



BUSI 3102 A
Introduction to Human Resource Management
Summer 2022

Instructor	Nailah Ayub, PhD
Office and Office Hours	Online/ E-mail preferably or meet by appointment
E-mail	nailah.ayub@carleton.ca
Class Hours and Location	Mondays and Wednesdays 6:05-8:55pm Room: Nicol Building 3020 Modality: In-Person classes with Brightspace submissions
Pre-requisites & precluded Courses	second-year standing and one of BUSI 2101, BUSI 2121, BUSI 2702, BUSI 3602, or PSYC 2801.

Course Description

This course provides an introduction to the main functions and topic areas in Human Resource Management (HRM). Topics include human resources planning, recruitment, selection, performance evaluation, career development and training, compensation and benefits and the role of the professional personnel manager. The pedagogy will include lectures, in-class exercises, And discussions.

Course Textbook

The following textbook is required:

Schwind, H. F., Uggerslev, K., Wagar, T., & Fassina, N. (2019). *Canadian Human Resource Management: A Strategic Approach* (12th Edition). McGraw-Hill Ryerson Limited: Toronto. ISBN: 13: 978-1-25-965492-3

Course Objectives/ Learning Outcomes

Following successful completion of the course, you should be able to:

1. Understand the basic principles, concepts, and practices of HRM
2. Appreciate the contribution of strategic HRM to organizational effectiveness
3. Effectively utilize your knowledge and analytical skills in the strategic application of HRM

4. Appreciate the complex role of HRM in meeting the demands of individuals, organizations, and society.

Course Evaluation

1. In-Class Exercises (4)	5% each= 20%
2. HRM report	10%
3. Midterm Exam	35%
4. Final Exam	35%
Total	100%

All assignments must be submitted through Brightspace. If needed, in-class assignment may be completed on paper in handwriting but typed is preferred. Emailed assignments will not be accepted unless specifically instructed by the instructor. Additional details on assignments will be available on Brightspace.

Students will work in groups of 4. Groups must be registered with the instructor by the end of third class. One student may collect names and email the instructor. If the students have not found themselves a group by the end of the class 3 (May 16), the instructor will make groups for them. All group work will be completed with the same group unless otherwise discussed with the instructor.

1. In-Class activities (20%)

Instructions will be provided in class and the activity must be completed within class time and submitted in order to receive grades on these exercises. Absent students on the day will receive zero. Please note that signing for an absent member is considered fraud. In case of a genuine excuse, you may provide with an explanation and an alternative may be considered.

2. HRM report (10%)

An organization will be selected and the groups will select one area of HRM decisions to discuss goals, strategies, and decisions for that organization. The assignment will be discussed in the first class and then selections made by the third class as the groups will be finalized. Details on HRM report assignment will then be available on Brightspace.

Note: Every assignment submitted should use academic material drawn from the text and lectures to explain and suggest ways of managing the HRM phenomena depicted in the assigned case.

One member of a group will submit one completed report on behalf of the group. Every report should be formatted with a cover page including assigned group number, all group members' names and student numbers. Starting from the second page, there should be answer to each question in the given order. Statement of integrity should be appended to

the report with the contributing students' names. Peer evaluation should be submitted individually and separately when submitting the HRM report. Template of statement of integrity and peer evaluation forms will be made available on Brightspace.

When working in groups, every member should contribute and communicate with each other. It is a good idea to distribute tasks in the beginning and set a time frame with deadlines. A group work should reflect collaboration and does not mean putting together pieces completed by individual members where members have not read each other's work. If a group is experiencing trouble with a member, it is the group's responsibility to bring it to instructor's notice before the due date of case report

Peer Evaluations:

Each team member will be required to evaluate the contributions of other team members in relation to the overall performance and functioning of the group HRM report. These evaluations will be completed individually and kept confidential from students. Although in most cases individual group members will receive the same final grade, the instructor reserves the right to adjust individual grades downward if it is determined that certain individuals' contributions to the project were inadequate. Failing to submit peer evaluation will result in marks deducted for that individual whereas low scores by peers will also result in marks deducted.

3 &4. Midterm and Final Exams (35% + 35%)

There are two exams for this course. The midterm exam will be held during the class time. The date, time, and location of the final exam will be announced later in the term as scheduled by the department. Both exams will be in-person and will be closed book fixed time exams.

Both exams will consist of questions based on the textbook and material covered in class including lectures, in-class activities, and discussions. The midterm will cover all material covered up to and including the class prior to the midterm test. The final exam will be based on all material covered after the midterm test.

Instructor's Notes

- 1.** It is strongly recommended that you read the assigned textbook chapters before coming to class. Come prepared by reading the topics for the given class and participate in discussion as well as activities.
- 2.** Check Brightspace on a regular basis. It is your responsibility to access this site for any course updates / announcements.
- 3.** Arrive to class on time. Turn off all cell phones and personal entertainment and communication devices. Laptops should only be used for class-related purposes. Do not disturb the class by talking to each other but talk to the class.
- 4.** Deadlines are strict. Failure to meet deadlines will result in grade penalties of 10% per day. Assignments more than 5 days late will be considered missed and will be graded zero.
- 5.** In case of absence with a reason, the reason should be provided within 2 days of a missed assessment in order to be considered for a make-up.

6. If you have concerns regarding an assessment marking, you may write to the instructor specifying your concerns. Please note that "I disagree with your marks" or "I have worked hard so I deserve more marks" are not legitimate reasons. You may identify error in marking by referring to academic material. This should be done within 5 days of the marks being posted. It should be noted, however, that in case of remarking, the marker may have reasons to find reasons to add or subtract marks.

7. When emailing the instructor, use the university account, identify the course number and section, use proper greetings, and write professionally signing the message with your full name and student number.

8. Presentation material shared by the instructor may be used for your own learning and may not be shared with anyone.

Course Schedule

Day	Topic	Material to prepare
May 9	Introduction to the course	Course overview
May 11	Strategic importance of HRM and Human Resources Planning	Chapters 1 & 3
May 16	Job Analysis and Design	Chapter 2 * Groups to be finalized
May 18	Recruitment & Selection	Chapters 5 & 6 *Activity 1
May 23	Statutory holiday	
May 25	Orientation, Training, & Development	Chapter 7
May 30	Midterm Exam	
June 1	Performance Management	Chapter 8 *Activity 2
June 6	Compensation and Benefits	Chapters 9 & 10 *Activity 3
June 8	Legal Requirements	Chapter 4
June 13	Employee Relations	Chapter 11 *Activity 4
June 15	Health and Safety	Chapter 12 * Submit HRM Report * Peer evaluation
June 17	Review	*Catch up if any
TBA	Final Exam	

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
CHECK (X) ONE PER ROW				
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>		X		
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>				X
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
B15 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>	X			

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

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 Accommodation

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

Pregnancy Accommodation

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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

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: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca.

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 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 <https://carleton.ca/its/get-started/new-students-2/>

Carleton University Calendars: <https://calendar.carleton.ca/academicyear/#summer-2022>