

HRM 200
Basic Human Resources Management

University of Waterloo

Spring 2004

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Learning and Development
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RCH 101

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Text: [Managing Human Resources](#) (Fourth Canadian Edition)
Monica Belcourt, George Bohlander and Scott Snell
Nelson Publishing

Course Description:

In a global economy HR can have a significant impact on the sustainable competitiveness of a company. To meet these challenges HR is becoming less transactional or operational and more strategic in nature, partnering with their clients to improve bottom line performance while also looking for ways to measure the company's return on its learning and development programs/investment (ROI).

This course serves as an introduction to Human Resource Management (HRM) and its contributions to the workplace. Among other things the course will look at HR's changing role, challenges, policies, procedures, the effective management of human capital, the importance of recruitment, selection and retention as well as legislative requirements.

Whether you aspire to a career in HR, management, work for yourself or someone else this course will provide you with both fundamental information and practical insights.

My Expectations:

- on completing the course you will have an increased understanding/appreciation for the HR function, its role, concepts, principles and challenges
- everyone will participate in class discussion/activities, intrinsically this implies you will be in class both physically and mentally
- there will be a demonstrated respect for the diversity of others
- you will own or have regular access to the text as you will be expected to read assigned chapters for class discussion and testing
- if you are experiencing difficulty with me, the course, the material or your grades let me know quickly either via e-mail or meet with me prior to or by appointment after class
- I will respect time
- I will have some fun.....

Class Expectations:

- what do you want/expect from this course?
- what behaviours and attitudes do you want to see in class?

Logistics:

- the course runs from May 4 to July 27
- classes are scheduled for each Tuesday evening and to run from 7 to 10 pm
- break: 15 minutes between 8-8:30 pm

Assessing Student Performance:

Your final mark will be a numerical grade based on a mid term test, final exam and a four class exercises.

Test Date	Chapters	Out of (Marks)
June 22	1 to 8	45
During the Final Exam Period	9 to 17	35

Testing:

- You will be tested only once on each section of the course although there may be one crossover question on the final examination.
- Tests will cover textbook readings, handouts, assigned readings, lecture notes, video content as well as class discussion.
- Tests will be a combination of multiple choice, true/false as well as long and short answer questions.
- If you have special testing needs please let me know by May 25.

Class Exercises:

There will be four exercises administered in class. These projects will be worth a total of 20 marks. Class exercises will be collected in class and cannot be made up at a later date.

For medical reasons, should you miss a class in which there was an exercise and wish to make up for the missed assignment, with a doctor's note you will be allowed to write a 1,000-word paper, the topic to be assigned by myself. You may be asked to provide a brief overview of the paper to the class.

Suggested Ongoing Reading:

Fast Company Magazine available on line - <http://www.fastcompany.com>
Globe and Mail, Career Section, Wednesday and Friday -
<http://globeandmail.workopolis.com>

Course Outline:

Date	Topic	Readings
May 4	Challenge of HR Management	Chapter 1
May 11	Equity & Diversity in HR Management	Chapter 2
May 18	Job Analysis, Employee Involvement and Flexible Work Schedules	Chapter 3
May 25	Human Resources Planning	Chapter 4
June 1	Recruitment & Selection	Chapter 5
June 8	Training & Development	Chapter 6
June 15	Career Development	Chapter 7
	Appraising & Improving Performance	Chapter 8
June 22	Test (in class)	
June 29	Managing Compensation	Chapter 9
July 6	Pay-for- Performance: Incentive Rewards	Chapter 10
July 13	Employee Benefits	Chapter 11
	Health & Safety	Chapter 12
July 20	Employee Rights & Discipline	Chapter 13
	The Dynamics of Labour Relations	Chapter 14
July 27	International HR Management	Chapter 15
	Creating High Performance Work Systems	Chapter 16

The University will schedule the final test/exam.

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, see http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html). 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 how 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.

April 26, 2004