



**SCHOOL OF HUMAN RESOURCE MANAGEMENT  
FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES**

**HUMAN RESOURCE MANAGEMENT  
AP/ADMS/HRM 2600C Fall 2019**

**Instructor Information**

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**Course Description and Objectives**

**HRM2600** is a comprehensive examination into the various functions used by human resource professionals in effectively managing human resources. The course studies the interactions between managers, organizational staff, and/or specialists. This course covers a number of issues in Canadian human resources management including: human resources planning, recruitment, selection, performance appraisal, industrial relations, and training and development. More specifically, this course aims to:

- Introduce you to some important principles in selection, job placement, training, appraisal, and compensation of employees;
- Make you aware of your legal responsibilities as a manager and employee (whether you work for a human resource department or not)
- Make you aware of the major challenges in Human Resource Management and their impact on staff and organizations.
- Improve critical thinking skills

**Required Text**

Belcourt, Singh, Snell, Morris (2020). *Managing Human Resources*, Ninth Canadian Edition, Nelson Education, Toronto. ISBN-13: 9780176798055

**Associated Course Fee:**

There is an associated course fee of \$30 that is automatically charged to your student financial account upon enrolment. This fee covers access to the on-line materials and services used in this Internet course. Both the associated fee and tuition fee are payable to the Office of Student Financial Services, York University. Students that de-enroll by the official deadline will receive an automatic refund of the associated course fee (less a \$5 services fee charge) from the Office of Student Financial Services.

**Course Website:** I will use the Moodle system to teach this course and facilitate communication among students and myself. Note that Moodle will be the **only** venue to download lecture slides, find up-to-date notices about the course, and retrieve your course grades. Please check the site, as well as your yorku email regularly. You can log on to the course through <https://moodle.yorku.ca/>

### **Email Policy and Communication**

My preferred method of contact is by e-mail at jingwan@yorku.ca . Please email me directly to this address not through Moodle messenger. When you email me, please use your full real name and write down the course **number and section** in the subject line. I will answer your email within 24 hours during week days. On weekend and holidays, please expect 36 to 48 hours. I will also post all messages on the course website under **Announcement** regarding such things as exam locations, exam format, and discussion queries etc. The announcement will also go to your email address that you register with Moodle course website. Please make sure you register an email that you check often.

### **Marking Allocations**

Participation	30%
Midterm	30%
Final Exam	40%
	100%

### **Weekly Participation:**

Regular and active participation is an essential, unmistakably important aspect of this online course. It is critical that you read all of the lecture and assignment materials as well as all of the public discussion materials. Your full participation **ON A WEEKLY BASIS** is not only a requirement, but also an essential aspect of the online course process.

Each week you are to post **ONE answer** to the weekly discussion question and at least **TWO comments** to your classmates' answers. Postings should show insight into the topic. Note: Once the week has passed (i.e. Saturday midnight) you have lost the opportunity to participate and postings do not count. At the end of the term you will be assigned a grade out of **30 for participation**.

Your responses will be graded on two things: **quality** and **timeliness**. In terms of quality my expectations are simple. Responses should be well written and clearly address the issues being discussed. Please limit your postings to **250 words**.

I understand emergency and sickness may happen, so I will only use **9 out of the 11** discussion assignments to calculate your participation mark. I will **NOT** grade late assignments **no matter what**.

### **Exams:**

There will be **TWO** closed-book exams: a midterm and a final. Both exams will be held **on campus**.

**Midterm – Time and location to be announced**

The mid-term exam will cover Chapters 1-6, and will be closed book. The format will be 100 multiple choice questions. Please check the course web site for final confirmation a week before the mid-term of the location. There will be no other alternative dates to write the mid-term so please be diligent about writing the mid-term on the assigned date.

Students missing the midterm due to legitimate reasons who have proper documentation (i.e., a medical note) will be allowed to transfer the weight of midterm to the final exam.

**Final — The final exam is scheduled to be written during the Winter 2018 exam period. The date and location are to be announced.**

The final exam will be non-cumulative and cover chapter from 7 to 14. It is also a closed book exam. The format for the final exam will be multiple choice questions and short answer questions. Please check the course web site one week prior to the exam for information on the exam format. In accordance with the University Policy, medical documentation will be required when an examination is missed. Students must notify the professor no later than 48 hours of the scheduled exam. Students who miss the final exam may petition to write a deferred exam.

SHRM policy on deferred exams: The deferred Exam (i.e. deferred final exam) will be closed book, **cumulative** and will include all subjects/topics of the textbook. Deferred exams are not necessarily in the same format as the exam written by your section of the course. The format for deferred exams is not released in advance. Access to a course website will not be given. Please save your lecture notes / presentation slides.

Material required for exams: Everyone must bring an HB pencil to the exams (The pencil will be used to answer multiple choice questions on a computerized scoring sheet.) As well, please ensure you bring a sharpener and an eraser. Also, do not forget your student card or an ID, otherwise you will not be allowed to write the exams.

Special accommodation: For students with disabilities requiring special accommodation for writing of examinations, please make the necessary arrangements well in advance of the examination dates so that the paperwork can be signed. You can leave your form with the School of Human Resources Management.

**Note about the Course Outline:**

The course outline serves as a guide to give you a general idea of what to expect in the sessions. Occasionally, other material may be introduced that is not on the outline. These items will help to further illustrate the topics under study and will be of benefit to you. The point is that the outline is not carved in stone. Variations will be evident during the term dependent on your needs as well as the professor's discretion.

### **Re-Grading Policy:**

The grading of all tests and assignments will be based on a set of verifiable criteria weighted appropriately by the professor. If you wish to request a re-grade on a test or assignment, you must submit a written proposal **a maximum of two days** within receipt of the original grade. To do so, create a typed note with your name and student number and outline the question(s) that you believe was graded incorrectly. Also, include an explanation of why you feel your grade was incorrect (drawing on relevant theories for the exam questions or after comparing the correct answer posted online for weekly assignment will help your argument). Please note that if you decide to submit your exam/assignment for re-grading, the entire document will be re-evaluated. This means that it is possible to lose points as well as gain points through re-grading. Therefore, be very confident that an error in grading has occurred before submitting a request for re-grading. Keep in mind that the re-grade is meant for mistakes in grading. If you are going to submit your exam for a re-grade, do not write on the exam or alter it in any way. If you do so, it will be considered a violation of the Academic Honor Principle. **Re-grading will not be permitted for exams that are written in pencil or that have been altered with liquid paper or drycorrect.**

### **Notes about Online Courses**

Successful online students are active learners, who are willing to take responsibility for their own learning and able to communicate effectively in both a synchronous and asynchronous environment using a variety of technologies (Burd and Buchanan, 2004, p 407)

It is vital that you visit the site regularly and frequently so that you do not miss the opportunity to participate and post comments and questions from your study of the materials and your own experiences. In order to get the most out of this course, you will need to dedicate in the region of 8-12 hours per week to first read the textbook, PowerPoint slides and view any associated videos and web-links and then follow up with further directed reading of the related text chapter, test your memory and understanding by taking the self-tests associated with each module and also completing any discussions or additional assignment.

While an online course can be flexible to meet your needs of when and where you can take part on-line rather than having set classroom times, it still means that the course can be quite demanding. You may want to visit the websites below and try out their on-line self assessments to check out your expectations and needs from an on-line course.

Reid, J. E. (2004) What every Student Should Know about On-line Learning  
Available at <http://www.ion.uillinois.edu/resources/tutorials/overview/reid.html>

University of Illinois (n.d.) On-line Learning; self evaluation  
Available at <http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfeval.asp>

The content of the course is divided into 11 weeks which are to be studied in ascending order (i.e., all work relating to Week 1 must be completed before attempting Week 2 and so on).

How you manage your time is your responsibility but remember to give yourself enough time during the week to read materials both online and the text book/other readings. You will also need to plan time to take part in discussions and online weekly tasks.

As well as working independently, you are encouraged to make contact with your fellow online students through participation in online conferences, responding to your classmates' postings and questions.

### **Technical Support for Moodle**

York University Computer Technical Support is maintained through UIT Learning Technology Services. Help Desk.

Phone: 416.736.2100 x55800

Email: [esohelp@yorku.ca](mailto:esohelp@yorku.ca); [ithelp@yorku.ca](mailto:ithelp@yorku.ca)

### **Internet Connection**

Internet connection support is managed by your Internet Service Provider, such as Bell or Rogers.

### **Your Computer**

Computer technical support is managed by the computer store or company from which you bought your computer.

### **Academic Honesty (Senate Policy):**

Atkinson as a Faculty considers breaches of the Senate Policy on Academic Honesty to be serious matters. To quote the Senate Policy on Academic Honesty:

The Policy on Academic Honesty is a reaffirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. It outlines the general responsibility of faculty to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards.

Faculty members are encouraged to pursue suspected cases of academic honesty with formal charges. Students should, however, review the York Academic Honesty policy for themselves at: <http://www.yorku.ca/secretariat/legislation/senate/acadhone.htm>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <http://www.yorku.ca/academicintegrity/tutorial.htm>

### **Other Important York Policies :**

**Reappraisals:** For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://www.registrar.yorku.ca/services/policies/grade.htm>

Deferred Standing: Atkinson students who have experienced a misfortune or who are too ill to attend an examination in an Atkinson course must pursue **deferred standing**. Other students should contact their home Faculty for information. For further information, please visit: <http://www.registrar.yorku.ca/services/policies/def.htm>

Senate Religious Observance Policy (Senate Policy):

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents (Senate 032). For further information on accommodation procedures required due to religious commitment, and the schedule of dates, please visit: <http://calendars.registrar.yorku.ca/lectureschedules/fw03/dates/religious.htm>

Students with Special Needs (Senate Policy):

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. Please alert the Course Director as soon as possible should you require special accommodations. For Atkinson specific resources, please visit the Atkinson Counselling Centre at:

<http://bloodstone.atkinson.yorku.ca/domino/html/counselc.ns>

Some important links:

1. Religious Observance: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>
2. Student Rights and Responsibilities: <http://oscr.students.uit.yorku.ca/student-conduct>
3. Academic Accommodation for Students with Disabilities: <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>
4. Academic Honesty: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>
5. Deferred Standing Request for HRM courses: <http://shrm.laps.yorku.ca/students/deferred-exam-request/>
6. Counselling & Disability Services: <http://cds.info.yorku.ca/>
7. Alternate Exam/Testing Scheduling Centre: <http://altexams.students.yorku.ca/>

## Course Schedule

Date	Topic	Readings and Activities
<b>Week 1</b> Sept. 4~7	Introduction to HRM	Welcome! Read text - Chapter 1 Lecture - View PPT for Week 1 Discussion Assignment
<b>Week 2</b> Sept. 8~14	Human resource planning	Read text - Chapter 2 Lecture - View PPT for Week 2 Discussion Assignment
<b>Week 3</b> Sept. 15~21	Meeting legal requirements	Read text - Chapter 3 Lecture - View PPT for Week 3 Discussion Assignment
<b>Week 4</b> Sept. 22~28	Job analysis and design	Read text - Chapter 4 Lecture - View PPT for Week 4 Discussion Assignment
<b>Week 5</b> Sept. 29~ Oct 5	Recruitment and selection	Read text - Chapter 5 & 6 Lecture - View PPT for Week 5 Discussion Assignment
<b>Week 6</b> <b>Oct 6~12</b>	<b>Midterm</b>	<b>Chapter 1-6</b>
<b>Week 7</b> <b>Oct 13~19</b>	<b>Reading Week</b>	<b>No Class</b>
<b>Week 8</b> Oct 20~26	Training and development	Read text - Chapter 7 Lecture - View PPT for Week 8 Discussion Assignment
<b>Week 9</b> Oct 27~ Nov.2	Performance appraisal	Read text - Chapter 8 Lecture - View PPT for Week 9 Discussion Assignment
<b>Week 10</b> Nov. 3~9	Compensation	Read text - Chapter 9 & 10 Lecture - View PPT for Week 10 Discussion Assignment
<b>Week 11</b> Nov. 10~16	Benefits	Read text - Chapter 11 Lecture - View PPT for Week 11 Discussion Assignment
<b>Week 12</b> Nov. 17~23	Employee relations	Read text – Chapter 12 & 13 Lecture - View PPT for Week 12 Discussion Assignment
<b>Week 13</b> Nov. 24~Dec 3	The union management framework	Read text –Chapter 14 Lecture - View PPT for Week 13
<b>Final ex Dec.</b> <b>Dec. 5~20</b>	To be scheduled by the registrar’s office	<b>Chapter 7~14</b>

**Note:**

- (1) This syllabus and schedule are subject to changes. **It is the responsibility of the student** to keep informed of changes, new materials, and missed content.
- (2) Last date to drop course without receiving a grade: **November 8**