

**May 1, 2006**

**HRM 200**  
**Basic Human Resources Administration**

**Spring 2006**

***Instructor:*** Katrina Di Gravio  
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***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.

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Blanche Pang

**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 4 to July 20 inclusive
- Classes are scheduled for each Thursday evening from 7:00 pm – 9:50 pm
- 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 tests and 3 in-class assignments.

#### **Test Dates:**

First In Class Test	June 15	30%
Second In Class Test	July 20	40%
2 unscheduled class team assignments	TBA	20%
Attendance indicted by team assignment participation		10%

- The first and second in-class test are independent and you will be tested only once on each section of the course.
- Tests will cover text book readings, handouts, video content, lecture 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](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.

### **Course UW-ACE Web Page:**

Postings on the course ACE (<http://uwace.uwaterloo.ca>) web page include the course syllabus, office hours, handouts for lectures, announcements and so forth. Provide your Quest/UWdir userid and password, and then click on HRM-200.

### **Human Resources Management Program:**

Admission to an HRM plan requires that the student has successfully completed HRM 200, has a minimum HRM plan average of 65%, and is in satisfactory standing in their major. Please refer to the HRM website (<http://www.psychology.uwaterloo.ca/hrm/index.html>) for information about the various HRM plans, admission information/procedures, and details regarding the Certified Human Resources Professional (CHRP) designation offered by the Human Resources Professionals Association of Ontario (HRPAO).

## **HRM TIMETABLE – SPRING 2006**

May 4	Intro/Challenges of Human Resources Management
May 11	Equity & Diversity in HR Management
May 18	Job Requirements & Employee Contributions HR Planning
May 25	Recruitment & Selection
June 1	Training & Development Career Development
June 8	Appraising & Improving Performance Review
<b>June 15</b>	<b>IN-CLASS TEST</b>
June 22	Managing Compensation Pay for Performance: Incentive Rewards
June 29	Employee Benefits Health & Safety
July 6	Employee Rights & Discipline Dynamics of Labour Relations
July 13	International HR High Performance Work Systems Review
<b>July 20th</b>	<b>IN-CLASS TEST</b>