

York University School of Human Resource Management
*HRM 2600 – Human Resources Management*¹

Term	Section	Credits	Day/Time	Location
WINTER 2022	N (ONL)	3.0	T 16:00 PM – 19:00 PM (Optional Live Lecture)	REMOTE

Dr. Souha R. Ezzedeem, Associate Professor of HRM
E-mail: souha@yorku.ca **Virtual Office Hours:** By appointment

SECTION N

HRM 2600/Section N is an Online class that will feature a live weekly class, which you are invited and encouraged to attend but are not required to. Class delivery will be on the days and times listed above. There will be no in-person activities on campus. Course lecture overviews are pre-recorded and made available to students in addition to the live class on Zoom. Attending these sessions is optional but highly encouraged. A recording of these sessions will be made available soon after class.

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].

ISBN: 978-0-17-679805-5

➔ **The textbook eBook will be accessible through eClass for free for a short period of time and then will continue to be accessible with purchase.**

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.

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 available for download and nine (9) corresponding pre-recorded overviews of these slides available for streaming from eClass. There will also be two (2) sets of review slides, one for the midterm exam and one for the final exam.

Please note that all class materials are copyrighted and are 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

<i>Grading Criteria</i>	<i>Weight (%)</i>
Professional Class Conduct	10%
Two Professional Events/Workshops (5% each x2)	10%
Four On-Time Assignments (5% each x 4)	20%
Midterm Examination	30%
Final Examination	30%
TOTAL	100%

Professional Class Conduct (10%)

Professional class conduct involves attending class, participating in class, and displaying a consistent attitude of professionalism and courtesy towards fellow students, the course director, and the class in general. As this is an online class where you are not required to attend the weekly class lecture, your professional class conducts will be evaluated in terms of your engagement with the course and instructor.

- **Attendance:** Attendance means attending every class, arriving and leaving on time, refraining from stepping in and out of class outside of breaks, refraining from using electronic devices, and from engaging in side conversations.
- **Participation:** Participation means participating actively and consistently in class discussions and Q&A sessions, which requires your prior preparation as well as your consistent attendance.
- **Professionalism:** Professionalism means more than mere attendance or participation. It involves an overall attitude of respect, courtesy, and engagement with the instructor, students, class, and the university in general.

In a remote environment in particular, professional conduct means taking responsibility for one's own learning by being proactive in listening to all pre-recorded lectures and recordings of live lectures, preparing comments and questions for Q&A, participating in weekly discussions, and using remote communication tools such as Zoom professionally and ethically.

Attending Two (2 x 5% each) Professional Events/Workshops (10%) – 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 some kind of proof of attendance – these could include but not limited to: electronic letters of registration, certificates, attestations of attendance, screenshots of registration etc. Upload your proof of attendance on eClass. As long as your evidence of attendance indicates 1) your name and 2) the event attended, your submission should be fine. **Please do not ask me to review your evidence ahead of time.**

Completing Four (4 x 5% each) Assignments (20%) – NO LATE SUBMISSIONS

Students will be given Pass/Fail credit for completing four assignments. These will be answers to essay questions that require you to apply class learning. Write and proof your answer in a Word document and then copy-paste into the space provided.

1. Answer the essay question in no more than 500 words including notes and references.
2. You're welcome to cite the textbook, the PPT slides, and any external sources.
3. Cite all sources correctly using either MLA or APA.
4. Make sure you click <Submit>. Assignments still in <Draft> will not be marked.
5. Assignments are due no later than midnight on the date indicated.

Examinations (60%): You will have two (2) examinations, a midterm examination (30%) and a non-cumulative final examination (30%), which will be held during the final examination period. The content and format of the examination will be discussed in due course.

Both the midterm and the final will take place on eClass during class time. Ensure that you are present for these examinations, as there will be NO make-ups and NO exceptions:

Missing the midterm: Providing documentation for missing the midterm will result in a shifting of the weight to the final examination.

Missing the final: 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:

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

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

<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 N (ONLINE)

Session 1: Tuesday January 11 2022

ZOOM MEETING DURING CLASS TIME

PRE-RECORDED INTRODUCTION: Course Introduction + Outline Overview

Session 2: Tuesday January 18 2022

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

ZOOM MEETING DURING CLASS TIME

Textbook: Chapter 1 – The World of Human Resources Management

Textbook: Chapter 2 – Strategy and Human Resources Planning

Session 3: Tuesday January 25 2022

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

ZOOM MEETING DURING CLASS TIME

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

- ➔ **DEADLINE TO SUBMIT ASSIGNMENT 1: You have been recently hired by one of the major Canadian banks to improve the financial institution record on equity, diversity, and inclusion. As the new equity and diversity officer, how would you go about addressing the organization’s diversity and inclusion profile?**

Session 4: Tuesday February 1 2022

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

ZOOM MEETING DURING CLASS TIME

Textbook: Chapter 2 – Strategy and Human Resources Planning

Textbook: Chapter 4 – Job Analysis and Work Design

Session 5: Tuesday February 8 2022

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

ZOOM MEETING DURING CLASS TIME

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

Textbook: Chapter 6 – Employee Selection

- ➔ **DEADLINE TO SUBMIT ASSIGNMENT 2: As the recruitment director for a start-up technology firm, you have been tasked with recruiting and hiring experienced managers to aid in the growth of the company. What steps would you take to ensure that the company will be managed in accordance with its growth?**

Session 6: Tuesday February 15 2022

MIDTERM EXAM STUDY WEEK

ZOOM MEETING DURING CLASS TIME

***** WINTER READING WEEK (February 21-25) *****

Session 7: Tuesday March 1 2022

**MIDTERM EXAMINATION (Presentations 1, 2, 3, and 4)
EXAM IS ON ECLASS**

Session 8: Tuesday March 8 2022

**PRE-RECORDED OVERVIEW + PPT: 5. Training, Development, and Performance Appraisal
ZOOM MEETING DURING CLASS TIME**

Textbook: Chapter 7 – Training and Development

Textbook: Chapter 8 – Performance Management

Session 9: Tuesday March 15 2022

PRE-RECORDED OVERVIEW + PPT: 6. Total Compensation

ZOOM MEETING DURING CLASS TIME

Textbook: Chapter 9 – Managing Compensation

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

Textbook: Chapter 11 – Employee Benefits

- ➔ **DEADLINE TO SUBMIT ASSIGNMENT 3: You have been recently promoted to the position of Total Compensation manager for your firm, a retail company specializing in sustainable clothing. There has been a trend of poor performance and high turnover among sales staff. You have been tasked with recommending a total compensation system that could improve performance and reduce turnover rates. What would you recommend for fixed, variable, and benefits compensation?**

Session 10: Tuesday March 22 2022

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

ZOOM MEETING DURING CLASS TIME

Textbook: Chapter 12 – Promoting Safety and Health

Session 11: Tuesday March 29 2022

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

ZOOM MEETING DURING CLASS TIME

Textbook: Chapter 13 – Employee Rights and Discipline

Textbook: Chapter 14 – The Dynamics of Labour Relations

- ➔ **DEADLINE TO SUBMIT ASSIGNMENT 4: You are a union organizer for CUPE – the Canadian Union of Public Employees – and have recently been contacted by members of a local college interested in unionizing. What advice would you give them regarding the necessary steps towards unionization?**

Session 12: Tuesday April 5 2022

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

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)

EXAM IS ON ECLASS

TO BE HELD DURING FINAL EXAM PERIOD: TBC

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

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