



Course Schedule

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

Week	Date (Week Begins)	Module	Readings and Other Assigned Material	Activities and Assignments	End / Due Date	Weight (%)
1	Monday September 8, 2014	Module 1 : Strategic Importance of Human Resource Management and The Changing Legal Emphasis	Chapters 1 and 2	Introduce Yourself	Friday, September 12 at 2014, 11:55 PM	Ungraded
				Module 1 Ethical Dilemma Discussion	Sunday, September 14 at 2014, 11:55 PM	1%
2	Monday September 15, 2014	Module 2 : Human Resources Management and Technology and Designing and Analyzing Jobs	Chapters 3 and 4	Module 2 Ethical Dilemma Discussion	Sunday September 21, 2014 at 11:55 PM	1%
3	Monday September 22, 2014	Module 3 : Human Resources Planning and Recruitment	Chapters 5 and 6	Module 3 Ethical Dilemma Discussion	Sunday, September 28, 2014 at 11:55 PM	1%
4	Monday September 29, 2014	Module 4 : Selection and Intro to Team Projects	Chapter 7	Module 4 Ethical Dilemma Discussion	Sunday, October 5, 2014 at 11:55 PM	1%
5	Monday October 6, 2014	Module 5 : Orientation and Training and Online midterm	Chapter 8	Midterm Test	Wednesday, October 8, 2014 at 12:01 AM – Friday October 10, 2014 at 4:00 PM	30%
				Team Charter	Sunday, October 12, 2014 at 11:55 PM	3%
				Module 5 Ethical Dilemma Discussion	Sunday, October 12, 2014 at 11:55 PM	1%
6	Tuesday October 14, 2014	Module 6 : Career Development and Performance Management	Chapters 9 and 10	Module 6 Ethical Dilemma Discussion	Sunday, October 19, 2014 at 11:55 PM	1%

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7	Monday October 20, 2014	Module 7 : Strategic Pay Plans and Pay-For-Performance and Financial Incentives	Chapters 11 and 12	Module 7 Ethical Dilemma Discussion	Sunday, October 26, 2014 at 11:55 PM	1%
8	Monday October 27, 2014	Module 8 : Employee Benefits and Services and Occupational Health and Safety	Chapters 13 and 14	Module 8 Ethical Dilemma Discussion	Sunday, November 2, 2014 at 11:55 PM	1%
9	Monday November 3, 2014	Module 9 : Managing Employee Separations	Chapter 15	Module 9 Ethical Dilemma Discussion	Sunday, November 9, 2014 at 11:55 PM	1%
10	Monday November 10, 2014	Module 10 : Labour Relations	Chapter 16	Module 10 Ethical Dilemma Discussion	Sunday, November 16, 2014 at 11:55 PM	1%
11	Monday November 17, 2014	Module 11 : Managing Human Resources in a Global Business	Chapter 17	Module 11 Ethical Dilemma Discussion	Sunday, November 23, 2014 at 11:55 PM	1%
12	Monday November 24, 2014	Module 12 : Wrap-up	No readings	Team Project	Sunday November 30, 2014 at 11:55 PM	22%
Final Exam						35%
Ethical Dilemma Discussion Questions: Students are required to complete 10/11 questions at 1% each for a total of 10% of the course grade.						

Final Examination Arrangement and Schedule

In courses with a final exam, students who are *exclusively* taking online classes must [provide examination arrangement information](#), using [Quest](#), by **Friday September 26, 2014**. (Students taking one or more on-campus classes in addition to an online class within the same term do not need to provide exam centre information. Those exams will automatically be scheduled to be written at the University of Waterloo.)

Examination schedule details will be available on [Quest](#) approximately four weeks prior to the exam date. For instructions on how to find exam information, go to the [Quest Help](#) page.

Official Grades and Course Access

Official Grades and Academic Standings are available through [Quest](#).

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.



Communication



Email/Discussions

Administrative questions or **technical problems** with Waterloo LEARN should be directed to the **Centre for Extended Learning** office at extendedlearning@uwaterloo.ca.

Questions relating to **academic issues** (e.g., course content, deadlines, etc.) should be posted on the "Ask the Instructor" discussion topic. This allows other students to benefit from your question as well. Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above. Questions of a **personal nature** can be directed to your instructor, Katrina Di Gravio, at kadigravio@uwaterloo.ca.

Your instructor checks email and the "Ask the Instructor" discussion topic frequently and will make every effort to reply to your questions within 24–48 hours, Monday to Friday.

A "General Discussion" topic has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic but will not participate in the discussions.

News

Your instructor uses the News section of the Course Home page to make announcements during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed.

To ensure you are viewing the complete list of news items, you may need to click **Show All News Items**.



Course Description and Objectives

Description

This course examines the major areas of Human Resources Administration including recruiting, salary administration, labour relations, benefits administration, employee relations, labour law, and organizational behaviour. We will review 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.

Objectives

By the end of this course, you 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,
- describe real-life HR challenges and experiences, and
- identify potential career options within the Human Resource Management profession.

This online course was developed by Katrina Di Gravio, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.

About the Course Author/Instructor



Katrina Di Gravio

Katrina has been with the university for over 30 years, currently as the Director of Organizational Human Development, and is well known and respected within the campus community. She has been the primary university resource for training and development for over 15 years. Katrina has been a member of the Human Resources department since 1980 and was one of the senior Staff Relations Coordinators. She has a Master Trainer certification from Achieve Global, is a member of the Leadership for Results Training team, and teaches Human Resources Management 200 for the department of Psychology. Katrina also designs, delivers, and develops training programs for students, staff, and faculty.

Katrina likes her coffee with two creams.



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Materials and Resources

Textbook

Required

1. Dessler, G., Chhinzer, N, & Cole, N.D. (2014). *Human Resources Management in Canada (12th Edition)*. Don Mills, ON: Pearson. (MyManagementLab is not required)

For textbook ordering information, please contact the [Waterloo Bookstore](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519 888 4673 or toll-free at +1 866 330 7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

Resources

- [University of Waterloo Library](#) (Services for Students Taking Online Courses)



Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assignments	Weight (%)
Introduce Yourself	Ungraded
Ethical Dilemma Discussions (10/11 Questions: 1% each)	10%
Team Charter	3%
Team Project	22%
Midterm Test	30%
Final Exam	35%



Course Policies

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.

You will demonstrate respect for the diversity of others.

Late Discussions/Midterm/Papers

Late discussions, midterm, and papers will not be accepted. In extenuating circumstances where acceptable documentation is provided, it will be at the discretion of the instructor to accept the late submission.



University Policies

Submission Times

Please be aware that the University of Waterloo is located in the **Eastern Time Zone** (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the [Ontario, Canada Time Converter](#).

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

Missed Assignments/Tests/Quizzes

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a [Verification of Illness Form](#).

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the [Accommodation due to illness](#) page.

Missed Final Examinations

If you are unable to write a final examination due to illness, seek medical treatment and provide confirmation of illness to the Centre for Extended Learning within 48 hours by emailing a scanned copy of the completed University of Waterloo [Verification of Illness Form](#) to support your request for accommodation. In your email, provide your name, student ID number, and the examination(s) missed. You will be **REQUIRED** to hand in the original completed form at the time you write the make-up examination, which should be within a week of having missed your exam. The original completed form must be received before you are able to write a re-scheduled exam.

Further information about [Examination Accommodation Due to Illness](#) regulations is available in the Undergraduate Calendar.

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. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the [Academic Integrity Tutorial](#) and graduate students should see the [Graduate Students and Academic Integrity](#) website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the [Office of Academic Integrity](#).

Discipline

A student is expected to know what constitutes [academic integrity](#) to avoid committing an academic offence, 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 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](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

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](#).

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.

Final Grades

In accordance with [Policy 19 - Access To and Release of Student Information](#), the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to [Quest](#) to see all final grades. Any grades posted in

Waterloo LEARN are unofficial.

Note for Students with Disabilities

[AccessAbility Services](#), 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

Use of Computing and Network Resources

Please see the [Guidelines on Use of Waterloo Computing and Network Resources](#).

Copyright Information

UWaterloo's Web Pages

All rights, including copyright, images, slides, audio, and video components, of the content of this course are owned by the course author, unless otherwise stated. These web pages are owned or controlled by the University of Waterloo, Centre for Extended Learning. By accessing the web pages, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show or play in public, adapt, or change in any way the content of these web pages for any other purpose whatsoever without the prior written permission of the course author and the University of Waterloo, Centre for Extended Learning.

Other Sources

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or by [email](#).

