

**University of Waterloo  
Department of Psychology  
Human Resources Management  
HRM 200- Winter 2017**

**Instructor and T.A. Information**

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**Teaching Assistants**

Your group of dedicated Teaching Assistants for HRM 200 Spring 2017 are:

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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.

**Required Text** - Dessler, G., Chhinzer, N, & Cole, N.D. (2016). Human Resources Management in Canada (13th Edition). Don Mills, ON: Pearson. (MyManagementLab is not required)

## **Course Goals and Learning Outcomes**

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 Human Resource challenges and experiences, and
- identify potential career options within the Human Resource Management profession.

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.

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

Week	Module	Readings and Other Assigned Material	Activities and Assignments	End / Due Date
1	<a href="#">Module 1: Strategic Importance of Human Resource Management and The Changing Legal Emphasis</a>	Chapters 1 and 2	<a href="#">Introduce Yourself</a>	Friday, May 5, 2017 at 11:55 PM
			<a href="#">Module 1 Weekly Quiz</a>	Sunday, May 14, 2017 at 11:55 PM
2	<a href="#">Module 2: Human Resources Management and Technology and Designing and Analyzing Jobs</a>	Chapters 3 and 4	<a href="#">Module 2 Weekly Quiz</a>	Sunday, May 14, 2017 at 11:55 PM
3	<a href="#">Module 3: Human Resources Planning and Recruitment</a>	Chapters 5 and 6	<a href="#">Module 3 Weekly Quiz</a>	Sunday, May 21, 2017 at 11:55 PM
4	<a href="#">Module 4: Selection</a>	Chapter 7	<a href="#">In The News Assignment 1</a>	Thursday, May 25, 2017 at 11:55 PM
			<a href="#">Module 4 Weekly Quiz</a>	Sunday, May 28, 2017 at 11:55 PM
5	<a href="#">Module 5: Orientation and Training and Midterm Test</a>	Chapter 8	<a href="#">Midterm Test</a>	Wednesday, May 31, 2017 at 12:01 AM – Friday, June 2, 2017 at 4:00 PM
			<a href="#">Module 5 Weekly Quiz</a>	Sunday, June 4, 2017 at 11:55 PM
6	<a href="#">Module 6: Career Development and Performance Management</a>	Chapters 9 and 10	<a href="#">Module 6 Weekly Quiz</a>	Sunday, June 11, 2017 at 11:55 PM

<b>7</b>	<a href="#">Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives</a>	Chapters 11 and 12	<a href="#">Module 7 Weekly Quiz</a>	Sunday, June 18, 2017 at 11:55 PM, 2017 at 11:55 PM
<b>8</b>	<a href="#">Module 8: Employee Benefits and Services and Occupational Health and Safety</a>	Chapters 13 and 14	<a href="#">Module 8 Weekly Quiz</a>	Sunday, June 25, 2017 at 11:55 PM
<b>9</b>	<a href="#">Module 9: Managing Employee Separations</a>	Chapter 15	<a href="#">Module 9 Weekly Quiz</a>	Sunday, July 2, 2017 at 11:55 PM
			<a href="#">In The News Assignment 2</a>	Sunday, July 2, 2017 at 11:55 PM
<b>10</b>	<a href="#">Module 10: Labour Relations</a>	Chapter 16	<a href="#">Module 10 Weekly Quiz</a>	Sunday, July 9, 2017 at 11:55 PM
<b>11</b>	<a href="#">Module 11: Managing Human Resources in a Global Business</a>	Chapter 17	<a href="#">Module 11 Weekly Quiz</a>	Sunday, July 16, 2017 at 11:55 PM
<b>12</b>	<a href="#">Module 12: Wrap-up</a>	No readings		
<b>Final Examination</b>	TBA			
	<b>Weekly Quizzes:</b> Students are required to complete 10/11 quizzes at 2% each for a total of 20% of the course grade.			

## Course Requirements and Assessment

Activities and Assignments	Weight (%)
Introduce Yourself	Ungraded
Weekly Quizzes (10 x 2% each)	20%
In The News Assignment 1	15%
Midterm Test	20%
In The News Assignment 2	15%
Final Examination	30%

TOTAL

100

### **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. 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.