



**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 3102 A
Introduction to Human Resource Management
Summer 2017**

INSTRUCTOR: Vilma Coutino-Hill
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DT 1009
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OFFICE HOURS: Tuesday 1:00 to 2:30 pm
CLASS: Tuesday 2:35 to 5:30 pm TB 210
COURSE WEB PAGE: cuLearn

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.

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

REQUIRED TEXTBOOK AND MATERIALS

Schwind, H.F., Das, H., & Wagar, T.H. (2010). Canadian Human Resource Management: A Strategic Approach (10th Edition). McGraw-Hill: Toronto.

SUGGESTED ADDITIONAL READINGS

Gomez-Mejia, L., Balkin, D., & Cardy, R., (2010). Human Resources Management (8th Edition). Prentice Hall, Toronto. (Some Chapters)

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.

METHOD OF EVALUATION

1. Class Attendance and Participation (CAP)

CAP is the classroom equivalent to professionals participation in meetings. It is an important part of success in this course. Performance will be assessed by the instructor based on each participant's

contribution, which may take the form, among others, of raising or answering questions, offering comments, enriching the class with relevant items of interest from the media or personal experiences, taking part in brief in class cases, or other exercises, and overall effort throughout the term. To participate, one has to be in class. (The final participation mark will be from 40% from the attendance to the sessions and 60% from the participation in class, group cases participation and final group project peer evaluations). In almost each session there will be an exercise to be done by groups most of the time during the session. Each session the student will have to sign an attendance list that will be provided by the instructor.

2. Midterm and Final Exam

These exams will help consolidate the knowledge that you acquire during the course. The format will be multiple choice and short essay questions. Each exam will take about two hours.

3. Human Resource Management Project.

The objective of this project during the term is to “understand and apply the concepts of HRM inside an organization”. This project will enable you to:

- a) Focus on a subject of your choice within the overall field.
- b) Learn about your chosen topic by drawing information from a number of cognate disciplines.
- c) Learn more about the importance of your topic of election inside a work environment and help others learn about your chosen discipline.

HRM project will be form of:

- 1.- Research Analysis with a short class presentation (15 minutes with an engaging activity)
- 2.- Final Written Report applying the concepts from a chosen topic in a Canadian company, institution or crown corporation.(20 pages plus appendixes and references)

Specific Requirements for the Topic Research class presentation:

- The team members will have to choose from given topics.
- The Topic Research and Class Presentation, will be handled on a team basis.
- Each team must prepare a 15 minutes presentation to the class about the research done in a chosen topic of HRM.
- The power point presentation of the research analysis must be submitted both in hard copy the day of the presentation and by email the day before the presentation (at 12:00 pm ‘the latest’). It must be no longer than fifteen slides (15), Introduction, research analysis about the articles, conclusion plus appendixes and references.
- Each group member should have a speaking role in the presentation.
- Groups must also conduct a class discussion after their presentation, engaging the class on the their specific topic and their research findings. It is recommended that groups have prepared 2 to 3 discussion questions related to the articles used in their presentation of their research analysis.
- Note that part of the overall mark for the presentation will be based on the group’s efforts to engage the class. Consider ways to make your presentation as interactive as possible (i.e. group exercises, case analysis, problem simulation, etc.)
- The research and presentation must be based on recent and relevant articles found on the topic in academic journals. Each group must submit a bibliography containing a minimum of two (2) articles from **academic journals** per team member. The articles must be included as an appendix.
- Each student must submit by the day of the presentation an accurate peer evaluation of their group members according to their group contract.

Note: for more information see “in class presentation guidelines” and “in class presentation template” at cuLearn.

Specific Requirements for the Final project (written report):

- Each team must submit a final written report on its chosen about the organization chosen for their final project. This must be up to twenty pages.
- Each group will make a formal executive final presentation of 20' to 30' on its findings to the organization to a panel of experts and to the class. They will choose the best project presentation.
- ***The Instructor expects to meet with each team at least every two times during the term to discuss the advance in their projects.***
- The final project must be submitted both in hard copy and by email with an accurate peer evaluation of their group members according to their group contract.

Note: for more details see “final project guidelines” at cuLearn.

Summary of Assignments and Evaluation

Assignment	Session due	% of grade	Total %
Midterm	6 (17/05/2017)	15	50
Final Exam	End of the Term	35	
<u>Team Project</u>			40
Research Analysis and in class Presentation	2 to 10	10	
Final Project			
Written Report	12	20	
In class Cases and exercises	2 to 7	10	
Class Participation and Attendance	Throughout	10	10
Total		100	100

Important Notes:

The students should always retain a **hard copy** of all work submitted

Satisfactory In-term Performance

The requirement for Satisfactory In-term Performance is set at 50% of all, not each, pre-final term work:

- a) Midterm
- b) Final Exam
- c) Topic Research and Final Project

FND

To reduce instances of miscommunication Carleton introduced a grade FND (Failure with No Deferral) to be assigned to students who fail to meet the minimum in-term performance standards explicitly set out in the outline and applied consistently (i.e., there is no other hidden criteria).

If you must miss the mid-term exam due to verifiable illness (or, in rare cases, some other circumstances beyond your control) you may apply to shift the weight of the mid-term to the final exam by submitting a medical certificate or other verifiable documentation to me—the instructor—no later than five (5) calendar days after the midterm date. Please use the medical certificate form found at:

http://www.carleton.ca/registrar/forms/Med_Cert_Carleton_University.pdf

Citations:

Equally important you are being graded in part on the degree, depth and quality of your empirical research, demonstrated by citations to appropriate sources. A minimal number of citations points to inadequate research. Ensure that you cite every graph, table, report, quote, original idea or piece of information taken from somewhere else, to avoid plagiarism. When in doubt, cite, paying particular attention to correctly identify phrases as quotations with precise references to their source. To compile the list of works cited (bibliography or reference list) see the Library's guide to MLA citations at http://www.library.carleton.ca/howdol/mla_style.pdf.

CLASS SCHEDULE

Session	Topic	Reading/ Assignments
1- 01/05/17	Introduction and Course Organization Strategic Importance of HRM	Chapter 1 Form Groups Select topics for HRM Project
2- 03/05/17	Human Resource Planning	Chapter 3 Case 1
3- 08/05/17	Diversity Management and Legal Requirements	Group Research Topic Presentation and activity Chapter 4 Case 2
4- 10/05/17	Job Analysis and Design	Group Research Topic Presentation and activity Chapter 2
5- 15/05/17	Recruitment	Group Research Topic Presentation and activity Chapter 5
6- 17/05/17	MIDTERM	Chapters for Midterm : 1,2,3, 4 and 5
7- 24/05/17	Selection	Chapter 6
8- 29/05/17	Performance Management	Group Research Topic Presentation and activity Chapter 8
9- 31/05/17	Compensation and Benefits	Group Research Topic Presentation and activity Chapter 9 and 10 Case
10- 05/06/17	Training and Development Employee Health and Safety	Group Research Topic Presentation and activity Chapter 7 Case Chapter 12 Exercise
11- 07/06/17	Labour Relations	Chapter 11 and 13 Exercise
12- 12/06/17	Group Negotiations	

This schedule may be modified depending on the level of interest in the subjects to be discussed. It is each participant's responsibility to keep up to date with the overall progress of the course as the term unfolds, and with any specific changes announced in class.

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).

Cell Phones

The use of cell phones, e-pads or tablets, for texting, videotaping, or answering calls is forbidden inside the classroom.

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 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			

Medical certificate

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form.

<http://www1.carleton.ca/registrar/forms/>

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*).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the June 2017 exam period is June 2nd, 2017.

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

Assistance for Students:

Student Academic Success Centre (SASC): www.carleton.ca/sasc
Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>
Peer Assisted Study Sessions (PASS): www.carleton.ca/sasc/peer-assisted-study-sessions

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.
- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>

Important Dates and Deadlines

May 1

Early summer and **full** summer courses begin.

Last day for receipt of applications for undergraduate degree program transfers for the summer terms

May 5

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Spring 2017 and must register for the Summer 2017 term.

May 8

Last day for registration and course changes (including auditing) for **early** summer courses.

May 12

Last day for registration and course changes (including auditing) for **full** summer courses.

May 17-28

Fall/Winter and Winter term deferred final examinations will be held.

May 19

Last day for a full fee adjustment when withdrawing from **early** and **full** summer courses (financial withdrawal).

May 22

Statutory holiday, University closed.

June 2

Last day to request formal exam accommodations for early summer examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfill accommodation requests received after the specified deadlines.

June 6

Last day for tests or examinations in early and full summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar).

June 13

Last day of **early** summer classes (NOTE: Full summer classes resume July 4).

Last day for academic withdrawal from **early** summer courses.

June 15

Final Summer term payment deadline. Any balance owing on your student account will prevent access to registration for future terms. Holds will be placed on unpaid summer accounts, which will prevent access to marks and/or registration for the 2017-18 Fall/Winter course selection.

Payment of fees is due by the posted deadlines

June 19-25

Early summer final examinations and mid-term examinations in full summer courses may be held. Examinations are normally held all seven days of the week.