

Introduction to Human Resources

WCIM6203

Course Outline (in-class)

Description:

This course will provide students with an overview of the various aspects of the management of human resources. Topics include: strategic importance of human resources, planning human resources, legal requirements, diversity management, job design, performance management, recruitment and selection, compensation and benefits, employee and labour relations, and Occupational Health and Safety.

Course Goals:

1. To enable participants to develop an understanding of the strategic role of human resource management in today's workplace.
2. To enable participants to examine the effective management of human resources from a Canadian and Western University perspective.
3. To provide participants 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. Understand and comply with prohibited grounds under the Ontario Human Rights Code.
2. Understand and apply many Human Resource-related best practices on the job.
3. Report and recommend to unit leader(s) on how to apply the above on the job.
4. Using the course text book and other resources discussed during the semester, know where to research for further Human Resource-related information should a future need arise.

Text: TBA

Evaluation:

Evaluation will be as follows:

- Participation = 25%. (20% instructor – 5 % self-evaluation)
- Mid-Term Exam – 20% (Week 8)
- Group Assignment = 35% - (Week 11& 12 - 25% instructor, 5% peer to peer within groups, 5% self-evaluation)

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

- o Groups will be formed during our first class –Details will be discussed in class, outline will be available in OWL -Assignment Folder
- Final Exam = 20% Week 13

See outline provided in OWL under “Group Presentation” which gives you a guideline for the information required. This presentation is an opportunity for you to show your creative side through other means/methodology such as PowerPoint presentations, handouts, role-playing, multimedia, activities, debate, etc. All team members must participate. The presentation length should take 30 minutes (including Q&A). (Further details will be discussed in class).

Class participation: Please note that attendance in class is not considered class participation. You may be present at each class and still receive a failing grade in class participation if you do not actively participate in class. An assessment of contribution to class for example: listening to and encouraging others, bringing relevant articles or sites to the attention of the instructor or class, intelligently participating in class discussions, group work and coming to class prepared. Opportunities will be provided for small group discussion and presentation of small group conclusions. *Familiarity with Western’s HR web site will be expected.*

Participation Grading Chart:

The following chart will act as a guide for assessing student participation in the course.
Total /10

Grade	Criteria
9-10	The student participates frequently, providing relevant responses and over the length of the course actively replies to discussion questions, in-class assignments, instructor comments, and other students in a positive manner that demonstrates critical thinking skills; the responses often offer new perspectives on course material and spark discussion.
7-8	The student participates consistently, providing relevant responses and over the length of the course actively offers new ideas and responds to the contributions of others.
6	The student provides some relevant contributions and occasionally offers new ideas.
5	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.
4	The student rarely participates, rarely provides responses, and rarely responds to the comments and contribution of others. The student is

	rarely involved in group or class discussions.
0-3	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.

Late Penalties: Late submissions will be accepted. However, a late penalty of 2% (of the total mark) per day deduction, including weekends, up to a maximum of 7 calendar days will apply after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

Test: Students must complete tests that will be available on-line. Tests will be based on content from the assigned readings for the entire course. It will be primarily multiple choice although there will also be some fill-in-the blank and true/false questions.

Final Grades: Western Continuing Studies will issue final grades approximately 2 weeks after the final class. Students can view and print a grade report through the [myWCS portal](#). Final grades are not posted in OWL.

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

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/board/code.pdf>

Laptops/Cell Phones

The use of cellular phones in class is prohibited. As per the statement on professionalism, laptops and tablets can be used as tools for note taking, presentations and to contribute to in-class productivity. Abuse of laptops during class may result in discretionary limitations on the use of technology in the classroom on behalf of the instructor.

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>).

When will I receive my grades?

Assignments will be marked, and the grades available, as soon as possible after they are due. Final grades will be available within 2 weeks after the last scheduled day of the course.

Course Schedule:

Week 1: Course Introduction, Human Resource Overview, and Stakeholders

Learning Objectives: Chapter 1

- 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 today's organization.
- Homework: Read Chpt 2

Week 2: Job Analysis and Design

Learning Objectives: Chapter 2

- Describe the uses of job analysis information for human resource 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.
- Homework: Read Chpt 4

Week 3: Legal Requirements and Managing Diversity

Learning Objectives: Chapter 4

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- Explain the impact of government on human resource management.
- List the major provisions of the Canadian Human Rights Act.
- Explain the effect of human rights legislation on the role of human resource specialists.
- Define harassment and explain what is meant by the term sexual harassment.
- Outline an Employment Equity Program.
- Define diversity management and discuss the strategic importance of managing diversity.
- Discuss the various steps in managing diversity.
- Homework: Read Chpt 3

Guest Speaker: Lesley Oliver, Diversity and Accessibility Coordinator (TBC)

Week 4: Human Resource Planning+ Group Presentation Prep - Online Lesson

Learning Objectives: Chapter 3

- Explain the importance of human resource plans for strategic success.
- Describe the Human Resource Planning Process
- Discuss methods for estimating an organization's demand for human resources.
- Explain the various methods of estimating a firm's supply of human resources.
- Identify solutions to shortages or surpluses of human resources.
- Discuss the major contents of a Human Resources Information System (HRIS).
- Explain how HRIS has contributed to enhancing HR service delivery
- Teams to use this time to work on their group presentation
- Homework: Read Chpt 5

Week 5: Recruitment

Learning Objectives: Chapter 5

- Explain the strategic importance of the recruitment function.
- Discuss the constraints facing a typical recruiter.
- Identify the appropriate recruiting methods for different types of jobs.
- Explain how to generate effective recruitment advertisements.
- List key measures for evaluating the effectiveness of the recruitment function.
- Homework: Read Chpt 7

Guest speaker: Melissa White, Human Resource Consultant, Recruitment & Strategies (TBC)

Week 6: Orientation, Training, Development and Career Planning

Learning Objectives: Chapter 7

- Explain the process of onboarding and why it is important
- Describe the importance of training as part of the long-range strategy of an organization
- Define strategic human resource development (HRD)
- To describe the strategic importance of development to the organization
- Explain different approaches to needs assessment for training and development

- Describe how career development meets the strategic needs of the organization
- Homework: Read Chpt 9&10

Guest Speaker: Andrew Fuller, Director, Learning and Development, Human Resources or designate (TBC)

Week 7: Compensation and Benefits

Learning Objectives: Chapters 9 & 10

- To understand the objectives of effective compensation management
- Identify the major issues that influence compensation management
- Explain the differences between “equal pay for equal work” and “equal pay for work of equal value”
- Explain the major approaches to group incentive plans
- Define total compensation
- Describe pay and organizational strategy
- Describe the various forms of compensation, direct and indirect, and the objectives of a compensation system
- Identify various components of a compensation system and their related challenges
- Explain the differences between legal and voluntary benefits
- Homework: Read Chpt 6

Week 8: Mid-term Knowledge Test - Online Test - Covering content weeks 1-5 inclusive

Learning Objectives: Chapter 6

- To identify the steps in a reliable selection process.
- To identify the appropriate methods and tools used in the selection process.
- To identify the impact of hiring decisions on the organization
- Homework: Read Chpt 8 & 14

Week 9: Performance Management –& Global Human Resource Management

Learning Objectives: Chapter 8 & 14

- To understand the connection between performance management and strategy
- To identify the elements of a performance appraisal system
- To identify the characteristics of an effective performance appraisal system
- Differentiate between the terms International HRM and Global HRM.
- Describe the evolution of a firm’s operations and the impact on HRM.
- Identify the external and internal contextual factors that influence global HRM.
- Explain the differences between a firm’s domestic HRM policies and practices and the policies and practices of a global firm.
- Describe the staffing challenges facing multinational organizations and the staffing options available.
- List what constitutes a successful expatriate experience.

- Discuss the changing role of corporate HR in a global organization and emerging HR competencies.
- Homework: Read Chpt 11 & 13

Week 10: Managing Employee and Labour Relations

Learning Objectives: Chapter 11 & 13

- To understand the importance of communication within organizations
- Define employee counseling and the major types of counselling
- To understand the concepts of progressive discipline and wrongful dismissal
- Explain the different techniques available to improve quality of work life
- To understand the major reasons workers join unions
- To understand common techniques used in resolving disputes
- To describe how unions affect the human resource management environment
- To identify ways of developing labour-management cooperation
- Homework: Read Chpt 12 & 14

Week 11: Health, Safety and Wellness & Global Human Resource + Start of Group Presentations

Learning Objectives: Chapter 12

- To understand the major Canadian laws related to occupational health and safety
- To identify the health and safety responsibilities of employers and employees
- Discuss the impact of stress on employees at the workplace
- To understand the relationship between wellness programs, attendance management, return to work and duty to accommodate
- **Group Presentations:** Written Assignment /Research to be handed in *from each group presenting today, as well as a copy of the groups Power Point slide presentation – copied “handouts – 3 slides per page”*

Guest Speaker: Barbara Froats - Rehabilitation Leader for Rehabilitation Services

Week 12: Group Presentations

Written Assignment /Research to be handed in *from each group presenting today, as well as a copy of Power Point slide presentation – copied “handouts – 3 slides per page”*

Feedback/Wrap Up – Group Discussion

Week 13: Final Exam: Final exam– covering second half of the course (weeks 6-11 inclusive) + Complete (submit) Self Assessment –Assignment Folder in OWL