

**YORK UNIVERSITY
SCHOOL OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES MANAGEMENT
HRM 2600 M 3.0 (WINTER 2020)**

Class Time: 19:00-22:00, Mondays

Instructor: Dr. Gordon Wang

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Location: CB 121

Office: Atkinson 121

Office Hours: 17:30-18:30, Mondays or by appointment

COURSE OBJECTIVES:

This course is designed to provide an introductory survey of basic human resource concepts and functions. In addition, the nature and complexity of human resource management, the environmental context within which human resource decisions are made, and the interactions between key human resource practices, will be stressed. Topics include human resources planning, job analysis and work design, recruitment and selection, training and development, performance management, compensation, safety and health, and labour relations.

REQUIRED TEXT:

Belcourt, M., Singh, P., Snell, S., & Morris, S. (2020). *Managing Human Resources* (9th edition). Toronto, ON: Nelson Education Ltd. ISBN-13: 9780176798055

Note Regarding Assigned Readings

It is your responsibility to ensure that you read the materials from the text and any other readings that are assigned. At times, I will spend some time lecturing on particularly important, difficult, and/or interesting text material and at other times my lectures will cover material that is not in the text. Therefore, you will be in a better position to learn and engage the lecture material if you have first read the assigned readings.

COURSE CONTENT:

Class	Topic	Chapter(s)
January 6	Introduction to HRM	Chapter 1
January 13	HR Planning and Employment Equity	Chapters 2 & 3
January 20	Job Analysis and Work Design <i>In-Class Group Assignment #1 (Students to Form into Groups)</i>	Chapter 4
January 27	Recruitment and Selection	Chapters 5 & 6
February 3	Training and Development	Chapter 7
February 10	<i>Mid-Term Exam (Chapters 1-7)</i>	
February 17	Reading Week, No Class	
February 24	Performance Management	Chapter 8
March 2	Managing Compensation	Chapter 9
March 9	Pay for Performance and Employee Benefits	Chapter 10 & 11
March 16	Promoting Safety and Health <i>In-Class Group Assignment #2</i>	Chapter 12
March 23	Employee Rights, and Labour Relations	Chapters 13 & 14
March 30	International HRM <i>Group Project Due</i>	Chapters 15
TBA	<i>Final Exam (Chapters 8-15)</i>	

COURSE EVALUATION:

Class Participation:	10%
In-Class Group Assignments:	10%
Group Project:	20%
Mid-term Exam:	30%
Final Exam:	30%

All final grades will be reviewed by the School of Human Resources Management. The School reserves the rights to modify them in order to maintain high standards.

Class Participation: 10%

Due to the nature of this course, class participation is essential. Students will be expected to do the assigned readings on time and come prepared for class discussions. In-class discussions will be deeper and more insightful if students have all come to class to discuss the material. In-class exercises will expose students to real work samples and help students develop skills and abilities related to the application of HRM. Students will be awarded points each class if engaging in quality discussions and in group-based exercises.

In-Class Group Assignments: 2 x 5%

The group assignments will occur during normally scheduled class time. Each group will be given specific scenarios, and will have approximately 60 minutes to respond, in writing, to the assigned questions. There will be 2 assignments, each worth 5%. The group grades will be shared equally by the group, unless group members decide otherwise.

Group Project: 20%

The group project is a case study. Studying a real organization, each group needs to identify advantages and disadvantages of the organization's HRM practices, and to recommend some strategic actions for the organization to improve its HRM effectiveness. Each group will submit a written report. The format of the report is 10-11 pages (excluding any appendices or references), double spaced, 1" margins on all sides, and 12-point Times New Roman font. The report must include a list of articles cited, using the APA style, and also include each group member's full names and student numbers. The report will be evaluated on style (grammar, etc.) and content (the extent and quality of research, analysis, and recommendations). More details will be provided in class.

There will be no peer evaluation for the group project. Groups are expected to have all members present and working at group meetings, and contributing as agreed upon by the group. Groups are expected to alert the instructor to missing or non-contributing group members; those who do not regularly attend group meetings or do not contribute at a level agreed upon by the group will receive a lower grade for the group project (down to 0%).

Mid-Term Exam: 30%

A mid-term exam will be held at 19:00-21:00, Monday, February 10th, 2020. It is imperative that students 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 text chapters 1-7. The format will be multiple-choice and short-answer questions. More details will be provided closer to the exam date.

Final Exam: 30%

The final exam will be held during the formal examination period for the semester. It is imperative that students attend the final exam since **there will be no other alternative date to write the final exam**. The final exam is a closed-book exam covering text chapters 8-15. The format will be multiple-choice and short-answer questions. More details will be provided closer to the exam date.

IMPORTANT YORK POLICIES:

Academic Honesty (Senate Policy)

LA & PS 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/acadhonesty.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>

Grade Component Deadline (Senate Policy)

The course assignment structure and grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) must be announced, and be available in writing, to students within the first two weeks of classes. Please see Important Dates at: <http://www.registrar.yorku.ca/importantdates/fw05.htm>

Graded Feedback Rule (Senate Policy)

Under normal circumstances, some graded feedback worth at least 15% of the final grade for Fall, Winter or Summer term, and 30% for 'full year' courses in the Fall/Winter term should be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

- graduate or upper level undergraduate courses where course work typically, or at the instructor's discretion, consists of a single piece of work and/or is based predominantly (or solely) on student presentations;
- practicum courses;
- ungraded courses;
- courses in Faculties where the drop date occurs within the first three weeks of classes;
- courses which run on a compressed schedule (a course which accomplishes its academic credits of work at a rate of one credit hour per two calendar weeks or faster).

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.

For more information on the Graded Feedback Rule, please visit:
<http://www.yorku.ca/secretariat/legislation/senate/gradfeed.htm>

20% Rule (Senate Rule)

No examination or test worth more than 20 % of the final grade will be given during the last two weeks of classes in a term, with the exception of classes which regularly meet Friday evenings or on the weekend (Saturday and/or Sunday at any time). For further information on the 20% Rule, please visit: <http://calendars.registrar.yorku.ca/examschedules/examinfo/twentypercent.htm>.

For further information on examination scheduling, please see "Notes" in the table:

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

Students who have experienced a misfortune or who are too ill to attend an examination in a course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit:
http://www.registrar.yorku.ca/services/ds_faq.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 more information please go to:
<http://cds.info.yorku.ca/>