

UNIVERSITY OF WATERLOO
HRM 400 – HONOURS SEMINAR: Human Resources Management
Winter 2013

Lecturer: Vince Di Ruzza
Director, Human Resources Management Program/Lecturer
Email: thru UW-ACE or vdiruzza@uwaterloo.ca

Lecture Time/Location: Monday & Wednesday 10:00 – 11:20 PAS 3026

Office Hours: Monday & Wednesdays by appointment

Teaching Assistant: N/A

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

Course Web Page: learn.uwaterloo.ca (provide your quest/uw 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 students and will be identified at first class.
- 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)

10% Assignment # 3 – Individual Book Review

30% 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, lack of engagement and not being prepared for the class will result in a 0/20 mark. Attendance will be taken each class. When group work is involved individual marks will be assigned in accordance to your involvement with the particular assignment.

Assignment # 1 – HR Topics of Interest (20%):

- 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. (Length of presentation is to be established and depends on the number of students enrolled in the course.)

Assignment # 2 – Real HR Employee Relations Issues/Solutions (2 x 10% = 20%):

- For this assignment, you will assume the role of an HR Consultant specializing in Employee Relations. You will be given two separate employee relation situations that you could face while managing this function for an organization.
- You could work with another student – and will be responsible to identify the real issue at hand. You will also be responsible to be able to identify the appropriate solutions that adhere to employment standards in Ontario and the situation at hand. This assignment is made up of two situations each worth 10%. Assignments are due during the weeks identified as Real ER Issues in the course outline.

Assignment # 3 – Individual Book Review (10%):

- 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. Your book needs to be identified by Wednesday February 13, 2013. This will allow us the opportunity to develop the appropriate categories for class discussions.
- 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?
- Categories will be developed in accordance to the books chosen. You will need to be ready to discuss your book review on the appropriate date.

Assignment # 4 – Organizational HR Design: Setting up a successful HR department (30%):

- The class will divide into groups. Size of groups will be determined after class enrollment is completed.
- 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 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

The official version of the course outline will be posted on Learn. During the first week topics of interest will be chosen and updated on the course outline. The course outline on Learn will be deemed the official version. 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.

Academic Integrity:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo 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 offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (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://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>.

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://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. In addition, consult <http://arts.uwaterloo.ca/student-grievances-faculty-arts-processes> for the Faculty of Arts’ grievance processes.

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://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>.

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

Academic Integrity Office (uWaterloo): <http://uwaterloo.ca/academic-integrity/>

Accommodation for Students with Disabilities:

Note for students with disabilities: The AccessAbility Services (AS) Office, 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 AS Office at the beginning of each academic term.

HRM 400 Winter 2013 Weekly Schedule

Week	Date	Topic/Activity
1	Mon Jan 7 Wed Jan 9	Introduction Discussion - Course Outline/Topics of Interest Identification Wednesday Jan 9, 2013: Recruitment and culture
2	Mon Jan 14 Wed Jan 16	HR Topics of Interest Topics Identification and review of first assignment Lead by instructor Mon Jan 14: Engagement/Motivation & Benefits Wed Jan 16: Employee Development
3	Mon Jan 21 Wed Jan 23	HR Topics of Interest – Lead by Instructor Mon Jan 21: To be determined Wed Jan 23: Presentations start
4	Mon Jan 28 Wed Jan 30	HR Topics of Interest – Assignment # 1 Presentations begin Jan 28: Student and Topics to be determined Jan 30: Students and Topics to be determined
5	Mon Feb 4 Wed Feb 6	HR Topics of Interest – Assignment # 1 Presentations Continue Monday Feb 4: Students and topics to be determined Wed Feb 6: Student and topics to be determined
6	Mon Feb 11 Wed Feb 13	HR Topics of Interest Mon Feb 11 – Students and topics to be determined Wed Feb 13 – Students and topics to be determined Wed Feb 13 – Book review topic identification and category development
7	Mon Feb 18 Wed Feb 20	Reading Week
8	Mon Feb 25 Wed Feb 27	Real HR Issues Assignment #2 part 1 due
9	Mon March 4 Wed March 6	Real HR Issues Assignment # 2 part 2 due
10	Mon March 11 Wed March 13	Book Reviews – Book review due Monday March 11 – all students should also be prepared to present book review to class starting Monday March 11th Categories to be determined
11	Mon March 18 Wed March 20	HR Function
12	Mon March 25 Wed March 27	Assignment # 4 Due – Presentations begin Group Presentations on Assignment # 4
13	Mon April 1 Wed April 3	Mon March 28 – Presentations continue Wed March 30 – Presentations and wrap up
14	Mon April 8	Evaluation appointments Note: Should the need arise to alter the weekly schedule this time has been left to accommodate any disruption.