

HRM 200 - Human Resources Management (Winter 2006)

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

Course UW-ACE Web Page

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

HUMAN RESOURCES MANAGEMENT 200

HRM 200 serves as an introduction to Human Resources Management (HRM) and its contributions to the workplace. Today's organization faces a myriad of complex issues, such as global competition, demands for increased productivity, strategic planning and government legislative issues. In today's world, "people" provide a competitive advantage and HR practices have a significant impact on the bottom line and overall performance of an organization.

The course will examine the evolution of HR from a service function to a strategic partner and decision maker in the organization. Among other things, the course will look at the effective management of human capital, the importance of attracting and retaining employees, managing a diverse workforce, recognizing employee rights, and legislative requirements.

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.

What I Expect:

- 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 - 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

What You Can Expect:

- Build a foundation or base of knowledge about Human Resource Management and be able to apply the concepts both professionally and personally.
- Acquire an understanding of Human Resource issues facing line managers and develop insights on what it is like to work in the Human Resource profession
- Identify ways of having management and employees work effectively together
- Have the lecturer identify and share real life HR challenges and experiences he has faced
- Identify potential career options within Human Resource Management
- Other expectations?

Logistics:

- The course runs January 3rd to March 28th (except for Feb 14th which is reading week)
- Classes are scheduled for each Tuesday evening and run from 7:00 p.m. – 10:00 p.m. with a 15 minute break in each class

Assessing Student Performance:

Your final mark will be a numerical grade based on a combination of:

- 2 scheduled in-class tests (20 marks each)
- A surprise in-class team assignment (10 marks)
- Several surprise in-class pop quizzes (totalling 15 marks)
- A final examination (35 marks)

Testing

- The *in-class tests* are independent of each other's content and you will be tested only once on each section of the course. However, the final examination *will cover* the entire course content.
- Tests will cover text book readings, handouts, assigned readings, lecture notes, video content as well as class discussion
- Tests and quizzes will be a combination of multiple choice, true/false, long and short answer questions
- One (1) make-up test date for each of the scheduled in-class tests will be scheduled if you are unable to take the test on the designated date, provided you have documented medical evidence to support your absence. Only one make-up test will be conducted and it will be outside the regular class hours. The date/time will be determined at a later date.
- If you have special testing needs, please let me, or one of your Teaching Assistants know by January 10th 2006.

Class Team Assignment

- There will be one unscheduled in-class team assignment. This assignment will be worth a total of 10 points. Again, no advance notice will be given for this assignment. This assignment will be completed and collected in class and cannot be made up at a later date.

HRM200 TIMETABLE – Winter 2006

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| Jan 3 | Intro/Challenges of Human Resources Management |
| Jan 10 | Equity & Diversity in HR Management |
| Jan 17 | Job Requirements & Employee Involvement Human Resource Planning |
| Jan 24 | Recruitment & Selection |
| Jan 31 | Training & Development Career Development Review |
| Feb 7 | Appraising & Improving Performance 1st In-Class TEST (20 marks) |
| Feb 14 | Managing Compensation Pay for Performance: Incentive Rewards |
| Feb 21 | NO CLASS – Reading Week |

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| Feb 28 | Employee Benefits Health & Safety |
| Mar 7 | Employee Rights & Discipline |
| Mar 14 | Dynamics of Labour Relations |
| Mar 21 | International HR High Performance Work Systems 2nd In-Class TEST (20 marks) |
| Mar 28 | Entire Course Review including Questions & Answers |

Final Examination (35 marks) will be held during the University Final Exam Period – date tba

Human Resources Management website: <http://www.psychology.uwaterloo.ca/hrm/index.html>

Admission to an HRM plan requires that the student has successfully completed HRM 200 and is in satisfactory standing in their major. Further information regarding course and average requirements for the various HRM plans, as well as program application information and procedures, are available on the website.

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.

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>