

May 1, 2005

HRM 200
Basic Human Resources Administration

Spring 2005

Instructor: Katrina Di Gravio
University of Waterloo
Phone: 888-4567 ext 5161
Fax: 746-3242
Email: kadigrav@admmail.uwaterloo.ca

Text: Managing Human Resources (Fourth Edition)
Monica Belcourt, George Bohlander, Scott Snell
Nelson Publishing

Office Hours: RCH 101
6:30 p.m. – 7:00 p.m. Thursdays
or by appointment.

Teaching Assistants: Shawn Komar: Thursdays 1:00 p.m. – 2:00 p.m. PAS 4238
sgkomar@watarts.uwaterloo.ca

Jennifer Theakston: Wednesdays 2:00 p.m. – 3:00 p.m. PAS 4237
jatheaks@watarts.uwaterloo.ca

Fathmath Ibrahim: Mondays 11:00 a.m. - 12:00 p.m. PAS 4237
f2ibrahi@watarts.uwaterloo.ca

HUMAN RESOURCES MANAGEMENT 200

HRM 200 serves as an introduction to Human Resource Management (HRM) and its contributions to the workplace. The course will examine HR's changing role, challenges, and policies and procedures, including the effective management of human capital, the importance of recruitment, selection and retention, as well as, legislative requirements, among other topics.

Today's organization faces a myriad of complex issues, such as global competition, demands for increased productivity, strategic planning and government legislative issues.

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". This course will provide you with helpful information and insights.

My Expectations:

- On completing the course you will have an increased understanding/appreciation of 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 in body and spirit
- There will be a demonstrated respect for the diversity of others
- We will respect the time we spend together by starting class on time
- 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, please let me know quickly either via e-mail or arrange to meet with me prior to class
- **We will have some fun!**

Your Expectations

- Have a foundation or base of knowledge about HR and be able to apply the concepts
- Get a background to HR issues that face managers and get insight on what it is like to work as an HR manager
- Identify ways of having management and employees work effectively together
- Have the lecturer identify and share HR challenges she has faced
- Identify future options in HR

Logistics

- The course runs May 5 to July 28 inclusive
- Classes are scheduled for each Thursday evening and run from 7:00 p.m. – 10:00 p.m.
- There will be a 15 minute break in each class

Assessing Student Performance:

Your final mark will be a numerical grade based on two in-class test and a paper. **Test Dates:**

First In Class Test	June 16, 2005	25%
Essay Assignment	June 30, 2005	25%
Second In Class Test	July 28, 2005	25%
2 in-class team assignment	TBA	20%
Attendance		5%

- The first and second in-class test are independent and you will be tested only once on each section of the course all though there may be one crossover question on the final
- Tests will cover text book readings, handouts, video content as well as class discussion
- Tests will be a combination of multiple choice, true/false, long and short answer questions
- If you have special testing needs, please let me know by May 26, 2005.

Avoidance of Academic Offences:

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for their academic actions. When the commission of an offence 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 offences and types of penalties students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied in the Undergraduate Calendar. If you need help in learning how to avoid offences 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 TIMETABLE – WINTER 2005

May 5	Intro/Challenges of Human Resources Management
May 12	Equity & Diversity in HR Management
May 19	Job Requirements & Employee Contributions HR Planning
May 26	Recruitment & Selection
June 2	Training & Development Career Development
June 9	Appraising & Improving Performance Review
June 16	IN-CLASS TEST
June 23	Managing Compensation Pay for Performance: Incentive Rewards
June 30	Employee Benefits Health & Safety PAPERS DUE
July 7	Employee Rights & Discipline
July 14	Dynamics of Labour Relations
July 21	International HR High Performance Work Systems Review
July 28th	IN-CLASS TEST