

**University of Waterloo**  
**Department of Psychology**  
**Human Resources Management**  
**HRM 200 – Spring 2017**  
**Wednesday, 6:30pm – 9:20pm, STC 1012**

**Lecturer and T.A. Information**

**Lecturers**

Dean Bulloch                      Email: [dbulloch@uwaterloo.ca](mailto:dbulloch@uwaterloo.ca)  
William Peckham                Email: [wpeckham@uwaterloo.ca](mailto:wpeckham@uwaterloo.ca)

Office: PAS 4212  
Office Hours: by appointment

**Teaching Assistants**

Erica Naccarato	<a href="mailto:enaccarato@uwaterloo.ca">enaccarato@uwaterloo.ca</a>	Students with last names <b>A to G</b>	Office Hours: by appointment
Roxy Merchand	<a href="mailto:rmerkand@uwaterloo.ca">rmerkand@uwaterloo.ca</a>	Students with last names <b>H to N</b>	Office Hours: by appointment
Sylvie Wiseman	<a href="mailto:swiseman@uwaterloo.ca">swiseman@uwaterloo.ca</a>	Students with last names <b>O to X</b>	Office Hours: by appointment
Canaan Legault	<a href="mailto:c3legault@uwaterloo.ca">c3legault@uwaterloo.ca</a>	Students with last names <b>Y to Z</b>	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 email 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, 13th 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 24, 2017	30
Test 2	Jun 21, 2017	25
Test 3	Jul 19, 2017	25
Bi-Weekly Quizzes (5)	Bi-Weekly (begin May 17)	20
<b>Total</b>		<b>100%</b>

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### Test 1

**May 24, Chapters 1–6**

### Test 2

**Jun 21, Chapters 7–10, 15**

### Test 3

**Jul 19, Chapters 11–14, 16, 17**

### Bi-Weekly Quizzes

**Bi-Weekly Quizzes – starting May 17 – Access begins Wednesday after class (9:30pm) and extends until the following Tuesday evening at 11:30pm.**

## Course Outline

<b>Week</b>	<b>Date</b>	<b>Topic &amp; Chapters to be read:</b>
1	May 3	Welcome & Intro to HR Chapter 1 – The Strategic Role of HRM
2	May 10	Chapter 2 – The Changing Legal Emphasis Chapter 4 – Designing and Analyzing Jobs
3	May 17	Chapter 5 – Human Resources Planning Chapter 6 – Recruitment Quiz 1 – starts (Chapters 1, 2, 3, 4)
4	May 24	Test 1 (Chapters 1-6)
5	May 31	Chapter 7 – Selection Chapter 8 – Orientation Quiz 2 – starts (Chapters 5, 6, 7, 8)
6	Jun 7	Chapter 9 – Career Development Chapter 10 – Performance Management
7	Jun 14	Chapter 15 – Fair Treatment Quiz 3 – starts (Chapters 9, 10, 15)
8	Jun 21	Test 2 (Chapters 7-10, 15)
9	Jun 28	Chapter 11 – Strategic Pay Plans Chapter 12 – Financial Incentives Quiz 4 – starts (Chapters 11, 12)
10	Jul 5	Chapter 13 – Employee Benefits Chapter 14 – Occupational Health & Safety
11	Jul 12	Chapter 16 – Labour Relations Chapter 17 – Human Resources in Global Business Quiz 5 – starts (Chapters 13, 14, 16, 17)
12	Jul 19	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 (<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>

### 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. See the [UWaterloo Academic Integrity webpage](#) and the [Arts 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. 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](mailto: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](mailto: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](#)

## Accommodation for Students with Disabilities

*Note for students with disabilities:* The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (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.

## If you are using Turnitin in your course<sup>1</sup>

*Turnitin.com:* Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.

## Accommodation for course requirements

- Students requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:
  - seek medical treatment as soon as possible and obtain a completed uWaterloo [Verification of Illness Form](#)
  - submit that form to the instructor within 48 hours.
  - (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.

## 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/PSYCH cross-list will count in the Philosophy major average, even if the course was taken under the Psychology rubric.

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<sup>1</sup> Students must be given a reasonable option if they do not want to have their assignment screened by Turnitin. See [guidelines for instructors](#) for more information.

## **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](mailto:counserv@uwaterloo.ca)