



BUSI 3102
Introduction to Human Resource Management
Fall 2017

Course instructor Dr. Ruth McKay, Room 914, Dunton Tower
Time/Location: Thursday 8:35-11:25am 3102B SA 516,
Thursday 11:35-2:25pm 3012A SA 516,
Wednesday 11:35-2:25pm 3102C ME 4494
Telephone: (613) 520-2600 ext. 6013
E-Mail ruth.mckay@carleton.ca. When sending emails use the subject line BUSI3102 plus the section letter you are in.
Office Hours: Wednesday 5:30-6:30pm or by appointment. If you plan to drop by in office hours send an email in advance regarding your planned time.

PREREQUISITES:

Second-year standing and one of BUSI 2101, BUSI 2702 OR BUSI 3602. **The School of Business enforces all prerequisites.**

This course is a prerequisite to:

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

REQUIRED TEXTBOOK AND MATERIALS

Schwind, Das, Wagar, Fassina & Bulmash (2013). 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.

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:

Individual Assignment.....	25% *
Group Assignment.....	25% *
Final Exam - Scheduled University Exam	40%
Participation /Group participation assignments.....	10%*
TOTAL.....	100%

* 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 depending on the assignment requirement. Students must follow the directions for submission as specified by the professor. Late individual and group 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. Participation assignments will not be accepted after the class in which they are assigned. Students have to be present in class to submit the participation assignments.

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 one or all of the following: multiple-choice, short answer, and essay questions. Exams will test students on materials covered in the course (videos, lecture slides, chapters outlined in syllabus, all assigned readings, assignments 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 or as an email an explanation of your concern addressed to the professor. You need to provide an explanation in detail. Saying that a grade is unacceptable to you is insufficient. You are required to date and sign your signature at the bottom of the explanation or send with a CU email. Hand or send to professor.
2. The paper/exam will either be reviewed 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 the paper/exam to the student in class or 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 and if you are questioning your final grade you may be required to provide copies of all of your submissions. You may be required to resubmit your assignment in the event of a grade dispute or grade reevaluation.**

Group work: The groups should be **FOUR** students in size. You are responsible for forming your own groups for the group assignment and in-class participation assignments. The groups will be subject to the approval of the professor. The professor may alter the group members in order to include all students in the class in a group. It is your responsibility to inform the professor if you do not have a group. Groups can change across the assignments. You are responsible for obtaining the necessary contact information for those in your group.

In-class Participation Hand-ins: 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 these grades. There will be in-class participation assignments and activities held during the course. The questions for the participation activities will be handed out during class. The activities will require a submission via CUlearn (or hard copy) due during or just at the end of the class. Only students attending class can submit the participation assignments. If you submit an assignment but are not in attendance you will receive a "0" grade for the assignment. An in-class make-up session will be held for the participation in-class assignments for students who have missed an earlier assignment. Only one make-up will be offered as set in the class schedule. No make-up for the make-up will be offered. No take home 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. assignments, participation marks, exam etc.).
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 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)

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 	Sept 6 Wed Sept 7 Thur	Chapter 1
Class 2	<ul style="list-style-type: none"> • Human Resource Planning 	Sept 13 Wed Sept 14 Wed	Chapter 3
Class 3	<ul style="list-style-type: none"> • Legal Requirements • Managing Diversity 	Sept 20 Wed Sept 21 Thur	Chapter 4 In-class Participation Hand-in
Class 4	<ul style="list-style-type: none"> • Job Analysis and Design 	Sept 27 Wed Sept 28 Thurs	Chapter 2
Class 5	<ul style="list-style-type: none"> • Recruitment and Selection 	Oct 4 Wed Oct 5 Thur	Chapter 5 & 6 In-class Participation Hand-in
Class 6	<ul style="list-style-type: none"> • Recruitment and Selection 	Oct 11 Wed Oct 12 Thur	Chapter 5 & 6 GROUP ASSIGNMENT DUE
Class 7	<ul style="list-style-type: none"> • Performance Management 	Oct 18 Wed Oct 19 Thur	Chapter 8
	NO CLASS		Oct 25 th and Oct 26 th Fall break week
Class 8	<ul style="list-style-type: none"> • Compensation 	Nov 1 Wed Nov 2 Thur	Chapter 9
Class 9	<ul style="list-style-type: none"> • Employee Benefits and Compensation 	Nov 8 Wed Nov 9 Thur	Chapter 10 In-class Participation Hand-in
Class 10	<ul style="list-style-type: none"> • Training and Development 	Nov 15 Wed Nov 16 Thur	Chapter 7
Class 11	<ul style="list-style-type: none"> • Employee Relations 	Nov 22 Wed. Nov 23 Thur	Chapters 11 & 13 In-class Participation Hand-in
Class 12	<ul style="list-style-type: none"> • Health and Safety 	Nov 29 Wed Nov 30 Thur	Chapter 12 Make-up Participation In-class Assignment INDIVIDUAL ASSIGNMENT DUE
Class 13	<ul style="list-style-type: none"> • TBA 	Dec 6 Wed Dec 7 Thur	
TBA	Scheduled University Final Exam		

ADDITIONAL INFORMATION

Course Sharing Websites

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).

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

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			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

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

For Students with Disabilities:

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the

beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

For Religious Obligations:

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

For Pregnancy:

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

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 on 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 are 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 8:30am and 4:30pm. 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/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

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, in order to respond to your inquiries, please send all email from your Carleton CMail 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/>
-