

**York University School of Human Resource Management**  
**HRM 2600 – Human Resources Management<sup>1</sup>**

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Term	Section	Credits	Day/Time	Location
FALL 2020	A	3.0	W 16:00 PM	REMOTE
FALL 2020	B	3.0	R 11:30 AM	REMOTE
WINTER 2021	M	3.0	M 11:30 AM	SLH-F

**Dr. Souha R. Ezzedeen, Associate Professor of HRM**  
E-mail: [souha@yorku.ca](mailto:souha@yorku.ca) Virtual Office Hours: By appointment

Please note that this course will be delivered remotely. There will be no in-person activities on campus. The course will run according to a hybrid format whereby course lecture overviews will be pre-recorded and made available to students ahead of time. Additionally, I will hold weekly Q&A/discussion sessions on Zoom during scheduled class time. Attending these sessions is optional but highly encouraged. A recording of these sessions will be made available immediately after class.

To participate in this remote course, you will require computer and internet access to download class materials, to participate in weekly meetings, and to complete assignments and examinations.

**CATALOGUE 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.

**PREREQUISITES/CO-REQUISITES: AP/ADMS 1000 3.00.** Students in the BAS/BHRM programs, HRM Minor students, and Certificate students may take AP/ADMS 1000 3.00 concurrently with AP/HRM 2600 3.00. Students are responsible to ensure that they have these required prerequisites or they run the risk of being dropped from the course at any time during the term. Please contact the School of HRM in ATK 150 or via e-mail at [lapsshrm@yorku.ca](mailto:lapsshrm@yorku.ca) for all registration matters.

**COURSE MATERIALS**

**REQUIRED:** Belcourt, M., Singh, P., Snell, S. A., Morris, S., & Bohlander, G. (2020). *Managing Human Resources, 9<sup>th</sup> Canadian edition*. Toronto, ON: Nelson Education Ltd. [Newer/older editions acceptable].

**Course Link URL:** <https://login.nelsonbrain.com/course/MTPNWDHN7PJF>

**Course Key:** MTPN-WDHN-7PJF

**RECOMMENDED:** Klassen, T.R. & Dwyer, J.A. (2015). *How to succeed at university (and get a great job!): Mastering the critical skills you need for school, work, and life*. Vancouver, BC: UBC Press.

Available FOR FREE at: [https://www.ubcpres.ca/asset/20105/1/9780774838993\\_Web.pdf](https://www.ubcpres.ca/asset/20105/1/9780774838993_Web.pdf)

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<sup>1</sup>**Note:** Information contained in this course outline is subject to change at any time, and the instructor reserves the right to make such changes, which will be announced in class and/or via broadcast e-mail.

**INSTRUCTOR MATERIAL:** There will be nine (9) PowerPoint presentation slides and nine (9) corresponding pre-recorded overviews of these slides available for download from Moodle. There will also be two (2) sets of slides, one for Midterm review and one for Final review.

***Please note that these materials constitute copywritten material that is not to be sold, shared, or posted on any kind of website or to any kind of profit-making or not-for-profit organizations. Violating copyright presents a violation of academic honesty and will be reported.***

Additional computing resources include Student Guide to Moodle, Zoom@YorkU Best Practices, Zoom@YorkU User Reference Guide, Computing for Students Website, and Student Guide to eLearning at York University.

#### **GRADING POLICIES**

<b><i>Grading Criteria</i></b>	<b><i>Weight (%)</i></b>
Professional Class Conduct	+/-
Attendance of Professional Events/Workshops	10%
Assignments	10%
Midterm Examination	40%
Final Examination (non-cumulative)	40%
<b>TOTAL</b>	<b>100%</b>

**Professional Class Conduct:** Professional class conduct in a remote teaching environment consists of taking greater responsibility for one's own learning by being proactive in listening to all pre-recorded lectures, preparing comments and questions for Q&A, participating in weekly discussions whenever possible, and using remote communication tools such as Zoom professionally and ethically. Professionalism involves an overall attitude of courtesy and engagement with the class and instructor.

**Attendance of Two Professional Events or Workshops (2 x 5%):** To encourage undergraduate students to engage with the many developmental opportunities available on/off campus, students will be given Pass/Fail credit for attending two professional events, workshops, webinars, or online courses of their choice. For example, a resume workshop hosted by the Career Centre, a job search event hosted by a student club such as the Human Resource Students Association, or an online course on personal branding on LinkedIn Learning. Attend two events any time during the semester, obtain electronic letters or certificates of attestation, and upload the letters on Moodle. **NO LATE SUBMISSIONS.**

**Assignments (2 x 5%):** Students will be given Pass/Fail credit for completing two assignments, which will be case studies based on a business article, discussing a contemporary issue. Answer the essay question in no more than 500 words. **NO LATE SUBMISSIONS.**

**Examinations (80%):** You will have two (2) examinations, a midterm examination (40%) and a non-cumulative final examination (40%), which will be held during the final examination period.

**Please ensure that you are present for these examinations, as there will be NO make-ups and NO exceptions. Providing documentation for missing the midterm will result in a shifting of the weight to the final examination. Students unable to attend the final examination can apply for deferral.**

## 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.”**

Students should review the Senate policy for themselves at:

<http://www.yorku.ca/univsec/policies/document.php?document=69>

Students are encouraged to review the interactive online Tutorial on academic integrity at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

## A Few More Links

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. Student Accessibility Services:  
<https://accessibility.students.yorku.ca/>
5. Student Papers & Academic Research Kit [SPARK]:  
<https://spark.library.yorku.ca>
6. SPARK – Academic Integrity Modules:  
<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>
7. Deferred Standing Request for HRM courses:  
<http://shrm.laps.yorku.ca/students/deferred-exam-request/>
8. Student Counselling & Development:  
<https://counselling.students.yorku.ca/>
9. Alternate Exam/Testing Scheduling Centre:  
<http://altexams.students.yorku.ca/>

**CLASS SCHEDULE – SECTION A (WEDNESDAYS)**

**Session 1: Wednesday September 9 2020**

**Q&A ZOOM MEETING DURING CLASS TIME**

**PRE-RECORDED INTRODUCTION:** Course Introduction + Outline Overview

**Session 2: Wednesday September 16 2020**

**PRE-RECORDED OVERVIEW + PPT:** 1. HRM and HR Strategy

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 1 – The World of Human Resources Management

**Textbook:** Chapter 2 – Strategy and Human Resources Planning

**Session 3: Wednesday September 23 2020**

**PRE-RECORDED OVERVIEW + PPT:** 2. Equity and Diversity in HRM

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 3 – Equity and Diversity in Human Resources Management

**Session 4: Wednesday September 30 2020**

**PRE-RECORDED OVERVIEW + PPT:** 3. HR Planning, Work Design, and Job Analysis

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 4 – Job Analysis and Work Design

➔ **DEADLINE TO SUBMIT ASSIGNMENT 1**

**Session 5: Wednesday October 7 2020**

**PRE-RECORDED OVERVIEW + PPT:** 4. The Hiring Process

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 5 – Expanding the Talent Pool: Recruitment and Careers

**Textbook:** Chapter 6 – Employee Selection

**\*\*\* FALL READING WEEK (October 10-16) \*\*\***

**Session 6: Wednesday October 21 2020**

**MIDTERM EXAM STUDY WEEK**

**Q&A ZOOM MEETING DURING CLASS TIME**

**Session 7: Wednesday October 28 2020**

**MIDTERM EXAMINATION (Presentations 1, 2, 3, and 4)**

**Session 8: Wednesday November 4 2020**

**PRE-RECORDED OVERVIEW + PPT:** 5. Training, Development, and Performance Appraisal

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 7 – Training and Development

**Textbook:** Chapter 8 – Performance Management

**Session 9: Wednesday November 11 2020**

**PRE-RECORDED OVERVIEW + PPT:** 6. Total Compensation

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 9 – Managing Compensation

**Textbook:** Chapter 10 – Pay-for-Performance: Incentive Rewards

**Textbook:** Chapter 11 – Employee Benefits

**Session 10: Wednesday November 18 2020**

**PRE-RECORDED OVERVIEW + PPT:** 7. Promoting Safety and Health

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 12 – Promoting Safety and Health

**Session 11: Wednesday November 25 2020**

**PRE-RECORDED OVERVIEW + PPT:** 8. Employee Rights and Collective Bargaining

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 13 – Employee Rights and Discipline

**Textbook:** Chapter 14 – The Dynamics of Labour Relations

➔ **DEADLINE TO SUBMIT ASSIGNMENT 2**

**Session 12: Wednesday December 2 2020**

**PRE-RECORDED OVERVIEW + PPT:** 9. International Human Resource Management

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 15 – International Human Resources Management

➔ **DEADLINE TO SUBMIT PROFESSIONAL EVENT/WORKSHOP ATTENDANCE LETTERS**

**Session 13: FINAL EXAMINATION**

**FINAL EXAMINATION (Presentations 5, 6, 7, 8, 9)**

**TO BE HELD DURING FINAL EXAM PERIOD (December 9 to December 23)**

**DATE/TIME/LOCATION WILL BE ANNOUNCED AS SOON AS POSSIBLE.**

☺ **THANK YOU AND HAVE A GOOD END OF SEMESTER** ☺

## CLASS SCHEDULE – SECTION B (THURSDAYS)

### **Session 1: Thursday September 10 2020**

**Q&A ZOOM MEETING DURING CLASS TIME**

**PRE-RECORDED INTRODUCTION:** Course Introduction + Outline Overview

### **Session 2: Thursday September 17 2020**

**PRE-RECORDED OVERVIEW + PPT:** 1. HRM and HR Strategy

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 1 – The World of Human Resources Management

**Textbook:** Chapter 2 – Strategy and Human Resources Planning

### **Session 3: Thursday September 24 2020**

**PRE-RECORDED OVERVIEW + PPT:** 2. Equity and Diversity in HRM

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 3 – Equity and Diversity in Human Resources Management

### **Session 4: Thursday October 1 2020**

**PRE-RECORDED OVERVIEW + PPT:** 3. HR Planning, Work Design, and Job Analysis

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 4 – Job Analysis and Work Design

➔ **DEADLINE TO SUBMIT ASSIGNMENT 1**

### **Session 5: Thursday October 8 2020**

**PRE-RECORDED OVERVIEW + PPT:** 4. The Hiring Process

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 5 – Expanding the Talent Pool: Recruitment and Careers

**Textbook:** Chapter 6 – Employee Selection

**\*\*\* FALL READING WEEK (October 10-16) \*\*\***

### **Session 6: Thursday October 22 2020**

**MIDTERM EXAM STUDY WEEK**

**Q&A ZOOM MEETING DURING CLASS TIME**

### **Session 7: Thursday October 29 2020**

**MIDTERM EXAMINATION (Presentations 1, 2, 3, and 4)**

### **Session 8: Thursday November 5 2020**

**PRE-RECORDED OVERVIEW + PPT:** 5. Training, Development, and Performance Appraisal

**Q&A ZOOM MEETING DURING CLASS TIME**

**Textbook:** Chapter 7 – Training and Development

**Textbook:** Chapter 8 – Performance Management

**Session 9: Thursday November 12 2020**

**PRE-RECORDED OVERVIEW + PPT:** 6. Total Compensation

**Q&A ZOOM MEETING DURING CLASS TIME**

Textbook: Chapter 9 – Managing Compensation

Textbook: Chapter 10 – Pay-for-Performance: Incentive Rewards

Textbook: Chapter 11 – Employee Benefits

**Session 10: Thursday November 19 2020**

**PRE-RECORDED OVERVIEW + PPT:** 7. Promoting Safety and Health

**Q&A ZOOM MEETING DURING CLASS TIME**

Textbook: Chapter 12 – Promoting Safety and Health

**Session 11: Thursday November 26 2020**

**PRE-RECORDED OVERVIEW + PPT:** 8 Employee Rights and Collective Bargaining

**Q&A ZOOM MEETING DURING CLASS TIME**

Textbook: Chapter 13 – Employee Rights and Discipline

Textbook: Chapter 14 – The Dynamics of Labour Relations

➔ **DEADLINE TO SUBMIT ASSIGNMENT 2**

**Session 12: Thursday December 3 2020**

**PRE-RECORDED OVERVIEW + PPT:** 9. International Human Resource Management

**Q&A ZOOM MEETING DURING CLASS TIME**

Textbook: Chapter 15 – International Human Resources Management

➔ **DEADLINE TO SUBMIT PROFESSIONAL EVENT/WORKSHOP ATTENDANCE LETTERS**

**Session 13: FINAL EXAMINATION**

**FINAL EXAMINATION (Presentations 5, 6, 7, 8, 9)**

**TO BE HELD DURING FINAL EXAM PERIOD (December 9 to December 23)**

**DATE/TIME/LOCATION WILL BE ANNOUNCED AS SOON AS POSSIBLE.**

☺ **THANK YOU AND HAVE A TERRIFIC END OF SEMESTER** ☺