

UNIVERSITY OF WATERLOO

HRM 400 – HONOURS SEMINAR: Human Resources Management Winter 2018 (Draft – Final to completed first week of class)

Lecturer: Vince Di Ruzza
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Email: vdiruzza@uwaterloo.ca

Lecture Time/Location: Tuesday/Thursdays 10:00 – 11:20 PAS 3026

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 Jan 4, 2018. (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 due and presentations start on Thursday January 25, 2018.

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: 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.

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.

Turnitin.com: Text matching 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. Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.

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.

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

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River.

WINTER 2018 - HRM 400 Weekly Schedule

Week	Date	Topic/Activity
1	Thurs Jan 4	Introduction – Course Outline Review Course Expectations Course outline finalization process
2	Tues Jan 9 Thurs Jan 11	Tuesday Jan 9, 2018: Current affairs in HRM Thursday Jan 11: HR Topics of Interest Topic: TBD
3	Tues Jan 16 Thurs Jan 18	HR Topics of Interest Tuesday Jan 16: Topic: TBA Thursday Jan 18: Topic: TBA
4	Tues Jan 23 Thurs Jan 25	HR TOPICS OF INTEREST Tuesday Jan 23: Topic: TBA Thursday Jan 25: Assignment #1 Due Thursday Jan 25: Presentation #1 – Students: TBA
5	Tues Jan 30 Thurs Feb 1	Tuesday Jan 30: Presentation #2 – Students: TBA Thursday Feb 1: Presentation # 3 – Students: TBA
6	Tues Feb 6 Thurs Feb 8	REAL HR ISSUES
7	Tues Feb 13 Thurs Feb 15	REAL HR ISSUES
8	Tues Feb 20 Thurs Feb 22	READING WEEK
9	Tues Feb 27 Thurs March 1	Real HR Issues Thursday March 1, 2017 – Assignment # 2 Due Discussions begin regarding HR function – role of HR
10	Tues March 6 Thurs March 8	HR Function
11	Tues March 13 Thurs Mar 15	HR Function
12	Tues March 20 Thur March 22	Tuesday March 20 - Group # 1 HR Function Presentation Thurs March 22 – Group #2 HR Function Presentation
13	Tues March 27 Thurs Mar 29	Tuesday March 27 – Group #3 Thursday March 29 - HR function review, course review, course evaluation
14	Tues April 3	Individual Appointments