

**BACHELOR OF BUSINESS ADMINISTRATION- HONOURS PROGRAM
DIPLOMA IN BUSINESS ADMINISTRATION**

**FALL 2012
Sections: 01, 03
BADM 2000**

INSTRUCTOR NAME (First & Last): Lynn McAuliffe
INSTRUCTOR EMAIL (Guelph Humber): lynn.mcauliffe@guelphhumber.ca
PHONE NUMBER: 416-798-1331 ext. 6292
FAX NUMBER: 416-798-2905
OFFICE HOURS: Tuesdays 11:00am – 1:00pm (after class)
Wednesdays 11:30am – 1:15pm (before class)
Or by Appointment
MAIN OFFICE: GH 208 N
PROGRAM HEAD: George Bragues
EMAIL AND EXTENSION: george.bragues@guelphhumber.ca; Ext. 6049
ACADEMIC ADVISOR: TBA
EMAIL AND EXTENSION: advisors@guelphhumber.ca; Ext. 6288
GUELPH HUMBER WEBSITE: www.guelphhumber.ca

Course Title: Human Resource Management
Pre-requisites: None
Co-requisites: None
Restrictions: Registration in the Bachelor of Business Administration program
Credits: 0.50
Course Website (If applicable): <http://www.onlineguelphhumber.ca/>
Method of Delivery: 3-0 (Lecture)

Calendar Description:

The Human Resources Management course is a foundation course within the integrated degree/diploma program, BBA (Honours), providing an overall understanding of the human resources function and its effects on the achievement of organizational goals and strategic objectives. Drawing on organization behaviour theories such as planned change, performance enhancement, goal setting, group dynamics and motivation, the course examines essential human resources activities of planning, staffing, employee development, legal compliance, performance management, compensation and employee maintenance in a variety of organizational settings.

Course Learning Outcomes

On completion of this course the student will be able to:

1. Describe the role of, the emerging challenges and the evolution of Human Resources Management as a staff function
2. Identify the major contexts that impact on human resource management and relevant policies.
3. Explain key legislation affecting employer and employee rights, privileges and obligations in the workplace.
4. Identify the elements and explain the inter-relationships of the key H.R. management functions.
5. Analyze staffing issues and demonstrate the steps required for effective responses utilizing the elements of H.R. planning, job analysis, recruiting, selection and orientation.
6. Evaluate methods for performance management, appraisal, training and career development and the roles of the employer, manager and employee in these processes.
7. Identify and evaluate the appropriateness of the components of work performance compensation and reward systems.
8. Critically analyze the components of workplace governance, and the effects on employer/employee relations including the role of organized labour, discipline systems, occupational health and safety, and other current workplace issues.
9. Add to a personal portfolio by documenting competencies developed throughout this course.

Learning Resources

Required Textbook(s):

Title:	Human Resources Management in Canada
Author:	Dessler, G., Cole, N.D.
Edition:	11 th
*ISBN:	9780132142410
Publisher:	Pearson Education Canada

Note new edition of text.

Websites:

You can access student resources that accompany the textbook including practice chapter quizzes on the publisher's website at: <http://www.pearsoned.ca/dessler>

Course Schedule

The class schedule will be followed as closely as possible. However, changes may be necessary depending upon class progress. Students are responsible for **all** material whether or not it is covered in class.

Week#	Assignments/Quizzes/Exams	Readings	Topics
1		Chpt 1	Welcome & Introductions The Strategic Role of HRM
2		Chpt 2	The Changing Legal Emphasis
3		Chpt 4 &5	Designing & Analyzing Jobs, Human Resources Planning
4	Group Assignment Outline & Team Contract Due(5%) + Quiz (10%)	Chpt 3	IN CLASS QUIZ (10%) Ch 1,2,4 & 5 HRIS (pg. 53-64 only)
5	Visiting/Guest Professor...	Chpt 6 & 7	Recruitment & Selection
6		Chpt 8 & 9	Orientation and Training Career Development
7	Midterm Exam (20%)		MIDTERM EXAM (20%)
8	Group Presentation, Report & Peer Evaluation (20%)	Chpt 10 & 11	Performance Appraisal, Strategic Pay/Compensation
9	Group Presentations, Report & Peer Evaluation (20%)	Chpt 12 & 13	Pay-for-Performance & Financial Incentives Employee Benefits
10	Group Presentations, Report & Peer Evaluation (20%)	Chpt 14 & 15	Occupational Health & Safety Employee Relations
11	Group Presentations, Report & Peer Evaluation (20%)	Chpt 16 &17	Labour Relations Global Human Resources
12	Group Presentations, Report & Peer Evaluation (20%)		Final Review
13	Comprehensive Final Examination (30%)		Date, Time, Location TBD by the Registrar's Office

Evaluation and Due dates

Your final grade will be comprised of the following:

• Quiz	10%
• Midterm Exam	20%
• Final Exam (TBD)	30%
• Team Assignment	25%
• Team Performance Appraisal	5%
• Contribution	10%
	100%

NOTE: All final exams are 2 hours in length and will be scheduled by Registrarial Services and available online at <http://guelphhumber.ca/registrar/schedules>

Quiz and Exams:

1. The format for the quiz and exams will be multiple-choice and may include a true-false component.
2. It is expected that you will write the quiz and the midterm exam on the scheduled day in class. In the event you experience a major unexpected situation (i.e. illness, domestic tragedy) you must notify me as much in advance of the scheduled test date as possible. Supporting documentation will be required for any makeup opportunity. Substantiated makeup opportunities may involve the proportion of the scheduled missed quiz/exam added to a similar upcoming evaluation component.
3. The comprehensive final exam will be written at a date, time and location to be determined by the registrar's office.

Team Assignment:

The purpose of this assignment is to gain an understanding of a practical application of an aspect of Human Resources Management (HRM) and its effect on the achievement of organizational goals and strategic objectives. To accomplish this outcome, you will work in a team to research how an organization implements the HRM function of interest to your team. Required evaluation components include the preparation of a team assignment outline, team contract, submission of a written report, a class presentation and team peer evaluation. It is important to note that there is no makeup opportunity for non-participation in the team assignment. A late penalty of 10% per day including Saturdays and Sundays will apply to all components of the team assignment and a length penalty of 10% will apply to the written report. Further assignment details will be provided at the beginning of the semester and shall be enforceable.

Team Performance Appraisal

Each team will have to engage in a group process that is universal to all Canadian Human Resource settings – a performance appraisal. Each team will have to use several different performance appraisal methods (as described in the text) to rate all the team members on their performance during the team project. This assignment will be graded based on the consistency, accuracy and effectiveness of the ratings and the description and comparison of the different performance appraisal methods used by the team. The performance rating a student receives will

have no impact on grades with one specific exception. If a student consistently receives a performance ranking which indicates they did not participate (all of the rankings were at the lowest level) from all other team members, their grade on the team assignment will be reduced because of non-participation.

Contribution:

Class contribution includes active participation individually and in teams. Much of your learning will come from case analysis, discussions and experiential exercises with your peers. Your contribution will be evaluated through in class and homework opportunities throughout the term.

NOTE: The University of Guelph-Humber Undergraduate Calendar states:

“Students need to remain aware that instructors have access to and the right to use electronic and other means of detection”

Accordingly, instructors may decide to use originality checking services, such as Turnitin.com, to ensure that submitted work conforms with the university’s Academic Misconduct policy. Students will be notified of such a requirement in advance by the instructor. More information on Academic Misconduct is included below in this outline.

Drop Box Policy

- If late submissions are permitted by the late policy of this course outline, such assignments submitted after the due date must be electronically date stamped and placed in the secure assignment drop box, located on the second floor in the Learning Commons.

Academic Policies

Important University of Guelph-Humber Academic Regulations

Academic Integrity / Academic Honesty

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph-Humber students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals, (instructors, Program Advisor) and follow the available procedures for academic consideration outlined in the University's calendar.

Students are encouraged to review the policy in the 2012-2013 Academic Calendar at: <http://www.uoguelph.ca/registrar/calendars/guelphhumber/current/c07/c07-amisconduct.shtml>

Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives. Feedback often goes beyond grading-an indication of the standard achieved-to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph is committed to providing students with appropriate and timely feedback on their work. Instructors must provide meaningful and constructive feedback prior to the 40th class day. This may include but is not exclusive to returning papers, assignments, in-class or laboratory quizzes, laboratory reports, or mid-term examinations prior to the 40th class day. In research and independent study courses, instructors must provide students with a realistic idea of their performance by discussing progress directly with the student and, if necessary, identify specific areas for improvement. This may include the assessment of a research plan, literature review, annotated bibliography, oral presentation or other assessment tools.

Missed Final Exams / Deferred Privileges

When students do not write a required final examination, complete a final assignment, or complete a work term report prior to the last class date, they must request Academic Consideration to be considered for a deferred privilege. When granted, a deferred privilege allows a student the opportunity to complete the final course requirements after the end of the semester, but during established timelines.

Please note that faculty members do not grant deferred privileges. Faculty can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades.

The nature of the deferred privilege may take the form of either a deferred condition or a deferred examination. The Admissions and Academic Review Sub-Committee grants deferred privileges on the basis of **medical, psychological** or **compassionate** consideration. Please see your Admission and Program advisor for details.

Accommodation Procedures

Students will identify themselves to Services for Students with Disabilities and, where required, provide appropriate documentation of their need. Where appropriate, students will inform individual instructors of their disabilities and academic accommodations required, by distributing the "*SSD Memo to Faculty*".

When students require test accommodations, they will:

- Remind instructors at least **one week in advance** of each test or as soon as possible, that they require test accommodations
- Book the test date and time in the SSD office or make the appropriate arrangements to write in the Test Centre at least one week in advance of each test, or as soon as possible.

Students with special needs are accommodated through Humber ITAL Services for Students with Disabilities. Students should make themselves familiar with the policies relating to special accommodations by visiting the website at:

http://studentservices.humberc.on.ca/ssd/pnp/fac_resp.htm.

It is the student's responsibility to be familiar with the University's policies and Academic Regulations. These policies can be found at:

<http://www.guelphhumber.ca/cstudents/policies/index.shtml>