



**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 3102D
Human Resource Management
Winter 2014**

INSTRUCTOR: Vilma Coutino-Hill
MSc. Organizational Change and Development, CHRP
OFFICE: DT 919
E-MAIL: vilma_coutinohill@carleton.ca
PHONE NUMBER: 613 5202600 Ext. 3248
OFFICE HOURS: Thursdays 12:00 pm to 2:00 pm
CLASS: Thursday 8:35 am to 11:25 am UC 282
COURSE WEB PAGE: cuLearn

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 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 and or take home quizzes, cases, or other exercises, and overall effort throughout the term. To participate, one has to be in class. (The final mark will be form by 40% from the attendance to the sessions and 30% from the participation in class and 30% from peer evaluation for the exercise). In almost each session there will be an exercise to be done by groups most of the time during the session. The best exercises will have extra points for your final written report.

2. In Class Test 1 and Test 2

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 one hour and thirty minutes.

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.

This HRM project will be form of:

- a) Research Analysis with a short class presentation
- b) Final Written Report to the organization
- c) Final Presentation

Specific Requirements for the Research Analysis and the short class presentation:

- The team members will have to choose from given topics.

This IHRM project will be form of:

- d) Topic Research, Class Presentation (15 minutes with an engaging activity)
- e) Final Written Report applying concepts to an International Company.
- f) Final Project Presentation to the class (20 minutes and 10 minutes questions).

Specific Requirements for the Topic Research Class Presentation:

- The Topic Research and Class Presentation, will be handled on a team basis.
- The team members will have to choose from given topics within Canadian HRM.
- 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 appendices 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 found 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 a peer evaluation of their group. This will represent a percentage of the final mark for the group project.

Specific Requirements for the Final project:

- 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 class presentation of 20’ to 30’ on its findings to the organization.
- *The Instructor expects to meet with each team at least every two weeks during the term to discuss the advance in the project.(This meetings are compulsory)*
- The final project must be submitted both in hard copy and by email, on the day they were assigned for their presentations.
- The presentations of the final project will be evaluated by a panel. Must be submitted by email.
- Each student must submit by the day of the presentation a peer evaluation of their group. This will represent a percentage of the final mark for the group project.

Summary of Assignments and Evaluation

Assignment	Session due	% of grade	Total %
In Class Test 1	6	15	45
In Class Test 2	9	30	
<u>Team Project</u>			
Research Analysis and short presentation	2 to 10	10	35
Team Final Presentation	11 and 12	10	
Written Report	12	15	10
In class Cases Evaluation	3 to 9	10	
Class Participation, Attendance and peer evaluation	Throughout	10	10
Total			100

Satisfactory In-term Performance

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, tests etc.).

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/howdoI/mla_style.pdf.

CLASS SCHEDULE

Session	Topic	Reading/ Assignments
1 – 9/01/14	Introduction and Course Organization Strategic Importance of HRM	Chapter 1 Form Groups Select topics for HRM Project
2- 16/01/14	Human Resource Planning	Chapter 3 Case
3- 23/01/14	Diversity Management and Legal Requirements	Group Research Topic Presentation and activity Chapter 4 Case
4- 30/01/14	Job Analysis and Design	Group Research Topic Presentation and activity Chapter 2
5- 6/02/14	Recruitment and Selection	Group Research Topic Presentation and activity Chapter 5 and 6 Case
6- 13/02/14	In Class Test 1	Group Research Topic Presentation and activity Chapters for In Class Test 1: 1,2,3,5 and 6
7- 27/02/14	Performance Management	Group Research Topic Presentation and activity Chapter 8 Case
8- 6/03/14	Compensation and Benefits	Group Research Topic Presentation and activity Chapter 9 and 10 Case
9- 13/03/14	Training and Development Employee Health and Safety	Group Research Topic Presentation and activity Group Exercise Chapter 7 and 12 Case
10- 20/03/14	Employee Relations and Unions In Class Test 2	Chapter 11 and 13 Chapters for In Class test:7,8,9,10 and 12 Exercise
11- 27/03/14	HRM Project Final Presentations	Presentations (4 groups)
12- 3/04/14	HRM Project Final Presentations	Presentations (3 groups) Written Final Project due

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

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.

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/>

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

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. Please consult the PMC website 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 December 2013 exam period is November 8, 2013 and for the April 2014 exam period is March 7, 2014.

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/>.

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

Winter Term 2014

Date	Activity
January 2, 2014	University re-opens.
January 6, 2014	Winter-term classes begin.
January 17, 2014	Last day for registration for winter term courses. Last day to change courses or sections (including auditing) for winter term courses.
January 31, 2014	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment.
February 1, 2014	Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the fall/winter session.
February 14, 2014	April examination schedule available online.
February 14-22, 2014	Fall-term deferred examinations will be written.
February 17, 2014	Statutory holiday. University closed.
February 17-21, 2014	Winter Break, no classes.
March 1, 2014	Last day for receipt of applications from potential Spring (June) graduates. Last day for receipt of applications to the Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design),

Date	Activity
March 7, 2014	Bachelor of Journalism, and the Bachelor of Music degree program for the fall/winter session. Last day for receipt of applications for admission to a program for the summer term. Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.
March 25, 2014	Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
April 1, 2014	Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session, from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1. Winter term ends. Last day of fall/winter and winter-term classes.
April 8, 2014	Last day for academic withdrawal from fall/winter and winter-term courses. Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.
April 9-10, 2014	No classes or examinations take place.
April 11-26, 2014	Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week. Please note that examinations will not be held on April 18-20.
April 15, 2014	Winter Co-op Work Term Reports are due.
April 18, 2014	Statutory holiday, University closed.
April 26, 2014	All take home examinations are due on this day.
May 1, 2014	Last day for receipt of applications for internal degree transfers to allow for registration for the summer session. Last day for receipt of applications for admission to an undergraduate program for the fall/winter session from mature applicants, from those presenting post-secondary education qualifications and from those transferring from other universities in Canada or the United States, and from applicants with high school qualifications from Canada and the United States, except for applications due March 1.
June 1, 2014	
June 9-19, 2014	Fall/winter and winter term deferred final examinations will be held.
June 15, 2014	Last day for receipt of applications for internal degree transfers to allow for registration for the 2013-2014 fall/winter session.