

HRM 200 - Human Resources Management (Winter 2008)

Instructor: Mr. Len Luksa, CHRP
Email Contact: via the ACE HRM200 course site
Office Hour: AL-116 from 6:00 pm – 7:00 pm Tuesdays or by appointment

Teaching Assistants: Below are your Teaching Assistants. To book an appointment with them, please contact them directly via the HRM200 ACE course site or through their email addresses listed below.

Mr. Craig Flear
Email: cfflear@artsmail.uwaterloo.ca.
Office Hour: PAS 4243, 11:30 – 12:30 p.m. Wednesdays or by appointment

Mr. Graham Nagy
Email: g2nagy@artsmail.uwaterloo.ca
Office Hour: PAS 4235, 2:00 – 3:00 p.m. Thursdays or by appointment

Ms. Jenisis Squires
Email: jsquires@artsmail.uwaterloo.ca
Office Hours: PAS ? 12:00 – 1:00 p.m. Wednesdays or by appointment

Textbook: Human Resources Management in Canada (Canadian Tenth Edition-2008)
Gary Dessler, Nina D. Cole
Pearson Prentice Hall Publishing

Lecture Location AL - 116 (Arts Lecture Hall, Room 116)

Course UW-ACE Web Page

Postings on the course ACE page include: this course syllabus, office hours, any 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. Please note, any questions posed on the HRM200 course site that have already been addressed in class or with this syllabus will not be responded to on-line.

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 globalization, demands for increased productivity, strategic planning and compliance with government legislation. In today's world, "people" provide the competitive advantage and HR policies and 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 primarily administrative 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, you will at some time in your working career likely be dealing with "people issues" ... either your own or somebody else's. This course will provide you with useful information and helpful insights.

What I Expect:

- If you invest the necessary time and effort to understand and internalize the course content, on completing the course you will have an increased understanding and appreciation of the Human Resources function, its role, concepts, principles and challenges.
- Everyone will have an opportunity to participate in class discussion/activities - this implies you will be in class both physically and mentally.
- There will be demonstrated respect for the diversity of others
- Students will exhibit proper classroom decorum and behaviours towards fellow students who attend lectures to listen, learn and internalize the learning experience
- We will respect the time we spend together by starting and finishing class on time
- You will own or have regular access to the course text, as you will be expected to read assigned chapters for class discussion and testing
- If you are experiencing difficulty with me, the material, the course or your grades, please let me know quickly either via e-mail through the ACE course site 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 organizations and 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
- Identify potential career options within the Human Resource Management profession
- Students attending lectures will have a decided advantage over those who do not

Logistics:

- The course runs every Tuesday evening from January 8th to April 1st
- Classes are scheduled to run from 7:00 p.m. – 9:50 p.m. - usually with a 10 minute break

HRM200 TIMETABLE – Winter 2008

Jan 8	Course Introduction & Creating a Win/Win Experience 1) The Strategic Role of Human Resources Management
Jan 15	2) The Changing Legal Emphasis: From Compliance to Valuing Diversity 3) Human Resource Management and Technology

Jan 22	4) Designing and Analyzing Jobs 5) Human Resources Planning
Jan 29	6) Recruitment 7) Selection
Feb 5	8) Orientation & Training 9) Career Development
Feb 12	In-Class TEST (30 marks) 10) Performance Appraisal: The Key to Effective Performance Management
Feb 18-22	READING WEEK
Feb 26	11) Establishing Strategic Pay Plans 12) Pay for Performance and Financial Incentives
Mar 4	13) Employee Benefits and Services
Mar 11	14) Occupational Health and Health
Mar 18	15) Fair Treatment: The Foundation of Effective Employee Relations In-Class Team Assignment (20 marks)
Mar 25	16) Labour Relations
Apr 1	17) Managing Human Resources In a Global Business Plus Course, Lecturer & Self-Evaluation

Assessing Student Performance:

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

- 1 - scheduled in-class test (30 marks)
- 1 - in-class team assignment (20 marks)
- A final examination (50 marks)

Testing

- The *in-class test* will cover information up to and including Chapter 9 – *Career Development*. The final examination **will cover the entire course content**.
- The test and the final exam will cover text book readings, any handouts, assigned readings, lecture notes, video content and class discussion
- The term test and final examination will be a combination of multiple choice, true/false and fill in the blank questions
- One (1) make-up test date for the in-class test and in-class assignment will be scheduled if you are unable to participate on the designated date.

- Your situation will be considered for this make-up sitting in advance, provided you have documented medical, bereavement or other proper evidence to support your absence.
 - Only one make-up test will be conducted and it will be outside regular class hours. The date/time will be determined at a later date.
- If you have special learning or testing needs, please let me, or one of your Teaching Assistants know by January 22nd 2008.

In Class Team Assignment

- This assignment will be worth a total of 20 grade points. Working in groups of three (you pick your team mates or I'll assign them that evening), you will be given sufficient time to complete and submit the assignment during class time.

Final Examination (50 marks) will be held during the University's Final Exam Period. The last date and time slot for this term's final exams is April 24th from 7:30 pm until 10:00 pm. You are strongly advised not to make any travel plans prior to this date & time slot as it may be the HRM200 time slot.

Note: - Requests for early or deferred examination sittings and special consideration to accommodate an early departure in advance of the final exam date are typically not granted. Make your plans accordingly.

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>