

University of Waterloo
Department of Psychology
Human Resources Management
HRM 200-001 – Spring 2016
Wednesday, 6:30pm – 9:20pm, STC 1012

Lecturer and T.A. Information

Lecturers

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Office: PAS 4212
Office Hours: by appointment

Teaching Assistants

Xiao (Frank) Mu	xqmu@uwaterloo.ca	Students with last names A to G	Office Hours: by appointment
Moiz Zahid	mazahid@uwaterloo.ca	Students with last names H to N	Office Hours: by appointment
Tracy Duncan	tlryan@uwaterloo.ca	Students with last names O to X	Office Hours: by appointment
Yourie Kim	ky8kim@uwaterloo.ca	Students with last names Y to Z	Office Hours: by appointment

Course Description

HRM 200 serves as an introduction to Human Resources Management (HRM) and its contributions to the workplace. Today's organizations face 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.

This course will examine HRM as 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 Management 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.

Course Goals and Learning Outcomes

What We 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 a lecturer, the material, the course or your grades, please let a lecturer know quickly either via e-mail through the D2L course site or arrange to meet with one of the lecturers.

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.

Required Text

- Human Resources Management in Canada, 12th Canadian Edition. Please note that the text's accompanying MyManagementLab/MyLab is NOT required for this course.

Readings Available on LEARN

Postings on the course D2L page include: this course syllabus, any handouts for lectures, online quizzes, announcements, and so forth. Please note, any questions posed on the HRM200 course site that have already been addressed in class or with this syllabus will not be responded to on-line.

Course Requirements and Assessment

Assessment	Date of Evaluation	Weighting
Test 1	May 25, 2016	30
Test 2	Jun 22, 2016	25
Test 3	Jul 20, 2016	25
Bi-Weekly Quizzes (5)	Bi-Weekly (begin May 18)	20
Total		100%

Test 1

May 25, Chapters 1–6

Test 2

Jun 22, Chapters 7–10, 15

Test 3

Jul 20, Chapters 11–14, 16, 17

Bi-Weekly Quizzes

Bi-Weekly Quizzes – starting May 18, 2016 – Access begins Wednesday after class (9:30pm) and extends until the following Tuesday evening at 11:30pm.

Course Outline

Week	Date	Topic & Chapters to be read:
1	May 4	Welcome & Intro to HR Chapter 1 – Strategic Role of HR
2	May 11	Chapter 2 – The Changing Legal Emphasis Chapter 4 – Designing and Analyzing Jobs
3	May 18	Chapter 5 – Human Resources Planning Chapter 6 – Recruitment Quiz 1 – starts (Chapters 1, 2, 3, 4)
4	May 25	Test 1 (Chapters 1-6)
5	Jun 1	Chapter 7 – Selection Chapter 8 – Orientation Quiz 2 – starts (Chapters 5, 6, 7, 8)
6	Jun 8	Chapter 9 – Career Development Chapter 10 – Performance Management
7	Jun 15	Chapter 15 – Fair Treatment Quiz 3 – starts (Chapters 9, 10, 15)
8	Jun 22	Test 2 (Chapters 7-10, 15)
9	Jun 29	Chapter 11 – Strategic Pay Plans Chapter 12 – Financial Incentives Quiz 4 – starts (Chapters 11, 12)
10	Jul 6	Chapter 13 – Employee Benefits Chapter 14 – Occupational Health & Safety
11	Jul 13	Chapter 16 – Labour Relations Chapter 17 – Human Resources in Global Business Quiz 5 – starts (Chapters 13, 14, 16, 17)
12	Jul 20	Test 3 (Chapters 11-14, 16, 17)

Late Work

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, tests, etc.) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness (VIF) Form:

http://www.healthservices.uwaterloo.ca/Health_Services/verification.html

- submit your completed VIF form to the TA or lecturer within 48 hours.
- (preferably) inform the TA or lecturer prior to 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 assignment deadline or test, the lecturer will either

1. provide an extension/alternate sitting, or
2. in serious/exceptional circumstances where the conditions permit, waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course.

In the case of bereavement, the lecturer 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.

Human Resources Management Plans at Waterloo:

Students interested in employment in the field of Human Resources may wish to pursue the HRM Minor at Waterloo, as well as the Certified Human Resource Professional (CHRP) designation offered by the Canadian Council of Human Resources Associations (<http://www.hrpa.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: <https://uwaterloo.ca/psychology/human-resources-management-program>

Information on Plagiarism Detection

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 D2L, the outline on D2L will be deemed the official version. Outlines on D2L may change as lecturers develop a course, but they become final as of the first class meeting for the term.

Attendance Policy

It is important for students to attend every class.

Institutional–required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

Cross-listed course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo 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 offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an

offence, or who needs help in learning how to avoid offences (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](#).

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.

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](#).

Other sources of information for students:

[Academic Integrity website \(Arts\)](#)

[Academic Integrity Office \(UWaterloo\)](#)

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension, 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 AS office at the beginning of each academic term.