



BUSI 3102
Introduction to Human Resource Management
Winter 2019

Course instructor Dr. Ruth McKay, Room 914, Dunton Tower
Time/Location: 3102D Monday 8:35-11:25am
3102 E Monday 11:35-2:25pm
3102F Wednesday 2:35-5:25pm
Telephone: (613) 520-2600 ext. 6013
E-Mail ruth.mckay@carleton.ca. When sending emails use the subject line BUSI3102 plus your class section letter. Any other subject lines may be ignored.
Office Hours: Monday 2:30-3:30 pm or by appointment. If you plan to drop by in office hours send an email in advance regarding your planned time to book the appointment.

PREREQUISITES:

BUSI 2101, BUSI 2702 OR BUSI 3602. **The School of Business enforces all prerequisites.**

This course is a prerequisite to:

- 1.- BUSI 4108 (with grade of C- or higher)
- 2.- BUSI 4706 (with grade of D- or higher)
- 3.- BUSI 4609 (with grade of D- or higher)

REQUIRED TEXTBOOK AND MATERIALS

Schwind, Uggerslev, Wagar, Fassina & Bulmash (2016). Canadian Human Resource Management: A Strategic Approach (11th Edition). McGraw-Hill: Toronto.

COURSE DESCRIPTION:

Human Resource Management function in large formal organizations. Topics include human resources planning, recruitment, selection, performance evaluation, career development and training, compensation and benefits and the role of the professional personnel manager.

Prerequisite(s): second-year standing and one of [BUSI 2101](#), [BUSI 2702](#) or BUSI 3602.

The Sprott School of Business enforces all prerequisites.

COURSE DESCRIPTION

This course provides an introduction to the main functions and topic areas in Human Resource Management (HRM). Topics include job analysis and design, recruitment and selection, training and development, performance evaluation, compensation, diversity management and occupational health and safety. Strategic and operational challenges in managing human resources will be highlighted throughout the course. The pedagogy will include lectures, in class exercises, discussions and a final project.

COURSE OBJECTIVES:

Following completion of this course, students should be able to:

1. Understand the basic principles, concepts, and practices of HRM.
2. Appreciate the contribution of HRM to organizational effectiveness.
3. Effectively utilize their knowledge and analytical skills in the application of HRM.
4. Appreciate the complex role of HRM in meeting the demands of individuals, organizations, and society.
5. Link HR to organizational strategy.

EVALUATION:

Assignment	Percentage of grade	Due Date/Assigned Date
Group Assignment	20%	3102 D&E February 11 th 3102 F February 13 th
Individual assignment	40%	3012 D&E April 1 st 3102 F April 3 rd
Final Exam	40%	TBA
Total	100%	
Bonus Group Class Participation Assignments	5%	In class

Assignments must be handed in on time:

- **at the beginning of class of the due date for the major assignments**
- **immediately at the end of the participation assignment in class**

The professor accepts no responsibility for assignments handed in other than in the classroom directly to the professor or through culearn. Students must follow the directions for submission as specified by the professor. Late assignments will be penalized as follows: Within the first 24 hours 20% grade reduction, within 48 hours 40% grade reduction, after which the assignment will not be accepted for grading.

EXAM and GRADES:

There will be a final exam. You must be present to write the exam or present a doctor's note (or other valid explanation according to university protocol) to explain your absence **IN ADVANCE OF THE EXAM** unless absence is due to a documented emergency. The final exam will be held during the official exam time. The exam may include multiple-choice questions, short answer questions, and/or essay questions. Exams will test students on materials covered in the course (videos, lecture slides and material, text chapters outlined in syllabus, all assigned readings, assignments, discussions etc.)

NB: Students must complete the group assignment, individual assignment and complete the final exam in order to pass this course.

Grading Concerns:

If a student has a concern about a grade given to an assignment, paper or exam of theirs (e.g. addition or a grade given relative to the material they have written) they are required to follow these procedures:

1. Write on the inside page of the assignment or exam an explanation of your concern addressed to the professor. You need to provide an explanation in detail. You are required to date and sign your signature at the bottom of the explanation. Hand to professor.
2. The paper/exam will either be addressed by the professor or sent to the TA for consideration.

3. The concern will either be addressed or a comment will be given back explaining why the concern is not being addressed (e.g. why the requested grade change is not being made).
4. The professor will return a paper to the student in class and/or provide comments by email.

It is possible a paper/exam will be fully regraded if a grading concern is submitted to the professor particularly if the concern(s) raised is/are frivolous, unsubstantiated or excessive. If the concern is more general (e.g. how can I improve my exam or paper grade in the future) then an appointment should be made with the professor/or TA to discuss this issue further. If you have concerns/questions about course content, the syllabus, an assignment or material taught in the class these concerns are best handled through discussion with the professor in person or on email to avoid misunderstandings. **NOTE: You are responsible for maintaining copies of all your assignments until you have received your final grade. You may be required to resubmit your assignment in the event of a grade dispute or grade reevaluation.**

Group Assignment: You are responsible for forming your own groups for the group assignment. The professor may alter the group members in order to include all students in the class in a group. For the group assignment the groups should be 4 students in size. It is your responsibility to inform the professor as soon as possible if you do not have a group. If you ask about the professor finding a group for you too close to the due date you may be required to complete the assignment on your own. If you do not provide a satisfactory contribution to your group assignment you may be required to resubmit a full assignment on your own.

Bonus Group Class Participation Assignments: There will be in-class bonus group participation assignments and associated activities held during the class. You will be responsible for forming your own groups. This grade is to recognize students that are attending class and completing the assignment in class. A student has to be in attendance to receive this grade. You cannot assist with a group online from a location other than class. The questions for the participation activities will be handed out during class. The activities will require a submission in hard copy (or via culearn) depending on the design of the assignment. These assignments are due during class. If you submit an assignment or have your name added to an assignment but you are not in attendance you will receive a “0” grade for the assignment (you may also lose any previously earned bonus assignment grades). As these are bonus assignments recognizing attendance in class no take home versions of the participation assignments will be offered and no makeups versions of the participation assignments will be offered.

Participation in class: In class participation is encouraged as long as it is focused and relevant. Disrespectful behaviour will result in a grade deduction.

Satisfactory In-term Performance

1. Unless otherwise stated below in item #2, the requirement for Satisfactory In-term Performance is set at 50% of all, not each, pre-final term work (i.e. both assignments and exam).
2. The criterion/criteria and the standard(s) for Satisfactory In-term Performance are as follow(s):
 - a. Respectable behaviour in the classroom
 - b. Submitting all assignments
 - c. Being a responsible group member in all group work
 - d. Acting responsibly
 - e. Obtaining at least 50% in all (not each) of your submissions and class work
3. Unsatisfactory In-term Performance in this course will lead to failure in this course (regardless of the performance at the final exam or final project) and FND grade in this course (in case of missed Final exam or project).

BUSI 3102 Introduction to Human Resources
Tentative Class Schedule

Dates	Topic		Readings/Assignment
Class 1	<ul style="list-style-type: none"> • Introduction and Course Organization. • Strategic importance of HRM 	Jan7 Mon Jan 9 Wed	Chapter 1
Class 2	<ul style="list-style-type: none"> • Human Resource Planning 	Jan 14 Mon Jan 16 Wed	Chapter 3
Class 3	<ul style="list-style-type: none"> • Legal Requirements • Managing Diversity 	Jan 21TMon Jan 23 Wed	Chapter 4
Class 4	<ul style="list-style-type: none"> • Job Analysis and Design 	Jan 28TMon Jan 30 Wed	Chapter 2
Class 5	<ul style="list-style-type: none"> • Recruitment and Selection 	Feb 4 Mon. Feb 6 Wed	Chapter 5 & 6
Class 6	<ul style="list-style-type: none"> • Recruitment and Selection 	Feb 11 Mon Feb 13 Wed	Chapter 5 & 6 GROUP ASSIGNMENT DUE
Break	NO CLASS	Feb 18 Winter break week	
Class 7	<ul style="list-style-type: none"> • Performance Management 	BUSI 3102F <u>ONLY</u> Feb 27 Wed	Chapter 8
Class 8	<ul style="list-style-type: none"> • Compensation 	March 4 Mon March 6 Wed	Chapter 9
Class 9	<ul style="list-style-type: none"> • Employee Benefits and Compensation 	March 11 Mon March 13 Wed	Chapter 10
Class 10	<ul style="list-style-type: none"> • Training and Development 	March 18 Mon March 20 Wed	Chapter 7
Class 11	<ul style="list-style-type: none"> • Employee Relations 	March 25 Mon March 27 Wed	Chapter 11 and 13
Class 12	<ul style="list-style-type: none"> • Health and Safety 	APRIL 1 Mon April 3 Wed	Chapter 12 INDIVIDUAL ASSIGNMENT DUE
Class 13	<ul style="list-style-type: none"> • Performance Management 	BUSI 3102D&E <u>ONLY</u> April 8 Mon	Chapter 8
TBA	Scheduled University Final Exam		

PLEASE NOTE THAT IN CLASS 7 ONLY BUSI 3102F MEETS AND IN CLASS 13 ONLY BUSI 3012D&E MEETS

IMPORTANT ADDITIONAL INFORMATION

Course Sharing Websites

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

WDN = Withdrawn from the course

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

Academic Regulations, Accommodations, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodations

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit:

carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at:

<http://carleton.ca/studentaffairs/academic-integrity>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you're having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 830am and 430pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed!

<http://sprott.carleton.ca/students/undergraduate/support-services/>

Be in the know with what's happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

Important Information:

- Students must always retain a hard copy of all work that is submitted.
 - All final grades are subject to the Dean's approval.
 - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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