

PERSONNEL STUDIES SPECIAL ARTS PROGRAMS

PERST 300: CONCEPTS AND ISSUES IN PERSONNEL ADMINISTRATION

COURSE OUTLINE WINTER 1995

- Instructor:** Charles Evans, Ph.D.
- Office Hours:** After class or by appointment
- Lectures:** Wednesdays 19:00 to 22:00
Modern Languages 119A
- Textbook:** Cawsey, T.F., Hodgson, R.C., & Waterson, E.D. (1987). Canadian Cases in Human Resource Management. Scarborough: Prentice-Hall.
- Other Texts:** Cascio, W.F. & Thacker, J.W. (1994). Managing Human Resources. First Canadian Edition. Toronto: McGraw-Hill Ryerson.
- Stone, T.H. & Meltz, N.M. (1993). Human Resource Management in Canada Third Edition. Toronto: Holt, Rinehart and Winston of Canada.

Texts listed under the category Other Texts are not required reading, however, you may find them useful. I will assume that you have read at least one of these texts prior to taking this class. Additional readings may also be required for specific topic areas. If assigned, these readings will either be made available during class or be placed on reserve in the Dana Porter Library.

Purpose of the Course :

The purpose of this course is to expose students to situations (via case studies and group/individual exercises) that simulate the experiences a Human Resource Professional might encounter. This course will focus upon the Case Study Method (please see the handout "The Case Method") and exercises such as constructing a selection interview and/or negotiating a collective agreement. These methods will be used in order to stretch the students' competency and provoke discussion in a manner that might not occur with a typical lecture format.

In order for this course to be a successful learning experience students must take an active role. Both the case method approach and the exercises that you will be exposed to require that you be both prepared before coming to class and ready and willing to participate in a productive manner during each class session. Failure to prepare and participate is disastrous.

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Evaluation:

Given the above purpose and goals of this course, your evaluation will be comprised of the following components.

Group Projects	45%
Group Participation	15%
Individual Paper (max 20 pages)	25%
Class Participation	15%

Tentative Topics Schedule

Date	Topic	Readings
Jan. 4	Introduction to Course The Case Study Method The Role of an HR Department	The Case Method Canwest Life Assurance
11	The Role of HR continued Recruitment & Selection	Bradenton Public Utilities, Recruitment Procedures at Carter Wood
18	Selection Interviewing Film: More Than a Gut Feeling	TBA
25	Interviewing (continued) Film: The Right Fit	TBA
Feb. 1	Group Project 1 is Due Today Exit Interviews	I Just Wasn't Their Kind of Person
8	Performance Appraisal	A Performance Appraisal, Unemployment Insurance Commission
15	PA continued	Just a Typical Day Centurion Finance
22	Reading Break No Classes!!	
March 1	Negotiation and Arbitration Film: Final Offer	TBA
8	N & A continued Film: Arbitration	TBA
15	Group Project 2 is Due Today	
22	Group Case Studies are Presented	
29	Individual Paper is Due Today	

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