Course Schedule

Important: **ALL TIMES EASTERN** - Please see the [University Policies](#) section of your Syllabus for details

Week	Module	Readings	Activities and Assignments	End / Due Date	
1	[Module 1: Strategic Importance of Human Resource Management and The Changing Legal Emphasis](#) [Module 2: Human Resources Management](#)	Chapters 1 and 2	[Introduce Yourself](#) [Module 1 Weekly Quiz](#)	Wednesday, September 12, 2018 at 11:55 PM Wednesday, September 19, 2018 at 11:55 PM Wednesday,	U 2

2	and Technology and Designing and Analyzing Jobs	Chapters 3 and 4	Module 2 Weekly Quiz	September 19, 2018 at 11:55 PM	2%
3	Module 3: Human Resources Planning and Recruitment	Chapters 5 and 6	Module 3 Weekly Quiz	Wednesday, September 26, 2018 at 11:55 PM	2%
4	Module 4: Selection	Chapter 7	Module 4 Weekly Quiz	Wednesday, October 3, 2018 at 11:55 PM	2%

Fall Break - Study Days (Tuesday, October 9, 2018 and Wednesday, October 10, 2018)

	Module 5:		Midterm Test	Thursday, October 11, 2018, 12:01 AM – Saturday,	25

5	[Orientation and Training and Midterm Test](#)	Chapter 8		October 13, 2018 at 4:00 PM
			[Module 5 Weekly Quiz](#)	Monday, October 15, 2018 at 11:55 PM
6	[Module 6: Career Development and Performance Management](#)	Chapters 9 and 10	[Module 6 Weekly Quiz](#)	Monday, October 22, 2018 at 11:55 PM
7	[Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives](#)	Chapters 11 and 12	[Module 7 Weekly Quiz](#)	Monday, October 29, 2018 at 11:55 PM
	[Module 8:](#)			

8	[Employee Benefits and Services and Occupational Health and Safety](#)	Chapters 13 and 14	[Module 8 Weekly Quiz](#)	Monday, November 5, 2018 at 11:55 PM	2%
9	[Module 9: Managing Employee Separations](#)	Chapter 15	[In The News Assignment](#)	Monday, November 12, 2018 at 11:55 PM	25
			[Module 9 Weekly Quiz](#)	Monday, November 12, 2018 at 11:55 PM	2%
10	[Module 10: Labour Relations](#)	Chapter 16	[Module 10 Weekly Quiz](#)	Monday, November 19, 2018 at 11:55 PM	2%
11	[Module 11: Managing Human Resources in a Global](#)	Chapter 17	[Module 11 Weekly Quiz](#)	Monday, November 26, 2018 at 11:55 PM	2%

12	Business Module 12: Wrap-Up	No readings	
Final Examination			**30**

Weekly Quizzes: Students are required to complete 10/11 quizzes at 2% each for a total of 20% of the course grade.

Final Examination Arrangements and Schedule

Please carefully review the information about writing exams for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking **any on-campus courses**, you will automatically be scheduled to write your exam on campus. No action is required.

If you are taking **only online courses, do one of the following**:

- If your **address in QUEST is within 100 km** of an examination centre, you must choose an exam centre in Quest by **Sunday, September 16, 2018.** This must be done each term.

- If your address in Quest is **more than 100 km from an exam centre, you must arrange for a proctor**. Please review the guidelines and deadlines for [writing with a proctor](). This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the [Quest Help]() page.

University of Waterloo Senate-approved [academic regulations related to assignments, tests, and final exams]() can be found on the Registrar's website.

Official Grades and Course Access

Official Grades and Academic Standings are available through [Quest]().

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.

Contact Information

Announcements

Your instructor uses the **Announcements** widget on the **Course Home** page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

Discussions

A **General Discussion** topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

Contact Us

Who and Why	Contact Details
Instructor and TA • Course-related questions (e.g., course content, deadlines, assignments, etc.) • Questions of a personal nature	**Post your course-related questions** to the **Ask the Instructor** discussion topic*. This allows other students to benefit from your question as well. **Questions of a personal nature** can be directed to your instructor. Instructor: Katrina Di Gravio kadigravio@uwaterloo.ca Your instructor checks email and the **Ask the Instructor** discussion topic* frequently and will make every effort to reply to your questions within 24–48

hours, Monday to Friday.

TAs will be assigned during the first week of class and this information will be provided through the **Announcements** section of the **Course Home** page as it becomes available. Please check the Announcements section regularly.

Technical Support, Centre for Extended Learning • Technical problems with Waterloo LEARN	learnhelp@uwaterloo.ca Include your full name, WatIAM user ID, student number, and course name and number. Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time). LEARN Help Student Documentation
Learner Support Services, Centre for Extended Learning • General inquiries • WatCards (Student ID Cards) • Examination information	Student Resources extendedlearning@uwaterloo.ca +1 519-888-4002 Include your full name, WatIAM user ID, student number, and course name and number.

* Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.

About the Course

Katrina Di Gravio

Katrina has been with the university for over 30 years, currently as the Director of Organizational Human Development, and is well known and respected within the campus community. She has been the primary university resource for training and development for over 15 years. Katrina has been a member of the Human Resources department since 1980 and was one of the senior Staff Relations Coordinators. She has a Master Trainer certification from Achieve Global, is a member of the Leadership for Results Training team, and teaches Human Resources Management 200 for the department of Psychology. Katrina also designs, delivers, and develops training programs for students, staff, and faculty.

Katrina likes her coffee with two creams.

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Course Description and

Description

This course examines the major areas of Human Resources Administration including recruiting, salary administration, labour relations, benefits administration, employee relations, labour law, and organizational behaviour. We will review the role of Human Resources Administration in organizations and the manner in which Human Resources executives contribute to the well-being of a total enterprise.

You will use the textbook as your main resource in this course. Course modules follow the text closely and some modules have audio or video components as a companion to the text. Further, there are animations that clarify complex concepts, links to real-life cases and news items, and TED Talks to emphasize critical points and show application. Be sure to keep an eye on the Announcements section, which I will update with new and current relevant cases, legal decisions, and new ideas.

Keep in mind that all content is testable on both the midterm and final examination. You will be able to get clarification on concepts by answering the survey questions provided at the end of some modules. I hope you enjoy the exciting world of Human Resources as we embark on this journey together.

Objectives

By the end of this course, you should be able to:

- 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,

- describe real-life Human Resource challenges and experiences, and

- identify potential career options within the Human Resource Management profession.

This online course was developed by Katrina Di Gravio, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.

Materials and Resources

Textbook

Required

1. Dessler, G., Chhinzer, N, & Cole, N.D. (2016). *Human Resources Management in Canada (13th Edition).* Don Mills, ON: Pearson. (MyManagementLab is not required)

For textbook ordering information, please contact the [Waterloo Bookstore](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

Resources

- [Library services for co-op students on work term and distance education students](#)

Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assignments	Weight (%)
Introduce Yourself	Ungraded
Weekly Quizzes (10 x 2% each)	20%
Midterm Test	25%
In The News Assignment	25%
Final Examination	30%

Course Policies

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.

You will demonstrate respect for the diversity of others.

Late Quizzes/Midterm/Papers

Late quizzes, midterm, and papers will not be accepted. In extenuating circumstances where acceptable documentation is provided, it will be at the discretion of the instructor to accept the late submission.

University Policies

Submission Times

Please be aware that the University of Waterloo is located in the **Eastern Time Zone** (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the [Ontario, Canada Time Converter](#).

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

Missed Assignments/Tests/Quizzes

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a [Verification of Illness Form](#).

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the [Accommodation due to illness](#) page.

Missed Final Examinations

If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a [Verification of Illness Form](#). Email a scanned copy to

the Centre for Extended Learning (CEL) at extendedlearning@uwaterloo.ca within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.

After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within **150 km** of Waterloo you should be prepared to write in Waterloo on the additional CEL exam dates. If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about Examination Accommodation Due to Illness regulations is available in the Undergraduate Calendar.

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. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

Turnitin

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

Discipline

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

Appeals

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances, (other than a petition) or Policy 71 - Student Discipline, may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.

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. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Final Grades

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

AccessAbility Services

[AccessAbility Services](#), located in Needles Hall, 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the [Accessibility for Ontarians with Disabilities Act (AODA)](#) are guided by University of Waterloo accessibility [Legislation](#) and policy and the [World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0](#). The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about [Desire2Learn's Accessibility Standards Compliance](#).

Use of Computing and Network Resources

Please see the [Guidelines on Use of Waterloo Computing and Network Resources](#).

Copyright Information

UWaterloo's Web Pages

All rights, including copyright, images, slides, audio, and video components, of the content of this course are owned by the course author, unless otherwise stated. These web pages are owned or controlled by the University of Waterloo, Centre for Extended Learning. By accessing the web pages, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show or play in public, adapt, or change in any way the content of these web pages for any other purpose whatsoever without the prior written permission of the course author and the University of Waterloo, Centre for Extended Learning.

Other Sources

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or extendedlearning@uwaterloo.ca.