

University of Waterloo
HRM 200
Basic Human Resources Administration
Winter Term 2004

Lecturer: Vince Di Ruzza, Manager Employee Relations and Staff Development
Equitable Life of Canada
Phone: (519) 886-5210 ext. 232
Fax: (519) 883-7400
Email: vdiruzza@equitable.ca

Text: Managing Human Resources (Third Edition)
[Belcourt, M., Bohlander, G., Snell, S., & Sherman, A. (2002). Managing Human Resources (3rd Ed.) Scarborough: Nelson Publishing.]

Web Address: <http://www.arts.uwaterloo.ca/~hrm200/>

Office Hours: 6:30 – 7 p.m. Tuesdays or by appointment

Test Dates: Mid Term – Tuesday Feb 10, 2004
Final – Check exam schedule

Teaching Assistants: Roderick Barrass rbarrass@watarts.uwaterloo.ca
Samantha Montes sdmontes@watarts.uwaterloo.ca

Introduction:

HRM 200 provides a detailed overview of the complex field of Human Resources management. Today's organization faces a number of complex issues from global competition, demands for increased productivity, strategic planning, and government legislative issues. The need for a strong Human Resource (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". We will explore the current state of HR, legislative issues, planning, recruitment and selection, training and staff development, performance management, compensation, labour relations, and other disciplines within the HR function.

The Class:

HRM 200 is a large class in terms of enrollment. It is important that you attend lectures; some lectures will follow the text closely, others will not. Tests will be based on total lecture content, not just text readings. Participation is welcomed, expected, and extremely important for the overall success of this course. The lectures reflect HRM research and practice, as well as the instructor's personal opinion as to current practice.

Appraising Student Performance:

Your final mark will be a numerical grade based on a mid-term exam and final exam. The allocation of the marks will be as follows:

	Date	Content
Mid Term (50%)	Tuesday Feb 10, 2004	Chapters 1 - 8
Final Exam (50%)	TBA	Chapters 9 - 17

- The mid term and final exam are independent and you will only be tested once on each section of the course
- The midterm and final exam will be a combination of multiple choice, fill in the blank and short answer questions
- Lecture content will be included in the mid term and final exam
- When/if the lectures contradict the text, the lectures are always correct on tests

Accommodating Our Differences:

If you have difficulties with the lectures, please bring your concerns to the attention of the instructor or ask for additional assistance during office hours (prior to class).

Some of you may suffer from severe testing anxiety whereas others may have difficulty with the physical test-taking environment or the testing materials themselves. If this is the case you should contact the Office for Persons with Disabilities (OPD). You may be able to write the mid term and final exam in an alternative location with special aids.

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 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 200 TIMETABLE

WEEK	DATE	COURSE TOPICS	CHAPTERS
1	Tuesday January 6, 2004	Introduction	
2	Tuesday Jan 13, 2004	The Challenge of HRM Equity and Diversity in HRM	Chapter 1 Chapter 2
3	Tuesday Jan 20, 2004	Job Requirements and Employee Contributions HR Planning and Recruitment	Chapter 3 Chapter 4
4	Tuesday Jan 27, 2004	Selection Training	Chapter 5 Chapter 6
5	Tuesday Feb 3, 2004	Career Development Appraising and Improving Performance <i>*Midterm Review</i>	Chapter 7 Chapter 8
6	Tuesday Feb 10, 2004	MIDTERM	
7	Tuesday Feb 17, 2004	Reading Week	
8	Tuesday Feb 24, 2004	Managing Compensation Incentive Rewards	Chapter 9 Chapter 10
9	Tuesday March 2, 2004	Employee Benefits Health and Safety	Chapter 11 Chapter 12
10	Tuesday March 9, 2004	Employee Rights and Discipline	Chapter 13
11	Tuesday March 16, 2004	The Dynamics of Labour Relations Collective Bargaining and Contract Administration	Chapter 14 Chapter 15
12	Tuesday March 23, 2004	International HR Management Creating High Performance Work Systems	Chapter 16 Chapter 17
13	Tuesday March 30, 2004	The Future of HR/Course Review	

Note: Changes to schedule will be announced one week prior