

<p><b>University of Waterloo</b> <b>HRM 200</b> <b>Basic Human Resources Management</b> <b>Winter Term 2007</b></p>
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**Lecturer:** Vince Di Ruzza, Director Human Resources  
Email: send course email via the UW-ACE course web page (see below)  
Office Hours: 6:15–7:00 pm Tuesdays in AL 209 or by appointment

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

**Teaching Assistants:** Ji-A Min                    [j2min@watarts.uwaterloo.ca](mailto:j2min@watarts.uwaterloo.ca)                    office hours tba  
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**Course UW-ACE Web Page:** <http://uwace.uwaterloo.ca>  
Provide your Quest/UW dir userid and password, click on HRM200.

**Human Resources Management website:** <http://www.psychology.uwaterloo.ca/hrm/index.html>  
Students who are interested in employment in the area of Human Resources Management after graduation should consider enrolling in an HRM plan. 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 academic plan. 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.

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## **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.

**Appraising Student Performance:**

- Your final mark will be a numerical grade based on:  
One in class test worth 30% of final grade,  
Two take home assignments worth 10% each, 20% of final grade,  
Final exam - total course content worth 50% 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.

**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](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.

**NOTE:** To be fair to everyone the dates for the take home assignments, in class test and final examination are final. Supportive documentation is required should you be faced with a medical or compassionate dilemma as in accordance with UW regulations.

## HRM 200 TIMETABLE

WEEK & DATE	COURSE TOPIC	CHAPTERS
(1) Tuesday Jan 9, 2007	Introduction, Course Review, World of Work	Course Review
(2) Tuesday Jan 16, 2007	The Challenges of HRM Equity and Diversity in HRM Assignment # 1 introduced	Chapter 1 Chapter 2
(3) Tuesday Jan 23, 2007	Job Analysis, Employee Involvement and Flexible Work Schedules Human Resources Planning	Chapter 3 Chapter 4
(4) Tuesday Jan 30, 2007	Recruitment and Selection <b>Assignment # 1 Due</b>	Chapter 5
(5) Tuesday Feb 6, 2007	Training and Development Career Development <i>*Test review</i>	Chapter 6 Chapter 7
(6) Tuesday Feb 13, 2007	<b>IN CLASS TEST</b>	
(7) Tuesday Feb 20, 2007	Reading Week	
(8) Tuesday Feb 27, 2007	Appraising and Improving Performance	Chapter 8
(9) Tuesday Mar 6, 2007	Managing Compensation Pay for Performance: Incentive Rewards Assignment # 2 introduced	Chapter 9 Chapter 10
(10) Tuesday Mar 13, 2007	Employee Benefits Safety and Health	Chapter 11 Chapter 12
(11) Tuesday Mar 20, 2007	Employee Rights and Discipline The Dynamics of Labour Relations <b>Assignment #2 Due</b>	Chapter 13 Chapter 14
(12) Tuesday Mar 27, 2007	Labour Relations continue International Human Resources Management	Chapter 15
(13) Tuesday Apr 3, 2007	Creating High Performance Work Systems Course & Exam Review	

Note: Changes to schedule will be announced one week prior