

YORK UNIVERSITY

Summer 2019 (S2)

3430 M

HUMAN RESOURCES PLANNING

ONLINE

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COURSE DESCRIPTION AND LEARNING OBJECTIVES

This course provides students with an understanding of the personnel planning process, including the needs, methods, uses and risks and future trends in human resources planning. This course will provide a general overview of common approaches in the field of Human Resources Planning and will help you understand the planning processes used by HR professionals as part of an organization's overall strategy. We will discuss concepts such as business and HR strategies; the environmental factors that influence HR planning; assessing HR supply and demand; the HR implications relating to downsizing, restructuring, mergers and acquisitions; succession planning; the use of IT in HR planning; outsourcing and other emerging issues in strategic HR planning.

PREREQUISITES: AP/HRM 2600 3.00

Students are personally responsible to ensure that they have the prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of appropriate prerequisites.

COURSE MATERIALS

1. Belcourt, Monica and Podolsky, Mark, *Strategic Human Resources Planning*, Seventh Edition, Nelson Series in HRM, Nelson Education Ltd.
2. Course website, accessible via York University Moodle.
3. Additional materials to consult for practical application of concepts learned from text: *Various HR publications, The Economist, The Globe and Mail, The Wall Street Journal, Bloomberg News*,

COURSE STYLE & FORMAT AND GENERAL COMMENTS

I make extensive use of Moodle and all class announcements will be posted there. You are responsible for regularly checking the site for important communications.

COURSE EVALUATION

Mid-term test:	30%
Course Reflection	20%
Two Quizzes	20%
Final exam:	30%

MID-TERM EXAM:

A **mid-term exam** will be held ON MOODLE. You must write the mid-term at the allocated time on **JULY 7th, 2019** from 11am-1pm, since ***there will be no other alternative dates to write a make-up exam***. If you miss the mid-term exam for a valid reason (as set-out in York policies), then the value of the mid-term will be added to the value of your final exam, making your final exam worth 60%. If you do not have a valid reason for missing the mid-term exam, you will get a mark of zero. The format of this exam will be multiple choice questions and essay questions.

QUIZZES:

There will be two quizzes, worth 10% each. The quizzes will be either short answer or multiple-choice format and delivered through Moodle. The purpose of the quizzes is to test basic knowledge of the materials assigned as readings throughout the term. In order to do well on the quizzes, it is important to actively read the assigned chapters and take notes while reading. A good way to take notes would be to jot down the 3 most important aspects of the article as you are reading it. Write a few sentences about the main points from the articles when you are done. When studying for the quizzes, you can quickly refresh your memory by going through the notes.

COURSE REFLECTION:

The purpose of this assignment is to ask you to reflect on the major themes from each week of the course and discuss what the themes mean, how the material from each week fits into the overall course, what you consider to be the most important aspect of the material and why it is the most important to you, what still need to learn about this topic, and what interests you most about the topic.

Your reflection assignment should be a log of sorts, with an entry for each week of class. The reflection paper should be roughly 7-10 pages, double spaced, using 12-point font. **You should include an additional entry as an overall summary that provides your reflection about the entire course; how the material impacts your understanding of the HR field, and how it affects your learning.**

The reflection paper will be graded according to the degree to which you are able to communicate the following:

- 1) an overall summary of the topic, focusing on the material covered in lectures.**
- 2) an explanation one of the learning elements from the week. Pick the part that interests you the most or that you think is the most relevant to your learning needs, explain it, explain why it is important or interesting to you. How does this fit into your understanding of HR?**
- 3) what do you not understand about the topic? What would help you to understand the topic better?**

This is about you, about what interests you and what drives those interests, and about how you learn. Try to maintain a focus around you and what you can do to improve your learning, and **not** about the people, situations, or things external to you that are getting in your way. Be proactive with the course materials – read the chapters, take notes while reading, **ask questions when you do not understand**. The reflection is due JULY 28, 2019.

FINAL EXAM:

The **final exam** will be held during the EXAM PERIOD ON MOODLE (the date will be announced later). The exam will be cumulative, covering all material from the semester. The format of this exam will be essay questions.

COURSE ORGANIZATION:

Date	Topic	Chapter	Note
WEEK 1 JUNE 17, 2019	Strategic Management Aligning Human Resources Strategy	Chapter 1 Chapter 2	
WEEK 1 JUNE 24, 2019	Environmental Influences on HRM Job Analysis / The HR Forecasting Process	Chapter 3 Chapter 4	
WEEK 3 JULY 1, 2019	HR Demand/Ascertaining HR Supply Succession Management	Chapter 5 & 6 Chapter 7	QUIZ 1 On Moodle
WEEK 4 JULY 7, 2019	Midterm Exam on Chapters 1- 7		
WEEK 5 JULY 14, 2019	Change Management Downsizing and Restructuring	Chapter 9 Chapter 10	
WEEK 6 JULY 21, 2019	Strategic International HR Mergers and Acquisitions	Chapter 11 Chapter 12	
WEEK 7 JULY 28, 2019	Outsourcing HR Assessment and Analytics	Chapter 13 Chapter 14	Quiz 2 On Moodle
EXAM PERIOD (date to be announced)	Final Exam Cumulative – All the material covered during the semester		