

YORK UNIVERSITY  
SCHOOL OF HUMAN RESOURCE MANAGEMENT  
FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

WINTER 2020 COURSE OUTLINE <sup>1</sup>  
HUMAN RESOURCES MANAGEMENT 2600  
(Section N)  
ONLINE

Course Director: Sadita Graham

Moodle Course Site: go to <http://moodle.yorku.ca/>

Communication: Please email me at [sadita@yorku.ca](mailto:sadita@yorku.ca) and not via course moodle

**IMPORTANT DATES:**

CLASSES START	CLASSES END	MIDTERM	LAST DATE TO DROP COURSE	FINAL EXAM PERIOD
Jan. 6, 2020	April 5, 2020	TBD:	March 13, 2020	TBD: April 7 - 25

**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. (formerly AK/ADMS 3480 3.0)

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

**MATERIALS:**

Textbook: Belcourt, M., Singh, P., Snell, S., Morris, S., & Bohlander, G. *Managing Human Resources*, Ninth Canadian Edition, ITP Nelson, Toronto, Canada

**Please do not ask if it permissible or advisable to use earlier editions of this textbook.**

Presentation Slides: Power Point presentation slides are available for access/download from Moodle: <http://moodle.yorku.ca>. For more on using Moodle, please access: <http://moodle.yorku.ca/students/documentation/index.html>

Students will require an active Passport York Account to login and access their classes on Moodle. Make sure your email settings allow you to reliably receive Broadcast Announcements. You are advised to check your York University email regularly. Check your Junk Mail settings and if you are still not receiving messages, please contact [esohelp@yorku.ca](mailto:esohelp@yorku.ca) for assistance. **The instructor is not responsible for any communication that is not received.**

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<sup>1</sup> Note: Information contained in this course outline is subject to change and the instructor reserves the right to make such changes. Any such changes would be announced in class or via broadcast e-mail. It is the responsibility of each student to adhere to these changes.

**CLASS SCHEDULE: Please refer to Moodle for Lecture Recordings**

Module	Lecture Posted Week of	Topic	Text Chapter(s)
1	Jan 6, 2020	Introduction to the course, discussion of course outline, performance evaluation, group formation, and course website.  The World of HRM	1
2	Jan 13, 2020	Strategy & Human Resources Planning	2
3	Jan 20, 2020	Job Analysis and Work Design	4
4	Jan 27, 2020	Expanding the Talent Pool: Recruitment and Careers Employee Selection	5 & 6
5	Feb. 3 2020	Training & Development	7
	Feb. 10, 2020 (Tentative Exam Date)	Mid-Term Examination covers materials from <b>Chapter 1,2,4,5,6&amp;7</b> <b>Exam will take place at York University (Keele Campus) date, time &amp; location to be announced on Moodle. Please make sure you are present for your exam as there will be no alternative exam</b>	
6	Feb 17, 2020 Feb 18, 2020	Performance Management <b>Participation: Posting 1 /Comment 1 due at mid-night on Tues. Feb 18</b>	8
7	Feb 24, 2020	Managing Compensation Pay for Performance: Incentive Rewards	9 &10
8	March 2, 2020	Employee Benefits Promoting Safety & Health	11 & 12
9	March 9, 2020	Employee Rights & Discipline Equity & Diversity in HRM	13 & 3
10	March 16, 2020	The Dynamics of Labour Relations <b>Participation: Posting 2/Comment 2 due at mid-night</b>	14
11	March 23, 2020	International HRM	15
12	March 30, 2020	Final Exam Review –covering Chapters 3, 8-15	
		Final Examination Period: April 7 - 25 <b>Final Exam will take place at York University (Keele Campus) specific date, time and location of final exam to be announced on Moodle. Please make sure you are present for your exam as there will be no alternative exam</b>  <b>Study Days – April 6<sup>th</sup></b>	

### **WEIGHTING OF COURSE:**

Mid-Term Exam:	40%
Presentation:	10%
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 EVALUATION:**

#### **Presentation (10%)**

Participation will take an online format via course moodle. You will be required to post an article by going to the course site and by clicking on the participation topic forum and post.

Posting 1: Deadline Tuesday Feb 18<sup>th</sup> midnight (4%) – must be related to (Chapters 1,2,4-7)

Comment 1: Deadline Tuesday Feb 18<sup>th</sup> midnight (1%)

Posting 2: Deadline Monday March 16<sup>th</sup> midnight (4%) – must be related to Chapters 3, 8-15

Comment 2: Deadline Monday March 16<sup>h</sup> midnight (1%)

There are two components to the participation mark. For 4% each posting (a total of 8%), you are to post your analysis of TWO current news stories about HR issues in Canada and pose a discussion question for the group. These news stories can be from newspaper, magazines, journals, online news etc. but the sources MUST be Canadian. The event must have occurred in Canada and relate to a Canadian organization or an HR issue in Canada. If the source or the event is not Canadian, then you will receive 0. This is to ensure that you understand Canadian HR laws, regulations and practices. Below are the criteria for the postings.

#### **Postings**

The News Item must be current; i.e. must have been published sometime during the following dates: **Dec 1, 2019 - March 15, 2020**. You must reference this item accurately following this format:

1. Author or Journalist (first and last name)
2. Title of article or event
3. Name of publication or URL
4. Exact date (time) of publication or online post
5. You must be the first to post the news item; no marks will be given for a replication of an item, therefore you will lose marks if you do not read each other's postings and post the same article. Even if the event is from a different source (i.e. a different online source or newspaper), if the event or issue is the same one, then you will receive 0.
6. You have to provide an accurate summary of the key points of the news item (point form is acceptable)

7. The item must be directly related to the specific chapters in the HR course and you must answer the following:
  - The problem faced by the organization
  - Identify the major parties affected and how they are affected
  - Outline why the issue is of interest to HR professionals/students
  - Provide solutions to resolve these problems on course concepts
  - You must pose an interesting question which will motivate students to comment on your posting
8. Limit the posting to no more than one page, point form, font size 12, double-spaced

### Comments

For 2%, you must answer the question posed by at least two students' postings (but only the first two comments will be assessed). I am looking for an original comment (not comments such as "yes, I agree" or a repetition of material in the course). You must make at least two informed and interesting comments according to the scheduled dates stipulated for each posting/comment above.

In order to facilitate an even distribution of discussion topics throughout the course, students must adhere to all of the above in order to receive the participation grade. Your participation mark will be posted during the week of the final exam. PLEASE keep a copy of your postings in the discussion group, which will include the date. This will help me credit you with your work, in the unlikely event that I fail to record your contribution accurately. If you do not have a record of this and if I do not have a record, then I cannot give you a mark for participation.

Example: Jane posts an article and receives – 4% for adhering to all the rules stipulated and then she made a comment on another students article posting thus receiving 1%. She scores a total of 5% for Posting 1/Comment 1.

### Mid-Term Examination: 40%

The mid-term examination will be two (2) hours, held on the York University, Keele Street Campus and will cover material delivered before the mid-term. Please see the class schedule for more details. The mid-term exam is a closed-book exam covering Chapters 1, 2, 4, 5, 6 & 7. You will be advised of the format before the exam. It is imperative that you attend the mid-term since **there will be no other alternative dates to write a make-up exam.**

Note: **Not all** the material covered in the text will be discussed via lecture recordings. Conversely, some of the material presented in the lecture recordings will not be in the text. You will be responsible for all of the material in both the assigned text chapters and in the lecture recordings.

## **Final Examination: 50%**

The final exam will be held on the York University, Keele Street campus during the final examination period for the term, in a room and location to be announced closer to the exam date.<sup>2</sup> The final examination schedule can be found at <http://www.registrar.yorku.ca/index.php>. Please do not ask for the date or location of final exams before they are announced. ***Do not arrange travel to occur during the final examination period until the final examination has been scheduled. There will be no accommodations for final examinations that coincide with travel.***

The final exam will be **three (3) hours** and will **cover largely material delivered after the midterm exam**. You will be advised of the final format before the exam.

If you miss the final exam, you must submit a completed Attending Physician Statement and Deferred Standing Agreement to the School of Human Resource Management within 7 days of the exam in order to defer the final exam. The attending physician must be a registered M.D. in the Province of Ontario (or in your jurisdiction). **Deferred final exams**, similar to 'regular' final exams, cover largely material delivered after the midterm exam<sup>3</sup>. However, the **deferred final exam may not be identical to the regular final exam in terms of actual questions**. The deferred final exam will be the same length as the 'regular' final exam, with the same number of each type of question. The dates are set by the School. No make-up dates will be offered during the term. If a student does not write the final exam, and is not able to provide medical documentation, s/he will need to petition for a deferral to the faculty council.

You can submit these forms and check your request status online at <http://apps.eso.yorku.ca/apps/hrm/deferredexams.nsf> using your Passport York ID and Password.

Further information about missed final exams is available here: <http://www.yorku.ca/laps/shrm/links.html> (select *Guide* under the *Student Links and Resources*).

Please DO NOT contact me directly, nor attempt to submit this documentation to me if you have missed the final exam. You must liaise with the School of HRM in person or through the above deferred exam site.

Hard copies available here: [http://www.registrar.yorku.ca/pdf/deferred\\_standing\\_agreement.pdf](http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf)  
<http://www.yorku.ca/laps/council/students/documents/APS.pdf>

Marked final exams with answer keys are available for viewing in the School of Human Resource Management office approximately three (3) weeks following the examination date. Please do not message me about appointments to see your marked final exam before reviewing it on your own.

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<sup>2</sup> For Students taking this course as a distance course, please see the heading Support for Internet Courses.

<sup>3</sup> Unless you miss both the midterm and final exam, in which case you would write a cumulative, deferred final exam.

## 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 pictured ID or you will not be permitted to write the exam.

## Marks and Grades Postings

Unofficial midterm exam marks are posted following the midterm exam on Moodle. Unofficial marks for all course requirements and final course grades are posted following the final exam. Marks and grades are posted well before administrative deadlines (e.g., last day to drop the course without receiving a grade). Announcements of grade postings will be made via Moodle. **Please do not message me after exams or assignments to inquire about dates of postings. Such messages will be unanswered.**

## Reappraisals

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

## 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 the **Course Director as soon as possible should you require special accommodations.**

## Academic Ethics

All students of York University must adhere to the *Senate Policy on Academic Honesty* (please see <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>). Academic misconduct is a very serious issue with potential consequences ranging from failure in the course to dismissal from the university. Academic misconduct is defined broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work.

Please see the **SPARK Academic Integrity** module at [http://www.yorku.ca/spark/academic\\_integrity/index.html](http://www.yorku.ca/spark/academic_integrity/index.html) to help you write and submit high integrity papers. This includes an Academic Integrity Checklist.

To better understand what is expected of you with respect to academic honesty, please take the Academic Integrity Tutorial at [http://www.yorku.ca/tutorial/academic\\_integrity/index.html](http://www.yorku.ca/tutorial/academic_integrity/index.html).

The university's policy on *Student Conduct and Responsibilities* is also recommended for review ([http://calendars.registrar.yorku.ca/2012-2013/policies/student\\_conduct/index.htm](http://calendars.registrar.yorku.ca/2012-2013/policies/student_conduct/index.htm))

## OTHER INFORMATION: [SEP]

### Communications [SEP]

Please take note the following important communication policies for the course:

#### *Messages*

- Contact me, individually, **via email at [sadita@yorku.ca](mailto:sadita@yorku.ca)** exclusively. Your emails must include your group name if your message pertains to your group work. I do not have voicemail. [SEP]
- If you have questions that may be of interest to the rest of the class, please post them using the **Open Forum** on Moodle so that others can benefit from the questions and answers. [SEP] Messages with questions that can be answered by reading this course outline, or by accessing information at the Moodle course site, will not be answered. Please ensure that you read the course outline or consult the Moodle course site. [SEP]
- Messages that lack professional etiquette will not be answered.

#### *Course Announcements* [SEP]

- I will post messages to the class at the **Course Announcements** forum on Moodle. These messages may regard such things as the exam locations, exam formats, course changes, etc. You should check this forum often for messages.

#### *Open Forum*

- Use the **Open Forum** on Moodle to communicate with the rest of the class about any course-related issues. Submit new posts and/or respond to other people's posts. Ask questions and get answers. Anyone can post ad hoc, general discussions topics here. However, there will be no participation marks for posting here. [SEP]
- Do not use the Open Forum to ask me questions that are of concern only to you, or, to send messages that are intended to be read by only me. They will be deleted. Recorded lectures will be uploaded as deemed necessary to the Moodle course site. [SEP]

**THANK YOU AND HAVE A GREAT WINTER SEMESTER!**