

UNIVERSITY OF WATERLOO
HRM 400 – HONOURS SEMINAR: Human Resources Management
Fall 2017(Final – as of October 2, 2017)

Lecturer: Vince Di Ruzza
Director, Human Resources Management Program/Lecturer
Email: vdiruzza@uwaterloo.ca

Lecture Time/Location: Tuesday/Thursdays 11:30 to 12:50 Room: RCH 205

Office Hours: By Appointments

Department Contact: Nadine Quehl, HRM Academic Advisor, Department of Psychology
Email: nquehl@uwaterloo.ca

Course Web Page: ON LEARN

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

OVERVIEW:

- As a group we will explore topics of interest regarding the complex and competitive field of Human Resources Management. This honors seminar course is divided into four different sections:
Section 1: Current Events (Week 1)
Section 2: HR Topics of Interest
Section 3: Real HR Situations – Solution Development
Section 4: Organizational HR Structures: Setting up a successful HR department and the role of HR in today's business world.
- Theme: Research, explore, recommend & learn. This course is of interest to students who are willing to research HR topics in a creative way and then explore the significance of these findings in a group format. The intent of the course is to stimulate discussion from the information gathered and shared through research.
- Topics covered in Section 1 reflect the interests of the students and will be identified at first class.
- As a seminar group member your role in the success of this course is of extreme importance. The quality of the class discussions depends on your effort and how prepared you are for each seminar.

APPRAISING PERFORMANCE:

20% Participation

20% Assignment #1 - HR Topics of Interest

20% Assignment # 2 – Real HR Issues

40% Assignment # 3– HR Structure: Setting up a successful HR Department

Participation: The mark you receive will be a direct reflection of your participation and preparation in each class. You are expected to come to each class prepared. At the end of the term you will be asked to evaluate your contribution to the class. Appointments will be set up at end of term to review your participation mark. I will be pleased to discuss your participation anytime during the term. Poor attendance, not participating in discussions, lack of engagement, and not being prepared for the class will result in a 0/20 mark. Attendance will be taken at each class. When group work is involved individual marks will be assigned in accordance to your involvement with the particular assignment.

Assignment # 1 – HR Topics of Interest (20%):

- *During the first week of class we will determine HR topics of interest to all members of this seminar group. During the first part of the course we will hold seminar discussions on the topics we agreed upon. You will be required to research these topics prior to class and prepare for discussion. Topics will be determined on our first class Thursday September 7, 2017. (Course outline will be updated to reflect the topics agreed upon by class.)*
- Topic of Interest assignment:
 - You will need to determine a HR topic of interest.
 - The first part of this assignment is to research this topic; your focus is to gain full understanding of the relevance of this topic in the world of HR today. You will be required to submit a report of your findings. (5 pages maximum)
 - Part 2 of this assignment is to present your research/findings to the seminar group and lead a discussion regarding this topic. (Length of presentation is to be established and depends on the number of students enrolled in the course.)
 - Paper is due on Thursday September 28, 2017. Presentations will also start on this date.

Assignment # 2 – Real HR Employee Relations Issues/Solutions (2 x 10% = 20%):

- For this assignment, you will assume the role of an HR Consultant specializing in Employee Relations. You will be given two separate employee relation situations that you could face while managing this function for an organization.
- You could work with another student – and will be responsible to identify the real issue at hand. You will also be responsible to be able to identify the appropriate solutions that adhere to employment standards in Ontario and the situation at hand. This assignment is made up of two situations each worth 10%. Assignments are due during the weeks identified as Real ER Issues in the course outline.

Assignment # 3 – Organizational HR Design: Setting up a successful HR department (30% - paper, 10% presentation):

- The class will divide into groups. Size of groups will be determined after class enrollment is completed.
- Your group will be responsible to examine all the functions and disciplines currently related to HR in organizations.
- You will be responsible for setting up an HR structure, explain the organizational design of the HR structure and outline criteria for success.
- The second part of this assignment is to present your structure to the seminar group.
- All students will be responsible for grading the presentation. Details will be discussed in class.

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](#).

Concerns About a Course Policy or Decision

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 Affairs (Richard Eibach) is available for consultation and to mediate a resolution between the student and instructor: Email: reibach@uwaterloo.ca; Ph 519-888-4567 ext. 38790

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 Richard Eibach, the Associate Chair for Undergraduate Affairs who will provide further assistance; reibach@uwaterloo.ca.

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.

Accommodation for course requirements

- Students requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:
 - Consult the University's [examination regulations](#) for information about procedures and policies for requesting accommodations
 - seek medical treatment as soon as possible
 - obtain documentation of the illness with a completed uWaterloo [Verification of Illness Form](#)
 - submit that form to the instructor within 48 hours. Students in Centre for Extended Learning (CEL) courses must submit their confirmation of the illness to CEL.
 - (if 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:
 - 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
 - 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.

- Elective arrangements such as travel plans are not acceptable grounds for granting accommodations to course requirements per the [uWaterloo Examination Regulations and Related Matters](#).

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

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.

Mental Health Services

Mental Health Services aim is to provide holistic programming and services to help you lead a healthy and balanced life. We strive to provide a secure, supportive environment for students of all orientations and backgrounds.

Students suffering from problems with anxiety, depression, problems with sleep, attention, obsessions or compulsions, relationship difficulties, severe winter blues, etc., may make an appointment by phone or in person. Appointments are usually available within two days of initial contact with one of our medical doctors. All contacts are completely confidential.

Contact Health Services

[Health Services Building](#)

Call 519-888-4096 to schedule an appointment

Call 1-866-797-0000 for free 24/7 advice from a health professional

Contact Counselling Services

[Needles Hall Addition, NH 2401](#)

Call 519-888-4567 x 32655 to schedule an appointment

counserv@uwaterloo.ca

- Graded final examination papers as well as unclaimed graded assignments, essays, and midterm tests for this course will be kept in storage in the Psychology Department for a maximum of 16 months after term grades become official in Quest. After that time, these documents will be destroyed in compliance with UW's [confidential shredding procedures](#). Note that final examination papers are not returned to students. In addition to the verbatim requirements listed above (pp. 1-2) covering academic integrity, concerns about the course, appeals procedures, accommodations for disabilities, and accommodations for missed assignments, please incorporate other relevant elements of [Policy 71](#) as necessary to communicate both the gravity of offenses defined under the policy and the seriousness with which they're viewed by the university.

FALL 2017 HRM 400 Weekly Schedule

Week	Date	Topic/Activity
1	Thurs Sept 7	Introduction – Course Outline Review Course Expectations Course outline finalization process
2	Tues Sept 12 Thurs Sept 14	Tuesday September 12 – current affairs in HRM Thursday September 14: HR Topics of Interest Topic: Career Development
3	Tues Sept 19 Thurs Sept 21	HR Topics of Interest Tuesday September 19: Topic: Alternative Work Weeks Thursday September 21: Topic: Workplace Trends
4	Tues Sept 26 Thurs Sept 28	HR TOPICS OF INTEREST Tuesday September 26: Topic: Leadership Thursday September 28: Assignment #1 Due Thursday September 28: Presentation #1 Students: Vithur, Zainab
5	Tues Oct 3 Thurs Oct 5	Tuesday October 3 – Presentation #2 – Priya, Kesigun, Carolyn Thursday October 5 – Presentation # 3 – Ryan, Irene
6	Tues Oct 10 Thurs Oct 12	Tuesday October 10 th – Fall Study Break – no class Thursday October 12 th – Will hold office hours
7	Tues Oct 17 Thurs Oct 19	Real HR Issues
8	Tues Oct 24 Thurs Oct 26	Real HR Issues
9	Tues Oct 31 Thurs Nov 2	Real HR Issues Thursday November 2, 2017 – Assignment # 2 Due Thursday November 2, 2017 – Real HR Issues continue HR Function introduction discussion
10	Tues Nov 7 Thurs Nov 9	HR Function
11	Tues Nov 14 Thurs Nov 16	HR Function
12	Tues Nov 21 Thurs Nov 23	Tuesday November 21- Group # 1 HR Function Presentation Thursday November 23 – Group #2 HR Function Presentation
13	Tues Nov 28 Thurs Nov 30	Tuesday November 28 th – HR function review, course review, course evaluation Thursday November 30 – Individual Appointments