

UNIVERSITY OF WATERLOO
HRM 400 – HONOURS SEMINAR: Human Resources Management
Winter 2011

Lecturer: Vince Di Ruzza
Email: thru UW-ACE or vdiruzza@uwaterloo.ca

Lecture Time/Location: Monday & Wednesday 8:30 to 9:50 am in PAS 3026

Office Hours: Monday & Wednesdays 10 am – 11 am or by appointment (PAS 3051)

Department Contact: Theresa Bauer, HRM Advisor, Department of Psychology
tbauer@uwaterloo.ca

Course Web Page: On your browser, type in: <http://uwace.uwaterloo.ca>. Provide your Quest/UWdir userid and password, and then click on HRM-400

HRM website: <http://www.psychology.uwaterloo.ca/hrm/index.html>

OVERVIEW:

- As a group we will explore topics of interest regarding the complex and competitive field of Human Resources management. This honors seminar course is divided into four different sections:
Section 1: HR Topics of Interest
Section 2: Real HR Situations – Solution development
Section 3: Book Review
Section 4: Organizational HR Structures: Setting up a successful HR department and the role of HR in today's business world.
- Theme: Research, explore, recommend & learn. This course is of interest to students who are willing to research HR topics in a creative way and then explore the significance of these findings in a group format. The intent of the course is to stimulate discussion from the information gathered and shared through research.
- Topics covered in Section 1 reflect the interests of the seminar group. Topics will be identified within the first week.
- As a seminar group member your role in the success of this course is of extreme importance. The quality of the class discussions depends on your effort and how prepared you are for each seminar.

APPRAISING PERFORMANCE:

20% Participation

20% Assignment #1 - HR Topics of Interest

20% Assignment # 2 – Real HR issues (Develop solutions)

20% Assignment # 3 – Individual Book Review

20% Assignment # 4 – HR Structure – Setting up a successful HR Department

Participation: The mark you receive will be a direct reflection of your participation and preparation in each class. You are expected to come to each class prepared. At the end of the term you will be asked to evaluate your contribution to the class. Appointments will be set up at end of term to review your participation mark. I will be pleased to discuss your participation anytime during the term. Poor attendance, not participating in discussions and lack of engagement in class will result in a 0/20 mark.

Assignment # 1 – HR Topics of Interest: During the first week of class we will determine several HR topics of interest to all members of this seminar group. Once these have been established you will select an HR topic that is of interest to you. The first part of this assignment is to research this topic; your focus is to gain full understanding of the relevance of this topic in the world of HR today. You will be required to submit a report of your findings. (5 pages maximum)
Part 2 of this assignment is to present your research/findings to the seminar group and lead a discussion regarding this topic. (30 minutes)

Assignment # 2 – Real HR Issues/Solutions

Working with a different partner for two weeks, you will both assume the role of an HR Consultant. You will be given a real situation that you could face while managing the HR function for an organization. You and your partner will be responsible to identify the real issue at hand and come up with solutions. This will occur during the Monday seminar. On the Wednesday, your identification of the issue and solutions will be discussed with the group. You and your partner will be required to hand in your solutions. The two assignments will be worth 10% each making up 20% of your grade.

Assignment # 3 – Individual Book Review

You will be responsible to read a book regarding an HR topic that is of interest to you in reference to a relevant topic in HR. Once you have chosen your book you require approval by the Lecturer.

In four typed pages or less you will need to answer:

- 1) What are the top three most interesting aspects in the book to you?
- 2) What is one thing presented in the book that you do not agree with and why?

During week 10 you will present this to the class.

Assignment # 4 – Organizational HR Design: Setting up a successful HR department

- The class will divide into four groups
- Your group will be responsible to examine all the functions and disciplines currently related to HR in organizations.
- You will be responsible for setting up an HR structure, explain the organizational design of the HR structure and outline criteria for success.
- Your findings will be presented to the group.

Students who are requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: http://www.healthservices.uwaterloo.ca/Health_Services/verification.html
- Submit that form to the instructor within 48 hours.
- (Preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

The Official Version of the Course Outline

If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on ACE, the outline on ACE will be deemed the official version. Outlines on ACE may change as instructors develop a course, but they become final as of the first class meeting for the term.

NOTE: The course outline is presented as a draft and will be finalized by the second week to ensure full understanding by each seminar member.

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.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca

Ph 519-888- 4567 ext 36852

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

Academic Integrity, Academic Offenses, Grievance, and Appeals

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

Academic Integrity: in order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about 'rules' for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 - Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline,

<http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (UW): <http://uwaterloo.ca/academicintegrity/>

HRPA EDUCATION REQUIREMENT:

Students taking this course for credit towards HRPAs' CHRP education requirement must achieve a minimum grade of 65% as required by the Human Resources Professionals Association (HRPA). See the HRPA website (<http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/certification.aspx>) for further information.

HRM 400 Winter 2011 Weekly Schedule

| Week | Date | Topic/Activity |
|------|--------------------------|--|
| 1 | Wed Jan 5 | Introduction Discussion - Course Outline Finalize Course Outline |
| 2 | Mon Jan 10 Wed Jan 12 | HR Topics of Interest Topics Identification and review of first assignment Lead by instructor Mon Jan 10 – alternative work weeks/hours of work Wed Jan 12 – Demographics in the work place (mindsets) |
| 3 | Mon Jan 17 Wed Jan 19 | HR Topics of Interest Topics to be determined Lead by instructor |
| 4 | Mon Jan 24 Wed Jan 26 | HR Topics of Interest – Assignment # 1 Presentations begin Topics: To be determined Lead by Class participants Schedule to be completed by Jan 12 |
| 5 | Mon Jan 31 Wed Feb 2 | HR Topics of Interest – Assignment # 1 Presentations Continue |
| 6 | Mon Feb 7 Wed Feb 9 | HR Topics of Interest – Assignment # 1 Presentations Continue |
| 7 | Mon Feb 14 Wed Feb 16 | Real HR Issues |
| 8 | Mon Feb 21 Wed Feb 23 | Reading Week |
| 9 | Mon Feb 28 Wed Mar 2 | Real HR Issues |
| 10 | Mon Mar 7 Wed Mar 9 | Book Reviews |
| 11 | Mon Mar 14 Wed Mar 16 | HR Function |
| 12 | Mon Mar 21 Wed Mar 23 | Assignment # 4 Due Group Presentations on Assignment # 4 |
| 13 | Mon Mar 28 Wed Mar 30 | Mon March 28 – Presentations continue Wed March 30 – wrap up |
| 14 | Mon April 4 | Evaluation appointments Note: Should the need arise to alter the weekly schedule this time has been left to accommodate any disruption. |