

UNIVERSITY OF WATERLOO

HRM 301 - STRATEGIC HUMAN RESOURCES PLANNING

Winter 2016

Lecturer: Dean Bulloch

Email: dbulloch@uwaterloo.ca

Office Hours: By appointment

Text: Strategic Human Resource Management. Catherine Truss, David Mankin, Clare Kelliher.

Teaching Assistant: Navio Kwok nkkwok@uwaterloo.ca

Lecture Time/Location: **7:00 p.m. Mondays AL 105**

Department Contact: Emily Mininger, Administrative Coordinator and Advisor, Department of Psychology
emininger@uwaterloo.ca

Course Web Page: Postings on the course desire to learn page include: the course syllabus, office hours, lecture handouts and PowerPoint slides, announcements, and so forth. On your browser, type in: <http://learn.uwaterloo.ca>. Provide your Quest/UWdir userid and password, and then click on HRM-301.

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

INTRODUCTION:

This course is of importance to those with interests in the field of human resources as well as to managers in all functional areas of an organization who need to build and develop the knowledge, skills and attitudes to effectively manage people.

Organizations gain sustainable competitive advantage through people thus making Human Resources Management an important partner in the strategic planning and decision making process. Overall, you will gain an understanding of why effective human resource practices are critical to the success of any organization and be introduced to the strategic planning role that Human Resources Professionals now play in organizations.

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

- Understand both external and internal factors influencing organizational strategies and the benefits of strategic planning.
- Understand how the “global world around us” including the economy, competition, legislation and other environmental influences affect the importance of Human Resources Planning.
- Gain a better understanding and knowledge regarding various HR topics including; job analysis, resource-based view of forecasting, succession planning, downsizing and restructuring, international HRM to name a few.
- Understand why the HR Professional is an important business partner.

- Understand how effective SHRP can contribute to the overall success of the organization.

THE CLASS:

Classes will be a combination of the following:

- 1) Lecture: You will be guided through the information representing the various chapters in the text. Not all text material will be covered in class however you will be responsible for this information for the mid term test and final exam.
- 2) Group exercises/Individual end of class wrap up assignments
- 3) Group Presentations

APPRAISING STUDENT PERFORMANCE:

25%	Midterm Test	(Chapter 1 to Chapter 6 – February 8, 2016)
35%	Final Exam	(Total course content – Exam schedule)
20%	Group Assignment	(Due date for all groups – February 29, 2016)
10%	Group Presentation	(See class agenda for group presentation dates)
10%	Participation	

SPECIAL NOTES:

- Your group will receive a “group mark” for the assignment and presentation. These marks will be individually adjusted (lowered) if a group member does not equally contribute to the success of the group. Peer evaluations will be posted on the second last class. You will be responsible to hand the peer evaluation form in on the last class. Failure to hand the peer evaluation in will result in a 0/10 participation mark. The peer evaluation will give you the opportunity to grade each member of your team. I will review this information and make any necessary adjustments to the group assignment and presentation mark.
- Poor attendance, lack of engagement, not participating in group work, working on other activities during class are a few examples of what will contribute to a 0/10 participation mark. Attendance will be taken at the end of each class. In class assignments will also be used to monitor attendance.

Group Assignment

The group assignment serves a variety of purposes; foremost, you and your team will align yourselves with a Human Resources topic you find of interest. Your team has two options for the group assignment:

Option 1: Human Resources Function

Describe and critically evaluate a human resources management **function** of interest to the group. You will be responsible to identify your issue and provide relevant research. You will need to provide recommendations and strategies that will help organizations effectively manage the HR function chosen by the group.

Option 2: Human Resources Challenge

Describe and critically evaluate a human resources **challenge** which is of interest to the group. You will be responsible to identify the challenge and explain why with relevant research this is seen as a challenge in today’s organizations. You will need to provide recommendations and strategies that will help organizations effectively manage the challenge discussed.

NOTE: Important – If your group is planning to conduct interviews with a particular organization it is imperative this is discussed with me first.

For both options:

- The assignment is worth 20% of your final grade. You will be required to present your assignment to the class which is worth an additional 10%.
- Maximum length: 12 pages not including appendices
- Due Date: see course schedule
- Characteristics of excellent work: executive summary, table of contents, introductory paragraph which discusses the significance of your chosen topic, use of outside sources of information, thorough, practical and creative recommendations, logical summary.
- To ensure your group is on track you will need to hand in a group assignment outline **January 25, 2016**. This outline must also include a group photograph clearly identifying each member of the group.

Group Presentation

Your group will prepare and deliver a 20 minute presentation on your assignment topic. Evaluation criteria will be discussed in class.

Note: To be fair to everyone the dates for the assignments, tests, and final examination are final. In accordance with UW regulations, supportive documentation is required should you be faced with a medical or compassionate dilemma (see next section).

Students who are requesting accommodation for course requirements (assignments, midterm tests, final exams, 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 final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

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.

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 website \(Arts\)](#)

[Academic Integrity Office \(UWaterloo\)](#)

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.

If you are using Turnitin in your course¹

Turnitin.com: Plagiarism detection software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. In the first week of the term, details will be provided about the arrangements for the use of Turnitin® in this course.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Studies (Richard Eibach from July 1, 2015 through June 30, 2016) is available for consultation and to mediate a resolution between the student and instructor. Contact information:

Richard Eibach Email: reibach@uwaterloo.ca; Ph 519-888-4567 ext. 38790

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. See [Policy 70](#) and [71](#) below for further details.

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

- seek medical treatment as soon as possible and obtain a completed uWaterloo [Verification of Illness Form](#)
- submit that form to the instructor within 48 hours.
- (is possible) 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 final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline, midterm test, or quiz, 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.

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 LEARN, the outline on LEARN will be deemed the official version. Outlines on LEARN may change as instructors develop a course, but they become final as of the first class meeting for the term.

Cross-listed course (Note: only need to include this if your course is cross-listed)

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/PSYCH cross-list will count in the Philosophy major average, even if the course was taken under the Psychology rubric.