# University of WaterlooDepartment of PsychologoyHuman Resources Management

# HRM 200- Fall 2016

## Instructor and T.A. Information

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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.

## Course Goals and Learning Outcomes

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.

## Required Text

* Human Resources Management in Canada, 13th Canadian Edition plus
Course Access Code

## Course Requirements and Assessment

Ethical Dilemmas Weekly 10

Team Charter & Team Project Once 25

Mid Term Once 30

Final Exam Once 35

TOTAL 100

**Course Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **Module** | **Readings and Other Assigned Material** | **Activities and Assignments** | **End / Due Date** | **Weight (%)** |
| **1** | [Module 1: Strategic Importance of Human Resource Management and The Changing Legal Emphasis](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530534" \t "_self) | Chapters 1 and 2 | [Introduce Yourself](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-461267" \t "_self) | Wednesday, September 14, 2016 at 11:55 PM | **Ungraded** |
| [Module 1 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, September 17, 2016 at 11:55 PM | **1%** |
| **2** | [Module 2: Human Resources Management and Technology and Designing and Analyzing Jobs](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530536" \t "_self) | Chapters 3 and 4 | [Module 2 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, September 17, 2016 at 11:55 PM | **1%** |
| **3** | [Module 3: Human Resources Planning and Recruitment](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530537" \t "_self) | Chapters 5 and 6 | [Module 3 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, September 24, 2016 at 11:55 PM | **1%** |
| **4** | [Module 4: Selection and Introduction to Team Projects](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530538" \t "_self) | Chapter 7 | [Module 4 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, October 1, 2016 at 11:55 PM | **1%** |
| [Team Charter and Project](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530553" \t "_self) Groups: Meet Your Team | Wednesday, October 5, 2016 at 11:55 PM |   |
| **FALL STUDY BREAK (Tuesday, October 11, 2016 and Wednesday, October 12, 2016)** |
| **5** | [Module 5: Orientation and Training and Midterm Test](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530539" \t "_self) | Chapter 8 | [Module 5 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, October 8, 2016 at 11:55 PM | **1%** |
| [Midterm Test](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530552" \t "_self) | Thursday, October 13, 2016, 12:01 AM – Saturday, October 15, 2016 at 4:00 PM | **30%** |
| **6** | [Module 6: Career Development and Performance Management](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530540" \t "_self) | Chapters 9 and 10 | [Module 6 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, October 22, 2016 at 11:55 PM | **1%** |
| [Team Charter](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530553" \t "_self) | Monday, October 24, 2016 at 11:55 PM | **3%** |
| **7** | [Module 7: Strategic Pay Plans and Pay-For-Performance and Financial Incentives](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530541" \t "_self) | Chapters 11 and 12 | [Module 7 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, October 29, 2016 at 11:55 PM | **1%** |
| **8** | [Module 8: Employee Benefits and Services and Occupational Health and Safety](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530542" \t "_self) | Chapters 13 and 14 | [Module 8 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, November 5, 2016 at 11:55 PM | **1%** |
| **9** | [Module 9: Managing Employee Separations](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530543" \t "_self) | Chapter 15 | [Module 9 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, November 12, 2016 at 11:55 PM | **1%** |
| **10** | [Module 10: Labour Relations](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530544" \t "_self) | Chapter 16 | [Module 10 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, November 19, 2016 at 11:55 PM | **1%** |
| **11** | [Module 11: Managing Human Resources in a Global Business](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530545" \t "_self) | Chapter 17 | [Module 11 Ethical Dilemma Discussion](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530551" \t "_self) | Saturday, November 26, 2016 at 11:55 PM | **1%** |
| **12** | [Module 12: Wrap-up](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530546" \t "_self) | No readings | [Team Project](https://learn.uwaterloo.ca/d2l/common/dialogs/quickLink/quickLink.d2l?ou=266725&type=content&rcode=uWaterloo-530553" \t "_self) | Sunday, December 4, 2016 at 11:55  | **22%** |

**The Writing Centre**

The Writing Centre works across all faculties to help students clarify their ideas, develop their voices, and communicate in the style appropriate to their disciplines. Writing Centre staff offer one-on-one support in planning assignments, using and documenting research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or drop in at the Library for quick questions or feedback. To book a 50-minute appointment and to see drop-in hours, visit [www.uwaterloo.ca/writing-centre](http://www.uwaterloo.ca/writing-centre). Group appointments for team-based projects, presentations, and papers are also available.

**Please note** that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you. Please bring hard copies of your assignment instructions and any notes or drafts to your appointment.

**For Distance Learners and Students at Satellite Campuses**

Online appointments (using video and audio) are available to students who are registered distance learners, students on co-op, and students who study at one of Waterloo’s satellite campuses. Simply request an online appointment when you book an appointment. To see what in-person services are available at satellite campuses, please see the Writing Centre website.

## 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](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity webpage](https://uwaterloo.ca/arts/undergraduate/student-support/academic-standing/ethical-behaviour) 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](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-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](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), 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](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

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## Accommodation for Students with Disabilities

***Note for students with disabilities:*** The [AccessAbility Services](https://uwaterloo.ca/disability-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.