

York University School of Human Resource Management
HRM 2600 – Human Resources Management¹

Term	Section	Credits	Day/Time	Location
WINTER 2021	M	3.0	M 11:30 AM – 2:00 PM	REMOTE

Dr. Souha R. Ezzedeen, Associate Professor of HRM
E-mail: 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 soon 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 for all registration matters.

COURSE MATERIALS

REQUIRED: Belcourt, M., Singh, P., Snell, S. A., Morris, S., & Bohlander, G. (2020). *Managing Human Resources, 9th 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

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

¹**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.

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 eClass](#), [Zoom@YorkU Best Practices](#), [Zoom@YorkU User Reference Guide](#), [Computing for Students Website](#), and [Student Guide to eLearning at York University](#).

GRADING POLICIES

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

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%) – NO LATE SUBMISSIONS: 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 during the semester in question – 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 of registration, certificates, or attestations of attendance, and upload the letters on eClass.

Assignments (2 x 5%) – NO LATE SUBMISSIONS: Students will be given Pass/Fail credit for completing two assignments. These will be cases based on a business article, discussing a contemporary issue:

1. Write and proof your answer in a Word document and then copy-paste into the space provided.
2. Answer the essay question in no more than 500 words all included.
3. You're welcome to cite the article itself, the textbook/PPTs, and/or external sources.
4. Cite all sources correctly using either MLA or APA.
5. Make sure that you <Submit> your assignment; assignments in <Draft> will not be marked.

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. Check eClass for additional information. **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 M (MONDAYS)

Session 1: Monday January 11 2021

Q&A ZOOM MEETING DURING CLASS TIME

PRE-RECORDED INTRODUCTION: Course Introduction + Outline Overview

Session 2: Monday January 18 2021

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: Monday January 25 2021

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: Monday February 1 2021

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: Monday February 8 2021

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

***** WINTER READING WEEK (February 13-19) *****

Session 6: Monday February 22 2021

MIDTERM EXAM STUDY WEEK

Q&A ZOOM MEETING DURING CLASS TIME

Session 7: Monday March 1 2021

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

Session 8: Monday March 8 2021

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: Monday March 15 2021

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: Monday March 22 2021

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: Monday March 29 2021

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: Monday April 5 2021

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 (April 14 to April 28)

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

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