

Introduction to Human Resource Management BSMG6202

Course Outline (Online)

Description:

Learn the fundamental concepts and practices that are essential to human resource management. The importance of a human resource strategy will be addressed in this course with a focus on guidelines for effective human resource planning, recruitment, selection, compensation, and training. Examine the history of the evolving role of human resource management and how it can improve your company's productivity.

Course Goals:

1. To enable students to develop an understanding of the role of human resources management in today's workplace.
2. To enable students to examine the effective management of human resources from a Canadian perspective.
3. To provide students with a framework for considering the relationship between an organization's human resources and its strategic goals and plans.

Course Objectives: At the completion of this course, the student will be able to:

1. Examine the history of the role of human resources management, and it how it has evolved.
2. Develop an understanding of the key issues related to human resources process, work environment, work design, and current employment legislation.
3. Examine the significance of the changing world of work.
4. Discuss implications for the future of the relationship between workers and the organization's strategic goals in terms of trends and issues in the larger industrial context.
5. Identify and consider opportunities and implications for new and innovative relationships between organizations and their workers.
6. Examine and critique the role that unions play in human resource management.

Evaluation:

Mid-term exam: 30%

Final exam: 30%

Assignment: 20%

Participation: 20%

Group Assignment:

For this assignment, your group should choose an HRM topic and discuss what impacts it can have in a workplace. It can pertain to a workplace where one of your group members were previously employed or currently are employed. Describe the following in your paper:

- What is the issue or problem?
- What workplace are you describing?

This course outline is a sample only and is subject to change.

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- How does the issue pertain to that workplace?
- What suggestions do you have to solve the problem, based on what you have learned in the course?
- Concluding comments.

Your paper should be 6 to 7 pages long, double-spaced, in 12-point font, and with 1 inch margins on either side. Please note that assignments must:

- Present a specific idea or argument
- Have a clear focus and present the ideas in a logical and well thought-out flow
- Include arguments, analysis and conclusions that are based on clearly identified research and sources
- Cite all references from other sources
- Be in paragraph format (not bullet or point form)
- Be double-spaced, and typewritten
- Follow APA style

Grading:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

Participation Grading Chart:

The following chart will act as a guide for assessing student participation in this course.

Grade	Criteria
19-20	The student participates frequently, providing relevant responses and over the length of the course actively participates in discussions, questions in a positive manner that demonstrates critical thinking skills; the responses often offer a new perspective on course material and spark discussion.
15-18	The student participates consistently, providing relevant responses over the length of the course actively offers new ideas and responds to the contribution of others. The student provides some relevant contributions and occasionally offers new ideas.
11-14	The student's contributions are inconsistent in both quality and relevance. The student does not offer any new ideas and responses to fellow students are few.
9-10	The student rarely participates, rarely provides responses and rarely responds to the contributions of others. The student is rarely involved in group or class discussions.

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- 0-8 The student never participates, does not respond to the comments or contributions of others and does not offer their opinion or ideas. The student only contributes when specifically asked by the instructor.

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

How often will the instructor communicate with me?

I will login to the course once a day, weekends excepted, unless otherwise specified in course announcements. However, because I do not log-in at the same time every day, it may take me more than 24 hours to respond to a message.

Policy on Late Assignments:

Assignments may be submitted up to midnight of due dates to be considered “on time”. Late assignments result in 2% per day grade deduction, including weekends, up to a maximum of 7 days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment drop box in the course area. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

Course Schedule:

Unit	Topic & Learning Objectives
1	<p>Strategic HR Management Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Discuss the objectives of human resource management • Identify steps in strategic management of human resources • Explain how human resource departments are organized and function • Discuss the role of human resource professionals in contemporary organizations
2	<p>Job Analysis and Design Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Describe the uses of job analysis information for HR managers • Discuss the various steps in conducting job analysis and methods of job data collection • Describe the contents of a job description and a job specification • Discuss the various approaches to setting performance standards • Outline the key considerations in job design
3	<p>Human Resources Planning Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the importance of human resource plans for strategic success • Describe the HR planning process • Discuss methods for estimating an organization's HR needs • Explain the various methods of estimating a firm's HR assets • Identify solutions to shortages or surpluses of HR • Discuss the major contents of a Human Resource Information System
4	<p>Legal Environment and Managing Diversity Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the impact of government regulation on HRM • List the major provisions of the Canadian Human Rights Act • Define harassment and explain what it is meant by the term sexual harassment • Outline an employment equity program • Explain the effect of human rights legislation on the role of human resource specialists • Define diversity management and discuss the strategic importance of managing diversity • Discuss steps involved with the diversity management process

Unit	Topic & Learning Objectives
5	<p>Recruitment Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the strategic importance of the recruiting function • Discuss constraints facing recruiters • Identify appropriate recruiting methods for a range of jobs • Explain how to effectively advertise • List key measures to determine the effective of a recruitment process
6	<p>Selection Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the strategic significance of the selection function • Describe the various steps in the selection process • Discuss the types and usefulness of applicant screening tools • Explain the role of employments tests in selection • Discuss the major approaches to test validation • Outline the steps involved with conducting an employment interview
7	<p>Training and Development Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the process of onboarding and why it is important • List the key components of an employee orientation program • Describe the importance of training as part of long-term organizational strategy • Explain different approaches to needs analysis in designing training and development programs. • Explain the principles of learning and how this knowledge impacts the choice of training programs • Describe Human Resource Development (HRD) • List the developmental strategies that impact employee development • Describe how human resources departments encourage and assist career planning as well as support the learning management framework
8	<p>Performance Management Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the purpose of performance management • Identify issues that influence the selection of a performance management process • Describe the characteristics of effective performance measurement • Describe common appraisal methods • Discuss rater biases in performance appraisals • Describe the guidelines for effective performance evaluation interviews • Explain how the results of performance appraisal affect human resources management
9	<p>Compensation Management Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Explain the objectives of effective compensation management • Describe the process of wage and salary determination • Identify major issues that influence compensation management • Explain the difference between “equal pay for equal work” and “equal pay for work of equal value” • Evaluate the advantages / disadvantages of incentive systems • Define total compensation • Describe pay and organizational strategy

Unit	Topic & Learning Objectives
10	<p>Employee Benefits and Services Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Describe the objectives of indirect compensation • Explain how government furthers employee security • Discuss the key issues in designing pension plans • Discuss benefits that may become common in coming years • Describe the positive and negative aspects of flexible benefit plans
11	<p>Employee Relations and Labour Relations Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Discuss the importance of downward and upward communications • Define employee counseling and other major types of counselling • Describe progressive discipline and wrongful dismissal • Explain different quality of work life techniques • Identify major issues relating to workforce downsizing
12	<p>Health & Safety Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Identify major health and safety legislation • Assess traditional thinking relating to health and safety • Explain new attitudes toward employee health and safety • Outline the health & safety responsibilities of employers and employees • Describe the impact of stress on health and safety • Summarize the relationship between health & safety issues and human resource management
13	<p>Global HRM Learning Objectives for this Unit:</p> <ul style="list-style-type: none"> • Differentiate between International and Global HRM • Describe the evolution of a firm's operations and the impact on HRM • Describe internal and external factors that shape global HRM • Explain the differences between a firm's domestic HRM policies and practices and the policies and practices of a global firm • Describe staffing challenges facing international firms • List what constitutes a successful expatriate employee experience • Discuss the changing role of corporate HR in a global organization and emerging HR competencies