

University of Waterloo
Department of Psychology
Human Resources Management
HRM 200-Winter 2019

Instructor and T.A. Information

Instructor: Katrina Di Gravio

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Office Hours: arranged by appointment

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Teaching Assistants

Please see course page **Announcements** for names and contact information for the TA's for HRM 200.

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.

There will be demonstrated respect for the diversity of others. Students will exhibit proper decorum and behaviours towards fellow students and the learning experience.

You will own or have regular access to the current course text, as you will be expected to read assigned chapters.

•If you are experiencing difficulty with me, the material, the course or your grades, please let me know quickly through the course website or through my e-mail

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 Edition). Canadian Edition . Dessler, G., Chhinzer, N, & Cole, N.D. (2016).

MyManagementLab is **NOT** required

PLEASE NOTE: Use of any earlier versions of this text book is NOT recommended and is done so at your own risk. Earlier editions will not have all components of this course and may be missing legislative changes & updates.

PLEASE NOTE:

Important course information will be posted to the **ANNOUNCEMENTS SECTION** of the course main page.

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, January 13, 2019 at 11:55 PM	Ungraded
			Module 1 Weekly Quiz	Sunday, January 20, 2019 at 11:55 PM	2%
2	Module 2: Human Resources Management and Technology and Designing and Analyzing Jobs	Chapters 3 and 4	Module 2 Weekly Quiz	Sunday, January 20, 2019 at 11:55 PM	2%
3	Module 3: Human Resources Planning and Recruitment	Chapters 5 and 6	Module 3 Weekly Quiz	Sunday, January 27, 2019 at 11:55 PM	2%
4	Module 4: Selection	Chapter 7	Module 4 Weekly Quiz	Sunday, February 3, 2019 at 11:55 PM	2%
5	Module 5: Orientation and Training and Midterm Test	Chapter 8	Midterm Test	Wednesday, February 6, 2019, 12:01 AM – Friday, February 8, 2019 at 4:00 PM	25%
			Module 5 Weekly Quiz	Sunday, February 10, 2019 at 11:55 PM	2%
Reading Week - Study Days (Sunday, February 17, 2019 to Saturday, February 23, 2019)					
6	Module 6: Career Development and Performance	Chapters 9 and 10	Module 6 Weekly Quiz	Sunday, February 24, 2019 at 11:55	2%

	<u>Management</u>			PM	
7	<u>Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives</u>	Chapters 11 and 12	<u>Module 7 Weekly Quiz</u>	Sunday, March 3, 2019 at 11:55 PM	2%
8	<u>Module 8: Employee Benefits and Services and Occupational Health and Safety</u>	Chapters 13 and 14	<u>Module 8 Weekly Quiz</u>	Sunday, March 10, 2019 at 11:55 PM	2%
9	<u>Module 9: Managing Employee Separations</u>	Chapter 15	<u>In The News Assignment</u>	Sunday, March 17, 2019 at 11:55 PM	25%
			<u>Module 9 Weekly Quiz</u>	Sunday, March 17, 2019 at 11:55 PM	2%
10	<u>Module 10: Labour Relations</u>	Chapter 16	<u>Module 10 Weekly Quiz</u>	Sunday, March 24, 2019 at 11:55 PM	2%
11	<u>Module 11: Managing Human Resources in a Global Business</u>	Chapter 17	<u>Module 11 Weekly Quiz</u>	Sunday, March 31, 2019 at 11:55 PM	2%
12	<u>Module 12: Wrap-up</u>	No readings			
<u>Final Examination</u>					30%
Weekly Quizzes: Students are required to complete 10/11 quizzes at 2% each for a total of 20% of the course grade.					

Important: ALL TIMES EASTERN - Please see the [University Policies](#) section of your Syllabus for details

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](#).

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 the department’s administrative assistant 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.

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 xt 32655

- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): 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 at the Faculty of ARTS [website](#)

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) 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 six miles 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 \(PDF\)](#)