

## UNIVERSITY OF WATERLOO

### HRM 400 – HONOURS SEMINAR: Human Resources Management

**Winter 2016 (Draft – Finalized Jan 6, 2016)**

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

Lecture Time/Location: Monday & Wednesday 11:30 – 12:50 PAS 1241

Office Hours: By Appointments

Department Contact: Theresa Bauer, HRM Advisor, Department of Psychology  
[tbauer@uwaterloo.ca](mailto:tbauer@uwaterloo.ca)

Course Web Page: ON LEARN

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

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#### 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 (Develop solutions)**

**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. On January 11, 13, 18 and 20 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 Monday Jan 4, 2016. (Course outline will be updated to reflect the topics agreed upon by class.)*
- Topic of Interest assignment:
  - In groups of 2 and no more than 3 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 for all groups is due Monday January 25<sup>th</sup>. Presentations will also start on Monday January 25<sup>th</sup>. (Schedule will be completed by class # 2 on Wednesday Jan 6<sup>th</sup>)

### **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.

### **Students who are requesting accommodation for course requirements 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](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 a missed assignment deadline or midterm test, 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.

### The Official Version of the Course Outline

The official version of the course outline will be posted on Learn. During the first week topics of interest will be chosen and updated on the course outline. The course outline on Learn will be deemed the official version. NOTE: The course outline is presented as a draft and will be finalized by the second week to ensure full understanding by each seminar member.

### **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, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>.

**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, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. In addition, consult <http://arts.uwaterloo.ca/student-grievances-faculty-arts-processes> for the Faculty of Arts’ grievance processes.

**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, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>.

**Academic Integrity website (Arts):** [http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

**Academic Integrity Office (uWaterloo):** <http://uwaterloo.ca/academic-integrity/>

### **Accommodation for Students with Disabilities:**

**Note for students with disabilities:** [The AccessAbility Services \(AS\) Office](#), 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 accommodations to lessen the impact of your disability, please register with the [AS Office](#) at the beginning of each academic term.

HRM 400 Winter 2016 Weekly Schedule – Draft: Finalized Jan 6, 2016

Week	Date	Topic/Activity
1	Mon Jan 4 Wed Jan 6	Introduction – Course Outline Review Course Expectations Topics of Interest to be determined Groups for assignment # 1 to be determined Wednesday Jan 6 - Current Affairs in HRM
2	Mon Jan 11 Wed Jan 13	HR Topics of Interest Mon Jan 11: Topic of Interest (TBD Jan 4 <sup>th</sup> ) Wed Jan 13: Topic of Interest (TBD Jan 4 <sup>h</sup> )
3	Mon Jan 18 Wed Jan 20	HR Topics of Interest – Lead by Instructor Mon Jan 18: Topic of Interest (TBD Jan 4 <sup>th</sup> ) Wed Jan 20: Topic of Interest (TBD Jan 4 <sup>th</sup> )
4	Mon Jan 25 Wed Jan 27	HR Topics of Interest <b>MONDAY JAN 25 – Assignment # 1 Due (ALL GROUPS)</b> Mon Jan 25: Group 1 Wed Jan 27: Group 2
5	Mon Feb 1 Wed Feb 3	HR TOPICS OF INTEREST Mon Feb 1 – Group 3 Wed Feb 3– Group 4
6	Mon Feb 8 Wed Feb 10	HR TOPICS OF INTEREST Mon Feb 8 – Group 5 Wed Feb 10 – Group 6
7	Mon Feb 15 Wed Feb 17	Reading Week
8	Mon Feb 22 Wed Feb 24	Real HR Issues
9	Mon Feb 29 Wed Mar 2	Real HR Issues <b>Assignment # 2 due Wednesday March 2, 2015</b>
10	Mon March 7 Wed March 9	HR FUNCTION & GROUP WORK
11	Mon March 14 Wed March 16	<b>Mon March 14 – ASSIGNMENT # 3 DUE</b> Mon March 14– GROUP # 1 Wed March 16 – GROUP # 2
12	Mon March 21 Wed March 23	Mon March 21 – GROUP # 3 Wed March 23 – GROUP # 4
13	Mon March 28 Wed March 30	Mon March 28 – GROUP # 5 Wrap Up Course Evaluations Individual Appointments