HUMAN RESOURCES MANAGEMENT SPRING 2022

HRM 200

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CLASS SCHEDULE

Section	Location	Time	Instructor(s)
HRM 200 001 *[LEC]*	M3 1006	Tuesdays 6:30 p.m. - 9:20 p.m.	William Peckham wpeckham@uwaterloo.ca
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INSTRUCTOR / TA INFORMATION

Instructor: William Peckham

- Office Hours: By Appointment
- Email: wpeckham@uwaterloo.ca

T.A.	Email	Last Names	Office Hours
Zion Leatham	zmleatham@uwaterloo.ca	A to G	By Appointment
Harshadaa Deshpande	h3deshpande@uwaterloo.ca	H to L	
Sharon Seegobind	sseegobind@uwaterloo.ca	M to S	
Rebecca Zhao	x328zhao@uwaterloo.ca	T to Z	

COURSE DESCRIPTION

Calendar Description for HRM 200

Examines the major areas of human resources administration including recruiting, salary administration, labour relations, benefits administration, employee relations, labour law, and organizational behaviour. Reviews 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. [Offered F, W, S]

Prereq: Level at least 2A. Antireq: BUS 354W/454W

LEARNING OUTCOMES

By the end of this course students 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.
Identify potential career options within the Human Resource Management profession.

TENTATIVE COURSE SCHEDULE

Week #	Lecture Date	Topics & Chapters	Due Date(s)
1	May 3	Introduction Chapter 1: The Strategic Role of HRM	
2	May 10	Chapter 2: The Changing Legal Emphasis Chapter 3: HRM & Technology	Chapter Quiz 1: Monday, May 9, 2022 at 11:55 PM
3	May 17	Chapter 4: Designing & Analyzing Jobs Chapter 5: HR Planning	Chapter Quizzes 2 & 3: Monday, May 16, 2022 at 11:55 PM
4	May 24	Chapter 6: Recruitment Chapter 7: Selection	Chapter Quizzes 4 & 5: Monday, May 23, 2022 at 11:55 PM
5	May 31	Chapter 8: Onboarding & Training Chapter 9: Career & Management Development	Chapter Quizzes 6 & 7: Monday, May 30, 2022 at 11:55 PM
6	Jun 7	Chapter 10: Performance Management Case Application Assignment 1 - Opens	Chapter Quizzes 8 & 9: Monday, Jun 6, 2022 at 11:55 PM
7	Jun 14	Test 1 (Chapters 1 – 10)	Chapter Quiz 10: Monday, Jun 13, 2022 at 11:55 PM
8	Jun 21	Chapter 11: Strategic Pay Plans Chapter 12: Pay-for-Performance & Financial Incentives	Case Application Assignment 1: Thursday, Jun 23, 2022 at 11:55 PM

Week #	Lecture Date	Topics & Chapters	Due Date(s)
9	Jun 28	Chapter 13: Employee Benefits & Services Chapter 14: Occupational Health & Safety	Chapter Quizzes 11 & 12: Monday, Jun 27, 2022 at 11:55 PM
10	Jul 5	Chapter 15: Managing Employee Separations Case Application Assignment 2 - Opens	Chapter Quizzes 13 & 14: Monday, Jul 4, 2022 at 11:55 PM
11	Jul 12	Chapter 16: Labour Relations Chapter 17: Managing Human Resources in a Global Business	Chapter Quiz 15: Monday, Jul 11, 2022 at 11:55 PM
12	Jul 19	NO LECTURE	Chapter Quizzes 16 & 17: Monday, Jul 18, 2022 at 11:55 PM Case Application Assignment 2: Thursday, Jul 21, 2022 at 11:55 PM
13	Jul 26	Test 2 (Chapters 11 – 17)	

TEXTS / MATERIALS

Title / Name	Notes / Comments	Required
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.	Yes

STUDENT ASSESSMENT

Component	Value
Test 1	25%
Case Application Assignment 1	20%

Component	Value
Case Application Assignment 2	20%
Test 2	25%
Revel Chapter Quizzes	10%

The seventeen Chapter Quizzes are completed via Revel. Each quiz is worth approximately 0.59%. Please refer to the course schedule for Chapter Quiz deadlines.

ASSIGNMENT SCREENING

No assignment screening will be used in this course.

ADMINISTRATIVE POLICY

Accommodation for students who are unable to attend in-person class due to self-isolation

Lecture slides will be uploaded to LEARN following every in-person class meeting.

Alternate arrangements in case there is a short-term (e.g., one-week) cancellation of in-person classes, whether for the particular course or University-wide

If there is a need for another short-term (e.g., 1-2 week) cancellation of in-person classes, then course content will be posted on Learn and students are expected to participate in Self-Directed Learning. There will be no live lectures (in-person or online). Opportunities will be provided for students to connect with the Lecturer and/or TAs in the absence of live lectures. If Tests are unable to be completed in-person, arrangements will be made to have the Test completed remotely (e.g., via Learn).

Alternate arrangements in case there is a longer-term cancellation of in-person classes, whether for the particular course or University-wide

If there is a need for a longer-term cancellation of in-person classes, then course content will be posted on Learn and students are expected to participate in Self-Directed Learning. There will be no live lectures (in-person or online). Opportunities will be provided for students to connect with the Lecturer and/or TAs in the absence of live lectures. If Tests are unable to be completed in-person, arrangements will be made to have the Test completed remotely (e.g., via Learn).

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-

INTELLECTUAL PROPERTY

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo.

Intellectual property includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof);
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
- Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student's educational experience. However, sharing this intellectual property without the intellectual property owner's permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

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

Due to COVID-19 and campus closures, services are available only online or by phone.

- Counselling Services: counselling.services@uwaterloo.ca (mailto:counselling.services@uwaterloo.ca) / 519-888-4567 ext. 32655
- MATES (https://wusa.ca/services/uw-mates) : one-to-one peer support program offered by the Waterloo Undergraduate Student Association (WUSA) and Counselling Services

Off campus, 24/7

- Good2Talk (https://good2talk.ca/) : 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 (https://here247.ca/) : Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- OK2BME (https://ok2bme.ca/) : 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 (https://uwaterloo.ca/arts/get-mental-health-support-when-you-need-it)

Download [UWaterloo and regional mental health resources (PDF)](https://uwaterloo.ca/arts/sites/ca.arts/files/uploads/files/counselling_services_overview_002.pdf)
(https://uwaterloo.ca/arts/sites/ca.arts/files/uploads/files/counselling_services_overview_002.pdf)

Download the [WatSafe app](https://uwaterloo.ca/watsafe/) (https://uwaterloo.ca/watsafe/) 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.

For more information about the purpose of territorial acknowledgements, please see the [CAUT Guide to
Acknowledging Traditional Territory](https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory) (https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-
territory) .

ACADEMIC FREEDOM AT THE UNIVERSITY OF WATERLOO

[Policy 33, Ethical Behaviour](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33) (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33) states, as one
of its general principles (Section 1), "The University supports academic freedom for all members of the University
community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly
obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy,
'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles
set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The
academic environment which fosters free debate may from time to time include the presentation or discussion of
unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively
as possible." This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6

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. [Check [the Office of Academic
Integrity](https://uwaterloo.ca/academic-integrity/) (https://uwaterloo.ca/academic-integrity/) for more information.]

Grievance: A student who believes that a decision affecting some aspect of their university life has been unfair or
unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70)
(https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70) . When in doubt, please be certain to
contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity to avoid committing an academic
offence, and to take responsibility for their actions. [Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/)
(https://uwaterloo.ca/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](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) . For typical penalties,
check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-penalties) (https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-
penalties) .

Appeals: A decision made or penalty imposed under [Policy 70, Student Petitions and Grievances](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70)
(https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70) (other than a petition) or [Policy 71,
Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) may be appealed if
there is a ground. A student who believes they have a ground for an appeal should refer to [Policy 72, Student Appeals](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72)
(https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72) .

Note for students with disabilities: AccessAbility Services (https://uwaterloo.ca/disability-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.

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 alternate assignment.