



BUSI 3102 A
Introduction to Human Resource Management
Early Summer 2015

Course instructor Dr. Ruth McKay, Room 914, Dunton Tower
Time/Location: Tuesday and Thursday 2:35-5:25pm
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Office Hours: Thursday 5:30-6:30pm or by 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, Das, Wagar, Fassina & Bulmash (2013). Canadian Human Resource Management: A Strategic Approach (10th 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:

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

* Assignments must be handed in on time:

- at the **beginning of class of the due date for the major assignment**
- **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 individual 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.

EXAMS and GRADES:

There will be a midterm exam and a final exam. You must be present to write the midterm 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. **No make-up exams will be scheduled.** If you miss the midterm you will be given a comprehensive final exam. The final exam will be held during the official exam time. Exams will include multiple-choice, short answer, and essay questions. Exams will test students on materials covered in class, videos, lecture slides, chapters outlined in syllabus, all assigned readings, videos etc.

NB: Students must complete the individual assignment and complete the two exams (midterm and final or a comprehensive final) in order to pass this course.

Grading Concerns:

If a student has a concern about a grade given to an assignment, the 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 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 and midterm until you have received your final grade. You may be required to resubmit your assignment or exam in the event of a grade dispute or grade reevaluation.

Group work: You are responsible for forming your own groups for the 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. The groups should be 4 students in size. It is your responsibility to inform the professor if you do not have a group for the in-class participation assignments.

Participation In-class hand-in: 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. A 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 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. All students will start with a full grade of 5 per cent. As long as you attend the classes and behave respectfully in the class you will retain this 5 per cent. Skipping classes or disrespectful behaviour will result in a grade deduction. Once you are registered in the course you will be subject to grading. Attendance may not be taken at a predetermined time or at every class.

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, exams 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 and writing both exams
 - c. Being a responsible group member in all group work doing your share of the 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) 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 	May 5	Chapter 1
Class 2	<ul style="list-style-type: none"> • Human Resource Planning 	May 7	Chapter 3 Participation In-class Assignment 1
Class 3	<ul style="list-style-type: none"> • Legal Requirements • Managing Diversity 	May 12	Chapter 4
Class 4	<ul style="list-style-type: none"> • Job Analysis and Design 	May 14	Chapter 2 Participation In-class Assignment 2
Class 5	<ul style="list-style-type: none"> • Recruitment and Selection 	May 19	Chapter 5 & 6
Class 6	Mid Term Exam	May 21	Chapters: 1,2,3,4,5,6
Class 7	<ul style="list-style-type: none"> • Performance Management 	May 26	Chapter 8
	NO CLASS	May 28	
Class 8	<ul style="list-style-type: none"> • Compensation 	June 2	Chapter 9
Class 9	<ul style="list-style-type: none"> • Employee Benefits and Compensation 	June 4	Chapter 10 Participation In-class Assignment 3
Class 10	<ul style="list-style-type: none"> • Training and Development 	June 9	Chapter 7
Class 11	<ul style="list-style-type: none"> • Employee Relations 	June 11	Chapter 13 Participation In-class Assignment 4
Class 12	<ul style="list-style-type: none"> • Health and Safety 	June 16	Chapter 12 Make-up Participation In-class Assignment Major Individual Assignment Due
TBA	Scheduled University Final Exam Between June 19th and 25th	TBA	Chapters: 7,8,9,10,12,13

IMPORTANT ADDITIONAL INFORMATION

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

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*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the June 2015 exam period is June 5, 2015 and for the August 2015 exam period is July 24, 2015.

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 or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact 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 expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, 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://www2.carleton.ca/sasc/advisingcentre/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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