



Course Outline
AP/HRM2600B – Fall 2019

Human Resources Management

York University - School of Human Resource Management

Course Director: Ron Alexandrowich

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Class Time: Thursday 11:30 – 2:30

Location: CLH F (Curtis Lecture Hall) Room F

Office Hours: I do not have office hours. Please see me before or after class or email me. Thank you.

COURSE DESCRIPTION:

This course examines a number of issues in Canadian human resources management, including human resources planning, recruitment, selection, performance appraisal, industrial relations, and training and development.

REQUIRED TEXTBOOK:

Belcourt, Singh, Snell, Morris, Bohlander (2020). *Managing Human Resources*, Ninth Canadian Edition, Nelson Education, Toronto

COURSE OBJECTIVES:

The basic objective of this course is to acquaint students with the basic principles and concepts of human resource (HR) management. In so doing, students will gain an appreciation for the opportunities and challenges facing HR managers in contemporary organizations.

Another objective is to develop the skills and abilities to implement these principles and concepts. An awareness of the basic principles is complemented by the ability to recognize organizational problems and to subsequently prescribe and implement corrective actions.

These objectives will be accomplished through lectures, class discussions, relevant projects, current events and group interaction during class.

CLASS SCHEDULE: May be changed at the discretion of the instructor:

AK/ADMS 2600 - Human Resources Management

Chapter Title	Week	Chapter #
Class introductions, explain assignments	Sept 5	1
The World of Human Resources Management		
Strategy and Human Resources Planning	12	2
Job Analysis and Work Design	19	4
Recruitment/Selection	26	5 and 6
Training and Development, Appraising and Improving Performance	Oct 3	7 and 8
Midterm exam	10	Midterm Exam
READING WEEK	17	READING WEEK
Managing Compensation, Pay for Performance	24	9 and 10
Employee Benefits	31	11
Promoting Health and Safety	Nov 7	12
Employee Rights, Discipline,	14	13
Labour Relations	21	14
International Human Resources Management	28	15

COURSE EVALUATION:

Grading Components:

Group Project: **(Your group paper is due when you present.)**

Role Play: 10%

Paper: 20%

Midterm Exam: 35%

Final Exam: 35%

All final grades will be reviewed by the School of Human Resource Management and the School reserves the right to modify them in order to maintain high standards

Group Project – 30%

- a) Group Role Play 10%
- b) Group Research Paper 20%

Objective: To help you critically analyse a complex human resource management issue, and recommend constructive improvements for an organization/industry.

Procedures: Each group should assume the stance of an outside consultant who has been called in to investigate the HR issue(s) of the particular organization/industry you selected. Your group should select articles, arrange for possible interviews, have media sources, annual reports etc... to explain the key human resources issue(s) facing the organization and recommend viable solution (s) for that organization. *Your recommendations can not be generalized to the topic but must reflect the issues of the company you are studying.*

Group Formation: The class will be asked to form groups of no less than (7) people and no more than (8) people. Please submit a list of all members in your group, with your full names and student numbers by the end of the second class.

- *Group Role Play –*
Groups will be expected to construct a ‘living’ case from the information you found in your research. In other words you have to bring your research alive through the construction of ‘acts’, ‘vignettes’ and other theatrical-type devices that bring the key points of your research to the attention of the class. You may build your ‘theatre’ around the characters. It is likely that in most cases a character you might want to introduce is an HR/Business consultant. As with all masterpieces you might want to introduce your role play with a prologue. ‘Playing’ the case enables you to feel what it is like to be in it.

Be creative!

Logistics:

1. *The role play will be approx. 15 minutes.*
2. *No PowerPoint presentations unless:*
 - *It is an introduction slide*
 - *Shows background scenery for your role play*
 - *Includes concluding comments*
3. *At least 4 group members must participate.*
4. *Any use of self-produced video or other videos will be limited to 2 minutes in duration.*

In cases where contributions of group members are in question, the instructor reserves the right to adjust the grade on the group role play accordingly for that student.

Group Research Paper

Your **group paper** should be 10 - 12 pages, excluding the bibliography (Arial or Times New Roman, 12 pitch, with 1" margins; double-spaced). Your paper will use the following chapter guidelines.

Part One: - Introduce the issue faced by the organization.

Part Two: Explain why the issue is of importance to the practice of human resources management within the organization you researched. Identify the major stakeholders within the organization and how they are affected.

Part Three – Recommendations - Provide your solution(s), tool(s), to resolve these problems. *This solution/tool will be innovative and one that you have developed yourself.*

There are multiple sources of information: the news/press, journals, managers and employees, your own experiences, academic and non-academic journals. You must include a bibliography of articles cited, using the APA style. Your paper will be judged on style (grammar, etc.) and content (the extent and quality of your research, analysis, and recommendations).

Mid-Term Examination: 35%

It is imperative that you attend the mid-term since there will be no other alternative dates to

write a make-up exam. The mid-term exam is a closed-book exam covering materials covered in class and information from class discussions. You will be advised of the format prior to the midterm date.

Final Examination: 35%

The final exam will be held during the formal examination period for the semester, in a room and location to be announced closer to the exam date. More details will follow as the semester progresses. The final exam is a closed-book exam covering materials covered in class and information from class discussions. The instructor will provide more details of the format.

In accordance with the University Policy, medical documentation will be required when an examination is missed, in order to defer the final exam. A Deferred Standing Agreement must be submitted to the School of Administrative Studies within one week of the missed exam. Students who miss the final exam may petition to write a deferred exam. Deferred exams are written during the final exam period of the next semester. No make-up dates will be offered during this term.

Material Required for All Examinations

Do not forget your student card with your photo. Because of the size of the class, it is absolutely essential to have the appropriate pictured ID or you will not be permitted to write the exam.

Special Accommodation for Examinations

For students with disabilities requiring special accommodation for writing of examinations, please make the necessary arrangements well (at least 2 weeks) in advance of the examination dates and bring the paperwork to me early in the course.

Medical Documentation:

If a midterm examination or other grading component is missed due to illness, appropriate documentation must be provided to the course director within two weeks of the missed work. The **only** acceptable documentation that can be used to support an absence due to illness is an Attending Physician's Statement dated within two days of the missed examination. A soft copy of this form is available from the Registrar's website at:

Academic Ethics

All students of York University must adhere to the university's policy and standards of academic ethics.