

**University of Waterloo**  
**Department of Psychology**  
**Human Resources Management**  
**HRM 200 - Fall 2014**  
**Wednesday, 6:30 – 9:20 p.m. RCH 101**

**Lecturer and T.A. Information**

**Lecturer: Dean Bulloch**

Office: PAS 4007

Office Hours: arranged by appointment

Email: please communicate via D2L

**Lecturer: William Peckham**

Office: PAS 4007

Office Hours: arranged by appointment

Email: please communicate via D2L

**Teaching Assistants**

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**Course Description**

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.

## **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 me, the material, the course or your grades, please let me know quickly either via e-mail through the D2L 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.

### **Required Text**

- Human Resources Management in Canada, 12th Canadian Edition plus Course Access Code

## Readings Available on LEARN

Postings on the course D2L page include: this course syllabus, office hours, any handouts for lectures, on-line quizzes, announcements and so forth. On your browser, type in www. Provide your Quest/UWdir user ID and password, and then click on HRM-200. 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 (if known)	Weighting
Test 1	Oct 1, 2014	25
Test 2	Oct 29, 2014	20
Test 3	Nov 26 2014	25
Team Project	Nov 12, 2014	25
Bi - Weekly Quizzes (6)	Bi-Weekly (begin Sept 17)	5
<b>Total</b>		<b>100%</b>

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### Assessment 1

Oct 1 - Test 1 – Chapters 1-6

### Assessment 2

Oct 29 - Test 2 – Chapters 7-10, 15

### Assessment 3

Nov 26 - Test 3 – Chapters 11-17

### Assessment 4

Team Project – Outline will be distributed in class on Sept 24, 2014 and posted on LEARN

Team Charter - Oct 8th

Project Due - Nov 12th

### Assessment 5

Bi weekly Quizzes - Beginning Sept 17, 2014 – Access begins after Wednesday nights class and extends until the following Tuesday evening at 11:59 p.m.

## Course Outline

Week	Date	Topic & Chapters to be read:	Readings Due Date	Lecturer
1	Sept 10	Welcome & Intro to HR Chapter 1- Strategic Role of HR	Sept 10	Dean Bulloch
2	Sept 17	Chapter 2 -The Changing Legal Emphasis Chapter 4 - Designing and Analyzing Jobs Quiz 1 - starts	Sept 17	Dean Bulloch
3	Sept 24	Chapter 5 - Human Resources Planning Chapter 6 - Recruitment Team Project Introduction Quiz 2- starts	Sept 24	William Peckham
4	Oct 1	TEST 1	Oct 1	William Peckham
5	Oct 8	Chapter 7 – Selection Chapter 8 - Orientation Team Charter Due Quiz 3 -starts	Oct 8	Dean Bulloch
6	Oct 15	Chapter 9 - Career Development Chapter 10 - Performance Management	Oct 15	Dean Bulloch
7	Oct 22	Chapter 15 - Fair Treatment Quiz 4 - starts	Oct 22	William Peckham
8	Oct 29	Test 2	Oct 29	Dean Bulloch
9	Nov 5	Chapter 11 - Strategic Pay Plans Chapter 12 Financial Incentives Quiz 5 - starts	Nov 5	William Peckham
10	Nov 12	Chapter 13 - Employee Benefits Chapter 14- Occupational Health & Safety TEAM PROJECT DUE	Nov 12	William Peckham
11	Nov 19	Chapter 16 - Labour Relations Chapter 17 - Human Resource sin Global Business Quiz 6 - starts	Nov 19	William Peckham
12	Nov 26	TEST 3	Nov 26	Dean Bulloch

## 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 Form:  
[http://www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html)

- submit that form to the lecturer within 48 hours.
- (preferably) inform the lecturer 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 assignment deadline or test, the lecturer will either

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

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 HRP 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](#) (Arts) [Academic Integrity Office](#) (uWaterloo)

### **Accommodation for Students with Disabilities**

**Note for students with disabilities:** The [AccessAbility Services office](#), 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 AS office at the beginning of each academic term.