

University of Waterloo HRM 200 Basic Human Resources Management Spring Term 2007

Lecturer: Katrina Di Gravio, Director
Email: send course email via the UW-ACE course web page (see below)
Office Hours: 6:15–7:00 pm Thursdays RCH 101 or by appointment

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

Teaching Assistants: Ivona Hideg ihideg@uwaterloo.ca Tuesday 11-12pm, Room TBA
Jennifer Komar jakomar@uwaterloo.ca Thursday 2:00-3:00, PAS 4237
Andrea Webster awebster@uwaterloo.ca Wednesday 2:30-3:30, PAS 3007

Course UW-ACE Web Page: <http://uwace.uwaterloo.ca>
Provide your Quest/UW dir userid and password, click on HRM200.

Human Resources Management plans at Waterloo:

The Human Resources Management program is administered through the Department of Psychology. Students who are interested in employment in the area of Human Resources Management after graduation should consider enrolling in an HRM academic plan. Admission to an HRM plan requires successful completion of HRM 200, a minimum HRM plan average of 65%, and satisfactory standing in your academic plan. Further information regarding course and average requirements for the various HRM plans, as well as application information and procedures, is available on the HRM website: <http://www.psychology.uwaterloo.ca/hrm/index.html>

Students may also choose to pursue the Certified Human Resource Professional (CHRP) designation offered by the Canadian Council of Human Resources Associations (<http://www.cchra.ca>) after graduation. The CHRP designation, the national standard for excellence in human resources management, ensures that those who achieve the designation meet high levels of expertise and competency in all areas of human resources management. Several courses in the HRM academic plans provide exemption from required courses for that designation. Note that HRPAO requires an average of 70% in these nine courses with no individual course achieving lower than 65%. Each course expires 10 years after completion. Students are encouraged to review the Human Resources Professionals Association of Ontario (HRPAO) website for further information about the CHRP designation (<http://www.hrpaoo.org/hrpao>).

HUMAN RESOURCES MANAGEMENT 200

Introduction:

- HRM 200 provides an overview of the complex field of Human Resources management.
- Today's organizations face a number of complex issues and challenges including equity and diversity, HR planning, Recruitment, Selection, employee rights and discipline to Safety and Health.
- The need for a strong Human Resources (HR) function is critical if a corporation is to succeed.
- Whether or not you have an interest in HR 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.

The Class:

- HRM 200 is a large class in terms of enrolment. Participation is welcomed, expected, and extremely important for the overall success of this course. The lectures will reflect HRM research and practice, as well as the Lecturer's personal opinion as to current practice.

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

Appraising Student Performance:

- Your final mark will be a numerical grade based on:
 - One in class test worth 30% of final grade
 - Two surprise in-class team assignments worth 15% each, 30% of final grade,
 - Final exam - total course content worth 40% of final grade (during University Final Exam Period)
- Course expectation will be discussed and reviewed at time of first lecture.
- Course expectations, test, final exam and assignments will be reviewed at first class.

NOTE: To be fair the dates for the midterm and final examination are final. In general, there will be no make-up exams but, in cases of illness or other extenuating circumstances (appropriately documented in accordance with UW regulations), arrangements will be made up to 1 week following the scheduled exam or according to presented documentation. Students should contact a TA as soon as possible if they need to reschedule an exam, ideally by e-mail with a copy sent to the instructor. It is the student's responsibility to arrange to take the rescheduled exam.

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 accordance 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.

For further information on "How to Avoid Plagiarism and other Written Offences: A Guide for Students and Instructors", refer to <http://watarts.uwaterloo.ca/~sager/plagiarism.html>

Note for students with disabilities:

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, 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 OPD at the beginning of each academic term.

HRM 200 Spring 2007

May	3	Challenges of Human Resources Management	Chapter 1
	10	Equity & Diversity in HR Management	Chapter 2
	17	Job Requirements & Employee Contributions HR Planning	Chapter 3 Chapter 4
	24	Recruitment & Selection	Chapter 5
	31	Training & Development Career Development	Chapter 6 Chapter 7
June	7	MIDTERM – CHAPTERS 1-7 inclusive	
	14	Appraising and Improving Performance	Chapter 8
	21	Managing Compensation Pay for Performance: Incentive Rewards	Chapter 9 Chapter 10
	28	Employee Benefits Health & Safety	Chapter 11 Chapter 12
July	5	Employee Rights & Discipline	Chapter 13
	12	Labour Relations	Chapter 14
	19	International HR High Performance Work Systems	Chapter 15 Chapter 16
	26	Final Exam Review	