

University of Waterloo
Department of Psychology
Human Resources Management
HRM 200 – Fall 2019
Tuesday, 6:30pm – 9:20pm, STC 1012

Lecturer and T.A. Information

Lecturer

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Office: PAS 3237
Office Hours: by appointment

Teaching Assistants

Chloe Addie	csaddie@edu.uwaterloo.ca	Students with last names A to F	Office Hours: by appointment
Amy Minnikin	afminnikin@uwaterloo.ca	Students with last names G to L	Office Hours: by appointment
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Mishael Liu	m222liu@edu.uwaterloo.ca	Students with last names T 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 or TA know quickly via email.

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, 13th Canadian Edition. Please note that the text's accompanying MyManagementLab/MyLab is NOT required for this course.

Content Available on LEARN

Content on the course D2L page include: this course outline, lecture slides, readings, articles, videos, online quizzes, announcements, and so forth. Please note, any questions posed on the HRM 200 course site that have already been addressed in class or with this syllabus will not be responded to online.

Course Requirements and Assessment

Assessment	Date of Evaluation	Weighting
Test 1	Oct 1, 2019	30
Test 2	Nov 5, 2019	25
Test 3	Dec 3, 2019	25
Bi-Weekly Quizzes (5)	Bi-Weekly (begin Sep 24)	20
Total		100%

Test 1

Oct 1, Chapters 1–6

Test 2

Nov 5, Chapters 7–10, 15

Test 3

Dec 3, Chapters 11–14, 16, 17

Bi-Weekly Quizzes

Bi-Weekly Quizzes – starting Sep 24 – access for each Quiz begins Tuesday after class (9:30pm) and extends until the following Monday evening at 11:30pm.

Course Outline

Week	Date	Topics & Chapters:
1	Sep 10	Welcome & Intro to HR Chapter 1 – The Strategic Role of HRM
2	Sep 17	Chapter 2 – The Changing Legal Emphasis Chapter 4 – Designing and Analyzing Jobs
3	Sep 24	Chapter 5 – Human Resources Planning Chapter 6 – Recruitment Quiz 1 – starts (Chapters 1, 2, 3, 4)
4	Oct 1	Test 1 (Chapters 1-6)
5	Oct 8	Chapter 7 – Selection Chapter 8 – Onboarding & Training Quiz 2 – starts (Chapters 5, 6, 7, 8)
6	Oct 15	NO CLASS (READING WEEK)
7	Oct 22	Chapter 9 – Career Development Chapter 10 – Performance Management
8	Oct 29	Chapter 15 – Fair Treatment Quiz 3 – starts (Chapters 9, 10, 15)
9	Nov 5	Test 2 (Chapters 7-10, 15)
10	Nov 12	Chapter 11 – Strategic Pay Plans Chapter 12 – Financial Incentives Quiz 4 – starts (Chapters 11, 12)
11	Nov 19	Chapter 13 – Employee Benefits Chapter 14 – Occupational Health & Safety
12	Nov 26	Chapter 16 – Labour Relations Chapter 17 – Human Resources in Global Business Quiz 5 – starts (Chapters 13, 14, 16, 17)
13	Dec 3	Test 3 (Chapters 11-14, 16, 17)

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 (<https://www.hrpa.ca/hr-designations/coursework-requirement>). 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>

Cross-listed course (requirement for all Arts courses)

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

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. Check the [Office of Academic Integrity website](#) for more information.

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. [Check [the Office of Academic Integrity](#) for more information.] 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](#).

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.

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](#).

Accommodation for Students with Disabilities

Note for students with disabilities: [AccessAbility Services](#), located in Needles Hall, Room 1401, 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 [AccessAbility Services](#) at the beginning of each academic term.

Accommodation for course requirements

- Students requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:
 - Consult the University's [examination regulations](#) for information about procedures and policies for requesting accommodations
 - seek medical treatment as soon as possible
 - obtain documentation of the illness with a completed uWaterloo [Verification of Illness Form](#)
 - submit that form to the instructor within 48 hours. Students in Centre for Extended Learning (CEL) courses must submit their confirmation of the illness to CEL.
 - (if possible) 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, midterm test, or quiz, the instructor will either:
 - 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
 - provide an extension.
- In the case of bereavement, 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.
- Elective arrangements such as travel plans are not acceptable grounds for granting accommodations to course requirements per the [uWaterloo Examination Regulations and Related Matters](#).

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

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health support if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext. 32655
- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247

- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online on the Faculty of Arts [website](#)

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.