

University of Waterloo
Department of Psychology
HRM 200
Human Resources Management
Fall 2020
ONLINE

Instructor and T.A. Information

Instructor: William Peckham
Office Hours: by appointment
Email: wpeckham@uwaterloo.ca

T.A.	Email	Last Names	Office Hours
Yibo Xiang	y7xiang@uwaterloo.ca	A to G	By Appointment
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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 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.
- There will be demonstrated respect for the diversity of others. Students will exhibit proper decorum and behaviours towards fellow students.
- 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

Revel for Human Resources Management in Canada, 14th Canadian Edition (ISBN: 9780134882741)

No standalone printed textbook will be available for this course. This digital first model gives you the opportunity to get better learning outcomes (research shows it!), finish classwork on-the-go, and get textbooks at an affordable price. A loose leaf print text is available for purchase after you've signed up for Revel, should you require one.

Readings Available on LEARN

Content on the course LEARN page includes: this course outline, lecture slides, readings, articles, videos, 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
Midterm Test 1	Oct 6 - 9	25%
Midterm Test 2	Nov 10 - 13	25%
Midterm Test 3	Dec 1 - 4	20%
Chapter Quizzes (Revel)	See Course Schedule	17%
Case & Reflection Assignment	Dec 7	13%
Total		100%

Midterm Test 1

Chapters 1 – 6

Midterm Test 2

Chapters 7 – 12

Midterm Test 3

Chapters 13 – 17

Chapter Quizzes

The Chapter Quizzes are completed via Revel. Each quiz is worth 1%. Please refer to the course schedule for Chapter Quiz deadlines.

Course Schedule

Week	Module	Readings	Activities and Assignments	End / Due Date	Weight (%)
1	Module 1: Strategic Importance of Human Resource Management and The Changing Legal Emphasis	Chapters 1 and 2	Introduce Yourself	Sunday, September 13, 2020 at 11:55 PM	Ungraded
			Chapter Quizzes	Sunday, September 20, 2020 at 11:55 PM	2%
2	Module 2: Human Resources Management and Technology and Designing and Analyzing Jobs	Chapters 3 and 4	Chapter Quizzes	Sunday, September 27, 2020 at 11:55 PM	2%
3	Module 3: Human Resources Planning and Recruitment	Chapters 5 and 6	Chapter Quizzes	Sunday, October 4, 2020 at 11:55 PM	2%
		Chapters 1 to 6	Midterm Test 1	Start: Tuesday, October 6, 2020 at 11:55 PM End: Friday, October 9, 2020 at 4:00 PM	25%
4	Module 4: Selection	Chapter 7	Chapter Quiz	Sunday, October 18, 2020 at 11:55 PM	1%
5	Module 5: Orientation and Training	Chapter 8	Chapter Quiz	Sunday, October 25, 2020 at 11:55 PM	1%

6	Module 6: Career Development and Performance Management	Chapters 9 and 10	Chapter Quizzes	Sunday, November 1, 2020 at 11:55 PM	2%
7	Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives	Chapters 11 and 12	Chapter Quizzes	Sunday, November 8, 2020 at 11:55 PM	2%
		Chapters 7 to 12	Midterm Test 2	Start: Tuesday, November 10, 2020 at 11:55 PM End: Friday, November 13, 2020 at 4:00 PM	25%
8	Module 8: Employee Benefits and Services and Occupational Health and Safety	Chapters 13 and 14	Chapter Quizzes	Sunday, November 15, 2020 at 11:55 PM	2%
9	Module 9: Managing Employee Separations	Chapter 15	Chapter Quiz	Sunday, November 22, 2020 at 11:55 PM	1%
10	Module 10: Labour Relations and Managing Human Resources in a Global Business	Chapters 16 and 17	Chapter Quizzes	Sunday, November 29, 2020 at 11:55 PM	2%
11	Module 11: Case & Reflection Assignment Opens and Midterm Test 3		Case & Reflection Assignment - Opens		

		Chapters 13 to 17	Midterm Test 3	Start: Tuesday, December 1, 2020 at 11:55 PM End: Friday, December 4, 2020 at 4:00 PM	20%
12	Module 12: Wrap-up	No readings	Case & Reflection Assignment - Due	Monday, December 7, 2020 at 11:55 PM	13%

Human Resources Management Plans at the University of 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.

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->

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

Discipline

A student is expected to know what constitutes academic integrity, to avoid committing academic offences, 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 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](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Concerns about a Course Policy or Decision

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 (Richard Eibach) is available for consultation and to mediate a resolution between the student and instructor: Email: reibach@uwaterloo.ca; Ph 519-888-4567 ext. 38790

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 Richard Eibach, the Associate Chair for Undergraduate Affairs who will provide further assistance; reibach@uwaterloo.ca.

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](#).

Note for Students with Disabilities

The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (NH 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 the AS office at the beginning of each academic term.

Accommodation for course requirements for Psychology courses.

Policies of the Psychology department pertaining to course requirements are available on the [department website](#).

Mental Health Services

Mental Health Services aim is to provide holistic programming and services to help you lead a healthy and balanced life. We strive to provide a secure, supportive environment for students of all orientations and backgrounds.

Students suffering from problems with anxiety, depression, problems with sleep, attention, obsessions or compulsions, relationship difficulties, severe winter blues, etc., may make an appointment by phone or in person. Appointments are usually available within two days of initial contact with one of our medical doctors. All contacts are completely confidential.

Contact Health Services

Health Services Building

Call 519-888-4096 to schedule an appointment

Call 1-866-797-0000 for free 24/7 advice from a health professional

Contact Counselling Services

Needles Hall Addition, NH 2401

Call 519-888-4567 x 32655 to schedule an appointment

counserv@uwaterloo.ca

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 six miles on each side of the Grand River.