Instructor: Chris Smith  
Office: 1003 Dunton Tower  
Office Hours: By Appointment  
Email: christophersmith4@cmail.carleton.ca

TA: TBD

Course meets: Mon & Wed, 2:35-5:25pm

Pre-requisites:  
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)

Course Calendar description from the 2015/2016 University calendar:

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.

Course Description and Objectives:

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.

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.

Reading(s)/Textbook(s):


Course Requirements & Methods of 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.

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 revaluation.

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. 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 schedule. No make-up for the make-up will be offered. No take home versions of the participation assignments will be offered.

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).
Course Schedule:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Readings/Assignment</th>
</tr>
</thead>
</table>
| CLASS 1:  
- INTRODUCTION AND COURSE ORGANIZATION  
- STRATEGIC IMPORTANCE OF HR | MAY 2   | CHAPTER 1                         |
| CLASS 2:  
- HUMAN RESOURCE PLANNING                        | MAY 4   | CHAPTER 3  
PARTICIPATION IN-CLASS ASSIGNMENT 1              |
| CLASS 3:  
- LEGAL REQUIREMENTS  
- MANAGING DIVERSITY                              | MAY 9   | CHAPTER 4                         |
| CLASS 4:  
- JOB ANALYSIS AND DESIGN                         | MAY 11  | CHAPTER 2  
PARTICIPATION IN-CLASS ASSIGNMENT 2              |
| CLASS 5:  
- RECRUITMENT AND SELECTION                       | MAY 16  | CHAPTER 5&6                       |
| CLASS 6:  
- MID-TERM EXAM                                   | MAY 18  | CHAPTERS 1-6                      |
| CLASS 7:  
- PERFORMANCE MANAGEMENT                          | MAY 25  | CHAPTER 8                         |
| CLASS 8:  
- COMPENSATION                                   | MAY 30  | CHAPTER 9                         |
| CLASS 9:  
- EMPLOYEE BENEFITS AND COMPENSATION              | JUNE 1  | CHAPTER 10  
PARTICIPATION IN-CLASS ASSIGNMENT 3              |
| CLASS 10: 
- TRAINING AND DEVELOPMENT                        | JUNE 6  | CHAPTER 7                         |
| CLASS 11: 
- EMPLOYEE RELATIONS                              | JUNE 8  | CHAPTER 13  
PARTICIPATION IN-CLASS ASSIGNMENT 4              |
| CLASS 12: 
- HEALTH AND SAFETY                               | JUNE 13 | CHAPTER 12  
MAKE-UP PARTICIPATION IN-CLASS ASSIGNMENT        |
| TBA: SCHEDULED UNIVERSITY FINAL EXAM               | TBA     | CHAPTERS 7, 8, 9, 19, 12, 13      |
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).

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
- A  = 85-89
- A - = 80-84
- B+ = 77-79
- B  = 73-76
- B - = 70-72
- C+ = 67-69
- C  = 63-66
- C - = 60-62
- D+ = 57-59
- D  = 53-56
- 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 accommodations for June exams is June 3rd 2016, and for August exams is July 24th.

**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; 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://www2.carleton.ca/sasc/advisingcentre/academic-integrity/](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 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/support-services/](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/](http://carleton.ca/ccs/students/)