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 May 4, 2015	[Module 1](#): Strategic Importance of Human Resource Management and The Changing Legal Emphasis	Chapters 1 and 2	[Introduce Yourself](#)	Friday, May 8, 2015 at 11:55 PM	**Ungraded**
				[Module 1 Ethical Dilemma Discussion](#)	Sunday, May 10, 2015 at 11:55 PM	**1%**
2	Monday May 11, 2015	[Module 2](#): Human Resources Management and Technology and Designing and Analyzing Jobs	Chapters 3 and 4	[Module 2 Ethical Dilemma Discussion](#)	Sunday, May 17, 2015 at 11:55 PM	**1%**
3	Monday May 18, 2015	[Module 3](#): Human Resources Planning and Recruitment	Chapters 5 and 6	[Module 3 Ethical Dilemma Discussion](#)	Sunday, May 24, 2015 at 11:55 PM	**1%**
4	Monday May 25, 2015	[Module 4](#): Selection and Intro to Team Projects	Chapter 7	[Module 4 Ethical Dilemma Discussion](#)	Sunday, May 31, 2015 at 11:55 PM	**1%**
5	Monday June 1, 2015	[Module 5](#): Orientation and Training and Online midterm	Chapter 8	[Midterm Test](#)	Wednesday, June 3, 2015, 12:01 AM – Friday June 5, 2015 at 4:00 PM	**30%**
				[Team Charter](#)	Sunday, June 7, 2015 at 11:55 PM	**3%**
				[Module 5 Ethical Dilemma Discussion](#)	Sunday, June 7, 2015 at 11:55 PM	**1%**
6	Tuesday June 8, 2015	[Module 6](#): Career Development and Performance Management	Chapters 9 and 10	[Module 6 Ethical Dilemma Discussion](#)	Sunday, June 14, 2015 at 11:55 PM	**1%**

7	Monday June 15, 2015	Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives	Chapters 11 and 12	Module 7 Ethical Dilemma Discussion	Sunday, June 21, 2015 at 11:55 PM	1%
8	Monday June 22, 2015	Module 8: Employee Benefits and Services and Occupational Health and Safety	Chapters 13 and 14	Module 8 Ethical Dilemma Discussion	Sunday, June 28, 2015 at 11:55 PM	1%
9	Monday June 29, 2015	Module 9: Managing Employee Separations	Chapter 15	Module 9 Ethical Dilemma Discussion	Sunday, July 5, 2015 at 11:55 PM	1%
10	Monday July 6, 2015	Module 10: Labour Relations	Chapter 16	Module 10 Ethical Dilemma Discussion	Sunday, July 12, 2015 at 11:55 PM	1%
11	Monday July 13, 2015	Module 11: Managing Human Resources in a Global Business	Chapter 17	Module 11 Ethical Dilemma Discussion	Sunday July 19, 2015 at 11:55 PM	1%
12	Monday July 20, 2015	Module 12: Wrap-up	No readings	Team Project	Sunday, July 26, 2015 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, May 22, 2015**. (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.

Contact Information

News

Your instructor uses the **News** widget 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. You are expected to read the **News** on a regular basis.

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

Discussions

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.

Contact Us

Who and Why	Contact Details
Instructor • Course-related questions (e.g., course content, deadlines, assignments, etc.) • Questions of a personal nature	**Post your course-related questions** to the **Ask the Instructor** discussion topic*. This allows other students to benefit from your question as well. **Questions of a personal nature** can be directed to your instructor. Instructor: Katrina Di Gravio 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.
Technical Support, Centre for Extended Learning • Technical problems with Waterloo LEARN	learnhelp@uwaterloo.ca Include your full name, WatIAM user ID, student number, and course name and number.
Learner Support Services, Centre for Extended Learning	Useful Information for Students in Online Courses

• General inquiries • WatCards (Student ID Cards) • Examination information	extendedlearning@uwaterloo.ca +1 519-888-4002 Include your full name, WatIAM user ID, student number, and course name and number.

*Discussion topics can be accessed by clicking Connect and then Discussions on the course navigation bar above.

extendedlearning@uwaterloo.ca
+1 519-888-4002

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.

AccessAbility Services

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.

Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo AccessAbility Services Policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn's Accessibility Standards Compliance.

Use of Computing and Network Resources

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

Copyright Information

UWaterloo's Web Pages

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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 extendedlearning@uwaterloo.ca.