** RCH 101 (J.R. Coutts Engineering Lecture Hall)

## Course UW-UW-LEARN Web Page

Postings on the UW-Learn HRM200 course page include: this course syllabus, office hours, any handouts for lectures, announcements and so forth. On your browser, type in: <http://uwlearn.uwaterloo.ca>. Provide your Quest/UWdir userid and password, and then click on HRM-200. Please note, any questions posted on the HRM200 course site that have already been addressed in class or with this syllabus will not be responded to on-line.

## OVERVIEW of 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 globalization, demands for increased productivity, strategic planning and compliance with government legislation. In today's world, "people" provide the competitive advantage and HR policies and 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 primarily administrative 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, you will at some time in your working career likely be dealing with "people issues" ... either your own or somebody else's. This course will provide you with useful information and helpful insights.

## What I Expect:

- If you invest the necessary time and effort to understand and internalize the course content, 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 have an opportunity to participate in class discussion/activities -- this implies you will be in class both physically and mentally.
- 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 each other's time by starting and finishing class on time.
- You will own or have regular access to the current course text, as you will be expected to read assigned chapters for class discussion and testing
- If you are experiencing difficulty with me, the material, the course or your grades, please let me know quickly either via e-mail through the UW-Learn HRM200 course site 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.
- Identify potential career options within the Human Resource Management profession.

## What To Do If You Miss A Class, Assignment or Test

If you miss a class, you will still have access to the lecture slides via the course website. You may also ask a classmate for a copy of their class notes in case there was information covered in the lecture that was not on the posted slides. The lecturer will not provide additional notes at any time.

## **Students who are requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:**

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: [http://www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html)
- submit that form to the instructor within 48 hours.
- (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

**In the case of a missed assignment deadline or missed midterm test that is supported with appropriate absence documentation**, the instructor, at their discretion, will either

1. waive the course component and re-weight remaining term work as s/he deems fit according to circumstances and the goals of the course, or
2. provide an extension or,
3. schedule a make-up opportunity.

**In the case of a bereavement absence**, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

### **Logistics:**

- The course runs every Tuesday evening from September 11<sup>th</sup> to November 27<sup>th</sup>
- Classes are scheduled from 7:00 – 9:50 p.m. - usually with a 10 minute break

### **HRM200 TIMETABLE – FALL 2012**

Sep 11	Course Introduction & Creating a Win/Win Experience 1) The Strategic Role of Human Resources Management
Sep 18	2) The Changing Legal Emphasis: From Compliance to Valuing Diversity 3) Human Resource Management and Technology
Sep 25	4) Designing and Analyzing Jobs 5) Human Resources Planning
Oct 02	6) Recruitment 7) Selection <b>Team Take-Away Assignment (20 marks)</b>
Oct 09	8) Orientation & Training 9) Career Development
Oct 16	<b>In-Class Mid-Term TEST (30 marks)</b>
Oct 23	10) Performance Management 11) Strategic Pay Plans
Oct 30	12) Pay for Performance and Financial Incentives

	13) Employee Benefits and Services
Nov 06	14) Occupational Health and Health
Nov 13	15) Fair Treatment: The Foundation of Effective Employee Relations <b>In-Class Team Assignment (10 marks)</b>
Nov 20	16) Labour Relations
Nov 27	17) Managing Human Resources In a Global Business Plus Course, Lecturer & Self-Evaluation

### Assessing Student Performance:

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

- 1 - scheduled in-class test (30 marks)
- 2 - team assignments (30 marks total)
- A final examination (40 marks)

### Testing

- The *in-class term test* will cover information up to and including Chapter 9 – *Career Development*. The final examination **will cover the entire course content**.
- The term test and the final exam will cover textbook readings, any assigned readings, lecture notes, video content and class discussion.
- The term test and final examination will be a combination of multiple choice, true/false and short answer/fill in the blank questions.
- One (1) make-up test date for the in-class term test and in-class assignments will be scheduled if you are unable to participate on the designated date supported by proper documentation.
  - 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 25, 2012.

### In Class Team Assignments

- These assignments will be worth a combined total of 30 grade points. Working in groups of two or three (you pick your team mates or I'll assign them that evening), you will be given sufficient time to complete and submit the assignments. If you miss the assignment submission deadline for any reason whatsoever, the entire group will receive a zero grade.

**Final Examination (40 marks)** will be held during the University's Final Exam Period. The last date and time slot for this term's final exams is December 20<sup>th</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 as it may be the HRM200 time slot.

**Note:** - Requests for early or deferred examination sittings and special consideration to accommodate an early departure in advance of the final exam date are typically not granted. Make your plans accordingly.

### **Human Resources Management Plans at Waterloo:**

Students interested in employment in the field of Human Resources may wish to pursue one of the Human Resources Management Academic Plans at Waterloo, as well as the Certified Human Resource Professional (CHRP) designation offered by the Canadian Council of Human Resources Associations (<http://www.hrupa.ca/OfficeOfTheRegistrar/Pages/certification.aspx>).

Courses in the HRM Academic Plans at Waterloo provide exemption from required courses for the CHRP designation. **Note:** The HRPA of Ontario requires an average of 70% in the nine required courses for the CHRP designation with no individual course achieving lower than 65%.

Further information regarding course and average requirements for the various HRM plans, as well as program application information and procedures are available on the HRM website: <http://www.psychology.uwaterloo.ca/hrm/index.html>

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

#### **The Official Version of the Course Outline**

If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on UW-Learn, the outline on UW-LEARN will be deemed the official version. Outlines on UW-LEARN may change as instructors develop a course, but they become final as of the first class meeting for the term.

#### **Students with Disabilities**

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

#### **Concerns About the Course or Instructor (Informal Stage)**

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Myra Fernandes) is available for consultation and to mediate a resolution between the student and instructor. Dr. Fernandes' contact information is as follows:

Email: [mafernan@uwaterloo.ca](mailto:mafernan@uwaterloo.ca)  
Ph 519-888- 4567 ext 32142

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

## **Academic Integrity, Academic Offenses, Grievance, and Appeals**

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

Academic Integrity: in order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about 'rules' for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 - Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

**Academic Integrity website (Arts):** [http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

**Academic Integrity Office (UW):** <http://uwaterloo.ca/academicintegrity/>