

University of Waterloo
Department of Psychology
Human Resources Management
HRM 200 – Spring 2018
Tuesday, 6:30pm – 9:20pm, STC 1012

Lecturer and T.A. Information

Lecturers

William Peckham Email: wpeckham@uwaterloo.ca
Dean Bulloch Email: dbulloch@uwaterloo.ca

Office: PAS 4212
Office Hours: by appointment

Teaching Assistants

| | | | |
|---------------|--|--|------------------------------|
| Brady Roberts | brady.roberts@uwaterloo.ca | Students with last names A to F | Office Hours: by appointment |
| Polly Cheng | p25cheng@uwaterloo.ca | Students with last names G to K | Office Hours: by appointment |
| Shayla Khanna | ssk2khanna@uwaterloo.ca | Students with last names L to M | Office Hours: by appointment |
| Jeena Mistry | j22mistry@uwaterloo.ca | Students with last names N to S | Office Hours: by appointment |
| Daniel Kwon | smkwon@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.

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 online.

Course Requirements and Assessment

| Assessment | Date of Evaluation | Weighting |
|-----------------------|--------------------------|-------------|
| Test 1 | May 29, 2018 | 30 |
| Test 2 | June 26, 2018 | 25 |
| Test 3 | July 24, 2018 | 25 |
| Bi-Weekly Quizzes (5) | Bi-Weekly (begin May 15) | 20 |
| Total | | 100% |

Test 1

May 29, Chapters 1–6

Test 2

June 26, Chapters 7–10, 15

Test 3

July 24, Chapters 11–14, 16, 17

Bi-Weekly Quizzes

Bi-Weekly Quizzes – starting May 15 – access begins Tuesday after class (9:30pm) and extends until the following Monday evening at 11:30pm.

Course Outline

| Week | Date | Topic & Chapters to be read: |
|-------------|-------------|---|
| 1 | May 1 | Welcome & Intro to HR Chapter 1 – The Strategic Role of HRM |
| 2 | May 8 | Chapter 2 – The Changing Legal Emphasis Chapter 4 – Designing and Analyzing Jobs |
| 3 | May 15 | Chapter 5 – Human Resources Planning Chapter 6 – Recruitment Quiz 1 – starts (Chapters 1, 2, 3, 4) |
| 4 | N/A | No Class Due to Victoria Day |
| 5 | May 29 | Test 1 (Chapters 1-6) |
| 6 | June 5 | Chapter 7 – Selection Chapter 8 – Orientation Quiz 2 – starts (Chapters 5, 6, 7, 8) |
| 7 | June 12 | Chapter 9 – Career Development Chapter 10 – Performance Management |
| 8 | June 19 | Chapter 15 – Fair Treatment Quiz 3 – starts (Chapters 9, 10, 15) |
| 9 | June 26 | Test 2 (Chapters 7-10, 15) |
| 10 | July 3 | Chapter 11 – Strategic Pay Plans Chapter 12 – Financial Incentives Quiz 4 – starts (Chapters 11, 12) |
| 11 | July 10 | Chapter 13 – Employee Benefits Chapter 14 – Occupational Health & Safety |
| 12 | July 17 | Chapter 16 – Labour Relations Chapter 17 – Human Resources in Global Business Quiz 5 – starts (Chapters 13, 14, 16, 17) |
| 13 | July 24 | 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 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>

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; 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.

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

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.

Note: 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.

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.

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.

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.