



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

Human Resources Management - Online

Course Number: HRM 2600A

Course Instructor: Dennis Hodgkinson, B.Comm. (U of T), LL.M. (Osgoode Hall Law School)

Dates and Times of Exams:

Unofficial date, time and location will be provided via Moodle. **Please refer to the university exam schedule for official exam dates, times and location.**

Course Description:

This foundation course in Human Resources Management provides an overview of the human resources management function as it relates to achieving an organization's goals and strategic objectives.

The objective of this course is to inform students with regards to the central issues and tasks of human resource management in terms of aligning human resources strategy with that of the organization. This involves the acquisition of concepts and terminology that will provide the foundation for practice, and for examining the behavioral implications of human resources decisions, which support the achievement of organizational goals and objectives.

You will examine a variety of issues and topics pertaining to human resource management policies, processes, procedures and programs including: staff planning, recruitment and selection, compensation, training and development, performance management, health and safety and employee rights and discipline.

Mini-Voice Recordings accompanying lectures indicate to students the learning outcomes of each chapter.

Course Website:

I will use the Moodle system to facilitate communication to the class at large. Note that Moodle will be the main venue through which lecture PowerPoints are posted, as well as up-to-date notices about the course, and your course grades. Please check the site as well as your Yorku email regularly for course related updates and information.

Instructor Information:

Dennis Hodgkinson, B.Comm. (U of T), LL.M. (Osgoode Hall Law School)

Dennis has consulted to Human Resources Executives of major corporations regarding human resources management matters for the past 18 years, and has over 20 years of teaching experience at the college and university level.

He holds a Master of Laws Degree - LL.M. from Osgoode Hall law school, a Bachelor of Commerce degree - B.Com in finance and economics, with emphasis in Human Resources Management, from the University of Toronto, and a Certificate in Alternative Dispute Resolution from Atkinson College - York University. His areas of specialization include Human Resources Management, Compensation, Recruitment and Selection, Human Resources Planning, and Training and Development, as well as Conflict Resolution and Employment Legislation as it applies to recruitment and termination related matters.

His most rewarding endeavour is teaching students who are committed to expanding their knowledge of Human Resources Management. Dennis quotes:

“My philosophy is simple, the more challenging the endeavour, the more satisfying the achievement. There is nothing more satisfying to me than to hear students say they recommend my courses to their friends and colleagues.”

The courses he teaches require a considerable amount of time and effort; however, conscientious students have indicated that the reward is worth the effort, since everything you learn will impact upon you at some point in your career.

Contacting Your Instructor:

I can be reached at dlh123@yorku.ca, through which I will endeavour to answer your email within 48 hours Monday to Friday.

Learning Outcomes

Upon successful completion of this course, you will be able to:

- Describe the strategic importance of Human Resource Management (HRM) to organizations and the role that managers/specialist perform in HRM activities.

- Describe how organizations enhance performance through effectively managing human resources.
- Describe the employee hiring process.
- Describe the various training methods used in organizations.
- Define health and safety and security in relation to the workplace.
- Explain the importance of training and development of employees.
- Explain pay systems, and factors affecting compensation and performance.
- Select appropriate strategies to address a shortage or surplus of employees based on human resources planning and analysis techniques.
- Evaluate the impact of legislation on employers' and employees' rights, privileges and obligations.

Course Format and Methods of Learning:

The fundamental principles and practices employed in Human Resources Management will be covered using a combination of textbook readings and PowerPoints (including imbedded videos). **It is strongly recommended that students create a study schedule reflecting Course Outline topics and Dates, and prepare for your Mid-term and Final exam accordingly.**

Required Textbook: Available in the York bookstore

Managing Human Resources (9th edition). Nelson Education Limited.by Monica Belcourt, Parbudyal Singh, Scott Snell, Shad Morris (2019) ISBN 978-0-17-679805-5

Course Website:

Access to the Moodle website is required. This is a secure site that requires you to log in using your York account. This site will contain the following:

- Course Outline
- Announcements by your Instructor
- PowerPoint slides pertaining to each chapter
- Exam information

Grading Components:

Mid-term Exam	50%
Final Exam	50%

Exams:

There will be two closed-book exams. Exams may cover all material according to your Course Outline, including textbook chapters in particular and PowerPoints.

The format of exams may consist of any of the following: multiple-choice, true/false, definitions and/or short-essay/application questions at the discretion of instructor (**details as to format of exams will be provided on Moodle prior to exams**).

Please Note: Students missing the mid-term exam due to university approved medical or family emergency, special accommodation (see below), accompanied by proper documentation (i.e., a medical note, death certificate, etc.), with the permission of your instructor, may write a comprehensive final exam which is worth 100% of the final grade. This exam may cover any or all portions of the Course Outline.

Student's personal agendas do not qualify as justification for missing an exam, therefore, plan personal commitments accordingly. Students who miss the final exam will be required to appeal to the university in order to write an alternate final exam at a later date. Deferred exams are not necessarily the same format as the regular exam written by your section. The format for deferred exams is not released in advance of the exam.

Material required for exams:

Exams held during the Covid 19 pandemic period, as designated by the university, will be written online. Details will be provided prior to the exam. Exams held outside of the Covid 19 pandemic period, as designated by the university, require that students bring an HB pencil, eraser and a pen to the exams. Pencil will be used to answer multiple choice/true or false questions on a computerized scoring sheet. Pen must be used to answer short answer/essay questions in exam books provided. Students should not forget their student card or photo Identification; otherwise you will not be permitted to write the exam. **It is a violation of academic integrity to access a cell phone or other unauthorized material during the exam period. It is also a violation of academic integrity to disclose, in any form, the content of an exam.**

Special accommodation:

York University is committed to making reasonable accommodations in order to make equitable the educational experience of students with special needs. Please alert Course Director/Instructor and the School of Human Resources Management at least two weeks prior to your exam for accommodation, authorization and arrangements to be made.

Student Responsibilities:

In order to be successful in this online course, it is important that you keep up with readings, both text and PowerPoints, on a weekly basis. To assist in your understanding of course content, it is recommended that as "food for thought" students be able to answer what may be referred to as Group or Class Discussion questions where found in your PowerPoint slides.

Review and Re-Grading of Exams:

Exams are not returned, however, students may request a meeting with the instructor to review their exam. **Students must email their request a maximum of three days within receipt of posting of exam grades**, and include student name, student number, course name and section number. If you request to review your exam, **it will require that the exam be reviewed and regraded by your instructor**. This means that **it is possible to lose** or gain **marks through re-grading**. Keep in mind that **an exam review is not for the purpose of negotiating or “bumping-up” your grade**. Re-grading will not be permitted for exams that are written in pencil or that may have been altered.

Academic Honesty (Senate Policy):

Breaches of Senate Policy on Academic Honesty are a serious matter. 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 required to pursue suspected cases of academic dishonesty. Students should review the York Academic Honesty policy at <http://www.yorku.ca/secretariat/legislation/senate/acadhone.htm>. Students are also encouraged to review the interactive on-line tutorial for students regarding 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: Students who have experienced a misfortune or who are too ill to attend an examination must pursue **deferred standing**. Appropriate documentation will be required. Students should contact their home faculty for information. For further details, please visit: <http://www.registrar.yorku.ca/services/policies/def.htm>

Senate Religious Observance 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>

Student Feedback: Prior to the end of the term, students will have an opportunity to provide on-line feedback regarding the course. **Constructive feedback, not destructive or demeaning feedback, similar to that which you would wish to receive** helps faculty gain insight into their instructional methods and course content, as well as providing guidance regarding what was done well and to identify areas for improvement. Students are encouraged to participate in this process.

IMPORTANT STUDENT INFORMATION

Students are expected to familiarize themselves with the relevant policies and regulations, available at <http://calendars.registrar.yorku.ca/2015-2016/policies/index.htm>, paying particular attention to:

- Student Conduct and Responsibilities
- Academic Accommodation for Students with Disabilities
- Code of Student Rights and Responsibilities
- Senate Policy on Academic Honesty
- Religious Accommodations

York University is committed to providing an accessible learning environment for all students. Should you require support or accommodations, please contact Student Accessibility Services at (416) 736-5755 or by email at sasinfo@yorku.ca. Information about Student Accessibility Services at York University can be found at <https://accessibility.students.yorku.ca/>

University Closures/Class Cancellations: (416.736.5600 OR www.yorku.ca)

On occasion, weather and/or other exigencies may occur that require suspension or changes to university operations. While every effort will be made to contact students, this is not always possible. If you are unsure of whether the course is running, please call the University's weather/emergency information line at: **416.736.5600**. Weather rule: *If the University is OPEN, then classes will be running. If the University is CLOSED, then classes will not be running.*

Note about the Course Outline below:

The Course Outline below serves as a guide to what will be covered in this course. Occasionally, topics/material or instructional media may be introduced or deleted from the course or Course Outline. Addition of such items will help to further illustrate topics under study or to facilitate delivery of the course. Therefore, revisions to the course or Course Outline may occur on occasion at the professor's discretion.

Good luck to all, and I hope that you enjoy the course!

Cheers,

Dennis

Dennis Hodgkinson, B.Comm. (University of Toronto), LL.M. (Osgoode Hall Law School), 3rd Sankyu (Kodokan Judo)
Adjunct Professor – Liberal Arts and Professional Studies, York University

Human Resources Management – HRM 2600A - Online - Summer - 2020
 School of Human Resource Management – Degree Program

<u>Recommended Study</u> <u>Schedule</u>	<u>Topic</u>	<u>Readings</u>
May. 11	Human Resources Management	Chapter 1
May. 18	Strategy and Human Resources Planning	Chapter 2
May. 25	Equity and Diversity in HR Management	Chapter 3
June 1	Job Analysis and Work Design	Chapter 4
June 8	Employee Recruitment and Careers	Chapter 5
June 15	Employee Selection	Chapter 6
June 22 To Be Confirmed	Mid-Term Exam	Chapters 1 - 6
June 29	Training and Development	Chapter 7
July 6	Performance Mgmt. and Appraisal Process	Chapter 8
July 13	Managing Compensation	Chapter 9
July 20	Promoting Health and Safety	Chapter 12
July 27	Employee Rights and Discipline	Chapter 13
Aug. 14 - 21 See University Exam Schedule	Final Exam	Chapters 7,8,9,12,13