

YORK UNIVERSITY
SCHOOL OF HUMAN RESOURCES MANAGEMENT
LIBERAL ARTS & PROFESSIONAL STUDIES
HRM 2600, Winter 2024
Human Resources Management

Course Director:

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Time:

- Monday's - Weekly Lecture – 11:30am - 2:30pm

Location: Keele Campus – Curtis Lecture Hall – D

COURSE DESCRIPTION:

This course is designed to provide an introductory survey of basic human resource concepts and functions. In addition, the nature and complexity of human resource management, the environmental context within which human resource decisions are made, and the interactions between key human resource practices, will be stressed. Topics include human resources planning, job analysis and work design, recruitment and selection, training and development, performance management, compensation, safety and health, and labour relations.

Required Text:

Belcourt, M., Singh, P., Snell, S., & Morris, S. (2022). *Managing Human Resources* (10th edition). Toronto, ON: Nelson Education Ltd.

Course Website:

I will use the eClass system to facilitate communication to and from students. Note that eClass will be the main venue through which lecture slides/PowerPoints will be 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.

Contact with Professor: It is sometimes difficult to feel connected to a course. I hope to encourage live interaction with the weekly lectures. I am also available via email and zoom. Just email me and we can set it up. I look forward to working with you!

Lectures: I will upload the PowerPoint slides on eClass for each Topic on a weekly basis. The lectures will be held in person, including online articles and discussions.

COURSE ORGANIZATION:

Certain Topics may have “de-emphasize” notes listed below. This does not mean that you can skip them altogether. It means that while you must understand these topics and why they are discussed, you will not be expected to answer very detailed questions relating to them.

| Date | Topic | Topic |
|--------------------------------|---|--------------------------|
| Week 1 January 8 | Introduction to HRM | Chapter 1 |
| Week 2 Jan 15 | Human Resources Planning Employment Equity | Chapter 2 Chapter 3 |
| Week 3 Jan 22 | Job Analysis and Work Design | Chapter 4 |
| Week 4 Jan 29 | Recruitment & Selection | Chapter 5 & 6 |
| Week 5 Feb 5 | Training & Development Performance Management | Chapter 7 Chapter 8 |
| Week 6 Feb 12 | Mid-Term Exam - Chapter 1-6 - Held in class | |
| Week 7 – Feb 19 | No Class – Reading Week | |
| Week 8 Feb 26 | Managing Compensation In-Class assignment | Chapter 9 |
| Week 9 Mar 4 | Pay for Performance Employee Benefits | Chapter 10 Chapter 11 |
| Week 10 Mar 11 | Employee Rights Labour Relations | Chapter 13 Chapter 14 |
| Week 11 Mar 18 | Promoting Health & Safety Presentations Day 1 | Chapter 12 |
| Week 12 Mar 25 | International HRM Presentations Day 2 Group Paper & Presentations Due | Chapter 15 |
| Week 13 April 1 | Final Exam Held In Class – Chapter 7-15 | |

*Class schedule may be changed at the discretion of the Instructor.

COURSE EVALUATION:

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|---|------|
| <i>Participation and Professionalism:</i> | 10%* |
| <i>In-Class Assignment:</i> | 5% |
| <i>Mid-Term:</i> | 30% |
| <i>Group Project + Presentation:</i> | 35% |
| <i>Final Exam</i> | 20% |

*This will be discussed in class

The group paper & presentation will help students understand scholarly articles on topics relevant to being a people manager, or senior member of management. It will cover HR related topics within the public sector. There are hundreds of topics and thousands of articles that span across the 11 different HR topics. I will provide a list of possible topics. Please see the attached Literature Review/Research Project document for assignment details.

The group project and presentation can be set up in a number of different evaluation methods. If time allows, I'd like to have a presentation take place at the end of the semester with the written assignment submitted on that day. You will present findings and critically analyze 'out of the box' concepts. You can analyze current systems in place and offer alternatives based on scholarly research. Please see the attached Group Assignment document for the assignment details.

Further details relating to the group presentation and paper will be provided later.

In cases where contributions of group members are in question, the instructor reserves the right to adjust the grade on the group presentation and paper accordingly for those individuals.

All final grades will be reviewed by the School of Human Resources Management. The School reserves the rights to modify them in order to maintain high standards.

Participation and Professionalism: (10%): We know what it's like to be prepared and be ready to join a class. I expect that in all aspects of the class, including online presence, in-class during lectures and especially during our negotiation exercise. It's a lot of work to prepare and participate and these negotiations depend on individual and group contributions. If you miss an in-person class, you will lose 10%. It is critical to attend each in-person class because your team is depending on you. Similar to the working world, there are consequences for not showing up.

Mid-Term Exam: (30%): A mid-term examination will be held during the eighth week of the course. The mid-term exam is a closed-book exam covering materials covered in class. The format will most likely be a combination of multiple choice and essay/short answer questions, but that can change. Details to be confirmed closer to the date. You will be advised of the format prior to the midterm date. It is imperative that you attend the mid-term since there will be no other alternative dates to write a make-up exam. If you miss the midterm exam for a valid reason (as set out in York policies) then the value of the mid-term will be added to the value of your final exam, making your final exam worth 55%.

Final Examination: (20%): The exam will be held in class on the date indicated above. Details will be

announced closer to the exam date. More details will follow as the semester progresses, but the exam will not be cumulative, it's only covering the last half (see above). There will be no other alternative date to write the final exam. The instructor will provide more details of the format.

IMPORTANT YORK POLICIES:

Academic Honesty (Senate Policy)

Breaches of the Senate Policy on Academic Honesty are serious matters. 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 encouraged to pursue suspected cases of academic honesty with formal charges. Students should, however, review the York Academic Honesty policy for themselves at: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <http://www.yorku.ca/academicintegrity/tutorial.htm>

Grading Scheme and Feedback Rule (Senate Policy)

The course assignment structure and grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) must be announced, and be available in writing, to students within the first two weeks of classes. Under normal circumstances, some graded feedback worth at least 15% per cent of the final grade for Fall, Winter or Summer term, and 30% for 'full year' courses in the Fall/Winter term should be received by students in all courses prior to the final withdrawal date from a course without receiving a grade (see policy for exceptions to this aspect of the policy: <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>)

Final Examinations 20% Rule (Senate Policy)

No examinations or tests collectively worth more than 20 per cent of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.

Reappraisals

For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

Accommodation Procedures:

Deferred Standing

The School of Human Resource Management's Deferred Standing Request process for Final Exams: Within 7

calendar days of a missed final exam, students must request a deferred exam by following these steps:

1. Submit a request online using the HRM Deferred Standing system:
<http://shrm.laps.yorku.ca/students/deferred-exam-request/>
2. Submit the Deferred Standing Agreement (DSA) form along with supporting documentation (ie. Attending Physician's Statement) to the School of Human Resource Management. Students will be notified via email about the status of their request once their forms have been processed by the Undergraduate Program Director.

Students with Special Needs (Senate Policy)

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. Please alert the Course Director as soon as possible should you require special accommodations.