

University of Waterloo
Department of Psychology
Human Resources Management
HRM 200
Winter 2014
Tuesdays, 7- 9:50 p.m. AL 116

Instructor and T.A. Information

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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 organization faces 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.

The course will examine the evolution of HR from a primarily administrative function to 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 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 I 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 me, the material, the course or your grades, please let me know quickly either via e-mail through the D2L course site or arrange to meet with me.

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, 12th Canadian Edition

Readings Available on LEARN

Postings on the course D2L page include: this course syllabus, office hours, any handouts for lectures, on-line quizzes, announcements and so forth. On your browser, type in www.. Provide your Quest/UWdir user ID and password, and then click on HRM-200. 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 (if known)	Weighting
Test 1	January 28, 2014	20
Test 2	March 4, 2014	20
Test 3	April 1, 2014	20
Team Project	March 18, 2014	25
Bi - Weekly Quizzes (6)	Bi -Weekly (begin Jan. 14th)	10
3- Discussion Session with 1 minute summary	TBA	5
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Total		100%

Assessment 1

Test 1 – Chapter 1 – Chapter 6

Assessment 2

Test 2 – Chapter 7- 10 + 15

Assessment 3

Chapter 11 - 17

Assessment 4

Team Project – Outline will be distributed in class on February 4, 2014 and posted on LEARN

Assessment 5

Bi Weekly quizzes will be through LEARN on MyLab. Six quizzes in total. We will drop your lowest mark.

Assessment 6

During 3 classes there will be breakout groups to focus on 1 question each with a one minute report back to the class. Class time will be provided for this activity.

Course Outline

Week	Date	Topic	Readings Due
1	January 7	Intro to HR and Strategic Role of HR	January 7
2	January 14	The Changing Legal Emphasis & Designing and Analyzing Jobs	January 14
3	January 21	Human Resources Planning & Recruitment	January 21
4	January 28	Test 1	January 28
5	February 4	Selection & Orientation	February 4
6	February 11	Career Development & Performance Management	February 11
7	February 18	No Class	February 18
8	February 25	Fair Treatment	February 25
9	March 4	Test 2	March 4
10	March 11	Strategic Pay Plans & Financial Incentives	March 11
11	March 18	Employee Benefits & Occupational Health and Safety	March 18
12	March 25	Labour Relations & Human Resource in Global Business	March 25
13	April 1	Test 3	April 1

Late Work

If you miss a class, you will still have access to the lecture slides via the course website. You may also ask a classmate for a copy of their class notes in case there was information covered in the lecture that was not on the posted slides. The lecturer will not provide additional notes at any time.

Students who are requesting accommodation for course requirements (assignments, tests, etc.) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: http://www.healthservices.uwaterloo.ca/Health_Services/verification.html
- submit that form to the instructor within 48 hours.
- (preferably) 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 assignment deadline or test, the instructor will either

1. 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
2. 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.

Human Resources Management Plans at Waterloo:

Students interested in employment in the field of Human Resources may wish to pursue one of the Human Resources Management Academic Plans 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:

<http://www.psychology.uwaterloo.ca/hrm/index.html>

Information on Plagiarism Detection

Avoidance of Academic Offences:

The 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 D2L, the outline on D2L will be deemed the official version.

Outlines on D2L may change as instructors develop a course, but they become final as of the first class meeting for the term.

Attendance Policy

It is important for students to attend every class.

Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

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/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

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.

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](#).

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](#).

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72 - Student Appeals](#).

Other sources of information for students

[Academic integrity](#) (Arts) [Academic Integrity Office](#) (uWaterloo)

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services office](#), located in Needles Hall Room 1132, 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.