

HRM 200
Basic Human Resources Management
Spring Term 2001

Instructor: Gloria Young, CHRP
Human Resources Manager
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Text: Falkenberg, L.E., Stone, T. H., & Meltz, N.M. (1999).
Human Resource Management in Canada (Fourth Edition)

Office Hours: 6:30 pm – 7 pm Mondays

Test Dates: Test #1 – June 11, 2001
Test #2 – July 23, 2001

Introduction:

HRM 200 provides a detailed overview of the complex field of Human Resources management. Today's organization faces a myriad of complex issues from global competition, demands for increased productivity, strategic planning and government legislative issues. The need for a strong Human Resource function is critical if a corporation is to succeed.

Whether or not you have an interest in Human Resources as a career, everyone is likely to be called upon at some time to deal with "people issues". We will explore the historical roots of the function, the current state of HR, and explore legislative issues, planning, recruitment and selection, training and employee development, performance management, compensation, and employee/labour relations.

Your Instructor:

Gloria Young (BA, WLU; CHRP – Ontario; Certificate in Business Administration – majoring in H.R. – Alberta) has more than twenty years of practical Human Resources experience in a variety of sectors including education, health care, private industry – manufacturing. She has also worked in the insurance industry. Gloria has guest lectured at the University of Calgary on Human Resource topics. Gloria is currently a member in good standing of the Grand Valley Human Resources Professionals Association, Ontario's second largest chapter. She has also served on the Board and several committees of that Association for several years. Gloria is presently the Manager of Human Resources for a private manufacturing company in Kitchener.

The Textbook:

Human Resource Management in Canada, 4th Edition. The text has solid Canadian content and uses Canadian examples. You will find Falkenberg, Stone & Meltz to be a thorough text and those interested in Human Resources as a career will find it to be an excellent reference book to keep. You will be required to read the assigned chapters to be prepared for classroom lectures and the tests.

The Class:

HRM 200 is a large class in terms of enrollment and will use the lecture method of teaching supplemented by video. Some lectures will follow the text fairly closely, others will not. Therefore, it is important that you attend all lectures. Tests will be based on total lecture content, not just text readings. Participation is

welcome. The lectures reflect HRM research and practice, as well as the instructor's personal opinion as to current practice.

Appraising Student Performance:

There is NO final examination for this course. Your final mark will be a letter grade assigned in accordance with UW grading policies based on your final average. Your mark will be based on two in-class tests. The allocation of marks will be as follows:

<u>Test</u>	<u>Date</u>	<u>Content</u>
Test #1 – 50%	Monday, June 11	Chapters 1 – 7 inclusive
Test #2 – 50%	Monday, July 23	Chapters 8 – 16 inclusive

- The two tests are independent and you will only be tested once on each section of the course
- The tests will be a combination of multiple choice, true/false, fill in the blank and short answer
- Lecture content will be included in the tests which includes the films
- When/if the lectures contradict the text, the lectures are always correct on tests
- Some recognition/regurgitation will be required (case studies will not be used for tests)
- Some application of HRM principles will be required (demonstrating your understanding of concepts)
- The review questions and cases in the text are helpful to ensure understanding (these are optional)
- You may not ask another student for assistance of any kind during a test
- There will be no make up tests or dropping your lowest mark

Missed Tests:

Your instructor will NOT schedule “make up” tests. If you miss a test you must provide the appropriate documentation (e.g., a physician's note indicating that you were unable to attend the class for which a test was scheduled) and then you will be permitted to write a paper on an approved topic from the test content domain. You may not write a paper in order to improve an unsatisfactory grade on one of the tests. Your instructor is always willing to discuss problems with students; however, please realize that the procedures must be fair to everyone in HRM 200.

Accommodating Our Differences:

If you have difficulties with the lectures, please bring your concerns to the attention of the instructor or ask for additional assistance during office hours (prior to class).

Some of you may suffer from severe testing anxiety while others may have difficulty with the physical test-taking environment. If this is the case you should contact Disabled Student Services immediately. You may be able to arrange to write the tests in an alternate location or we can discuss some other form of reasonable accommodation.

Avoidance of Academic Offenses

Note on avoidance of academic offenses: All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied in the Undergraduate Calendar (p.1:11). If you need help in learning to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.”

HRM 200 Timetable

WEEK	DATE	COURSE TOPICS	CHAPTERS
1	May 7	Introduction Human Resource Functions	
2	May 14	Employment Relationships The Human Asset The Legal Environment Video: 20 minutes approx. "Discrimination in the Workplace"	Chapter 1 Chapter 2 Chapter 3
3	May 28	Human Resource Planning Job Analysis/Job Evaluation	Chapter 4 Chapter 5
4	June 4	Recruitment of Employees Employee Selection Film: 35 minutes approx. "More Than A Gut Feeling"	Chapter 6 Chapter 7
5	June 11	Test #1 2.0 hours (worth 50%)	
6	June 18	Orientation Human Resource Development	Chapter 8 Chapter 9
7	June 25	Performance Management Film: 30 minutes approx. "How am I Doing?" Career Planning	Chapter 11 Chapter 10
8	July 9	Compensation Benefits Employee Health & Safety	Chapter 12 Chapter 13 Chapter 14
9	July 16	Labour Relations Film: 75 minutes approx. "Final Offer" Managing for the Future	Chapter 15 Chapter 16
10	July 23	Test #2 2.0 hours (worth 50%)	

*This is a tentative schedule and may be altered throughout the term. Announcements of any changes will be made at the lectures.