

YORK UNIVERSITY
SCHOOL OF HUMAN RESOURCE MANAGEMENT
FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
HRM 2600 3.0A – Fall 2019 – Wednesday 4pm – CLH G

Instructor: Vita Lobo

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Office Hours: Wednesday 7:30-8-:30 (By Appointment only)

COURSE DESCRIPTION:

This course examines a number of issues in Canadian human resource management, including human resources planning, recruitment, selection, performance appraisal, industrial relations, and training and development. (formerly AK/ADMS 3480 3.0).

Course Prerequisite:

AP/ADMS 1000 3.00 (students in the BAS/BHRM programs may take AP/ADMS 1000 3.00 concurrently with AP/ADMS/HRM 2600 3.00).

Course credit exclusions: AK/ADMS 2600 3.00, AK/ADMS 3480 3.00 (prior to Summer 2001).

NOTE: Not open to students who have taken AK/ADMS 4030 6.0 or AK/ADMS 4040 3.0.

REQUIRED TEXTBOOK:

Belcourt, M., Bohlander G., & Snell, S. (2014), *Managing Human Resources* (9th Edition), ITP Nelson, Toronto.

COURSE OBJECTIVES:

A primary 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 assignments, discussion of current events and group interaction during class.

CLASS SCHEDULE¹:

Week	Lecture Week	Topic	Chapter(s)
1	September 4th	The World of Human Resource Management Strategy and Human Resources Planning	1, 2
2	September 11th	Equity and Diversity	3
3	September 18th	Job Analysis and Work Design	4
4	September 25 th	Recruitment & Careers	5
5	October 2 nd	Employee Selection	6
6	October 9th	Training & Development Assignment due (2 pages)	7
	October 16th	Reading Week	
7	October 23rd	Mid-Term Exam	
8	October 30	Performance Management	8
9	November 6th	Managing Compensation and Incentives	9, 10
10	November 13th	Safety and Health	12
11	November 20th	Rights & Discipline and Labour Relations	13, 14
12	November 27th	International Human Resources Management	15
13	December 5-20th	Final Exam (week)	

COURSE WEIGHTING:

Assignment	20%
Mid-Term Exam:	30%
Final Exam:	50%
Total:	100%

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.

Course Website

The course website is accessible to students via Moodle (<https://moodle.yorku.ca/moodle/>). Students will require an active Passport York Account to login.

COURSE EVALUATION:

Assignments: 20%

There will be one assignment (2 pages) – details to be announced in first week of class

¹ May be changed at the discretion of the instructor.

Late Assignment: a penalty of 5% after the first day up to a week. No late assignments accepted after one week.

Format: single spaced, 1" margins, 12point Times New Roman font.

Mid-Term Examination: 30%

It is imperative that you write the mid-term exam since there will be no other alternative dates to write a make-up exam. The mid-term exam will be held during class time. It is a closed-book exam covering chapters 1-7 and materials covered in class. You will be advised of the format prior to the exam date.

Final Examination: 50%

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. The final exam is a 3-hour closed-book exam covering chapters 8-15 and materials covered in class. 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 Human Resources 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

Everyone must bring an HB pencil to the exams, which will be used to complete a computerized scoring sheet. As well, please ensure you bring a sharpener and an eraser. Also, do not forget your student card with your photo. Because of the size of the class, it is absolutely essential to have the appropriate picture ID or you will not be permitted to write the exam.

Special Accommodation for Examinations

Students requiring special accommodation for writing of examinations, please make the necessary arrangements at least 2 weeks in advance of the examination dates and bring the paperwork to me early in the course.

Additional Information/Notes:

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 Human Resource Management within one week of the missed exam. Students who miss the final exam may petition to write a deferred exam.

Please see some useful links below:

1. Religious Observance: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

2. Grade Scheme and Feedback (Policy): <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>
3. Student Rights and Responsibilities: <http://oscr.students.uit.yorku.ca/student-conduct>
4. Academic Accommodation for Students with Disabilities: <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>
5. Academic Honesty: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>
6. Deferred Standing Request for HRM courses: <http://shrm.laps.yorku.ca/students/deferred-exam-request/>
7. Counselling & Disability Services: <http://cds.info.yorku.ca/>
8. Alternate Exam/Testing Scheduling Centre: <http://altexams.students.yorku.ca/>