

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

Term	Section	Credits	Day/Time	Location
WINTER 2024	N (ONL)	3.0	Not Applicable	Virtual/Online

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Virtual Office Hours: By appointment

SECTION N (ONL) – Winter 2024

HRM 2600/Section N is an ONLINE class with all materials, video recordings, assignments, and examinations available online on eClass. There will be no in-person activities on campus.

The midterm takes place at a specific date/time: **FEBRUARY 26 2024 7:00 PM – 8:30 PM**

Please ensure that you are able to make that time before signing up for the 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.

COURSE MATERIALS

REQUIRED TEXT: Belcourt, M., Singh, P., Snell, S. A., Morris, S., & Bohlander, G. (2023).

Managing Human Resources, 10th Canadian edition. Toronto, ON: Cengage Canada.

ISBN: 9780176945459

➔ **Older but still recent editions acceptable.**

➔ **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.**

RECOMMENDED BOOK: 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

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.

INSTRUCTOR MATERIAL: There will be nine (9) PowerPoint presentation slides available for download and video recordings 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 copywritten 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 & Class Participation	10%
Two Professional Events/Workshops (5% each x2)	10%
Two On-Time Assignments (5% each x 2)	10%
Midterm Examination	35%
Final Examination	35%
TOTAL	100%

Professional Class Conduct & Participation (10%) – LECTURE CLASSES

Professional class conduct involves attending class, participating in class, and displaying a consistent attitude of professionalism and courtesy towards fellow students, the course director, the class, and the university in general.

- **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 prior class preparation and your consistent attendance.

- **Professionalism**: In addition to all the above, professionalism means taking responsibility for one's own learning, reading the course outline carefully, studying the text and presentations regularly, respecting deadlines, and reaching out to the professor with comments or questions.

Professional Class Conduct & Participation (10%) – ONLINE CLASSES

Professionalism involves an overall attitude of respect, courtesy, and engagement with the instructor, students, class, and the university in general. In a remote environment specifically, professional conduct means taking responsibility for one’s own learning, being proactive in reading the course outline carefully, listening to all recorded lectures, studying all PowerPoint presentations, reading all assigned textbook readings regularly, submitting all assignments on time, and reaching out to the professor with any comments or questions. In this class, professional class conducts will be also evaluated in terms of the student’s engagement with the course and instructor, courtesy in online communication, and participation in online forums on eClass.

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 proofs 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 Two (2 x 5% each) Assignments (10%) – NO LATE SUBMISSIONS

Students will be given Pass/Fail credit for completing two assignments. These will be answers to essay questions that require you to apply class learning.

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 used.
4. Assignments are due no later than midnight on the date indicated.

Examinations (70%): You will have two (2) examinations, a midterm examination (35%) and a non-cumulative final examination (35%), which will be held during the final examination period (with the exception of the material on reliability and validity, which you will be tested on in both the midterm and the final). Examination content and format information is on eClass.

All exams take place on eClass. Please consult the course outline and/or eClass for date and time information. Ensure that you are present for these examinations, as there will be NO make-ups and NO exceptions:

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

Missed Finals: 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 are encouraged to review the interactive online Tutorial on academic integrity:
<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

USE OF GENERATIVE AI IN HRM 2600

All work should be completed by you and you alone. As such, you are not allowed to use generative artificial intelligence (AI), such as ChatGPT, to help you complete any of your work in this course (e.g., tests, assignments etc.). If you do not know whether an online resource or tool can be used in this course, please contact me for guidance. Any use of generative AI in this course will be considered a breach of the *Senate Policy on Academic Honesty*.

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. SPARK – Academic Integrity Modules:
<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>
6. Student Counselling, Health & Well-being:
<https://counselling.students.yorku.ca/>
7. Alternate Exam/Testing Scheduling Centre:
<http://altexams.students.yorku.ca/>

CLASS SCHEDULE – SECTION B (ONL)

Session 1: Monday January 8 2024

Virtual Course Introduction + Outline Overview

LIVE CLASS INTRODUCTION ON ZOOM

(ATTENDANCE OPTIONAL/MEETING WILL BE RECORDED)

TIME: 7:00 PM – 8:30 PM

Session 2: Monday January 15 2024

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

Textbook: Chapter 1 – The World of Human Resources Management

Textbook: Chapter 2 – Strategy and Human Resources Planning

Session 3: Monday January 22 2024

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

Textbook: Chapter 3 – Equity, Diversity, and Inclusion: The Legal Environment

Session 4: Monday January 29 2024

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

Textbook: Chapter 2 – Strategy and Human Resources Planning

Textbook: Chapter 4 – Job Analysis and Work Design

Session 5: Monday February 5 2024

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

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

Textbook: Chapter 6 – Employee Selection

- ➔ **ASSIGNMENT #1: SEE E-CLASS FOR ASSIGNMENT DESCRIPTION**
- ➔ **DISCUSSION FORUM #1: SEE E-CLASS FOR ASSIGNMENT DESCRIPTION**

Session 6: Monday February 12 2024

LIVE MIDTERM REVIEW SESSION ON ZOOM (Presentations 1, 2, 3, and 4)

(ATTENDANCE OPTIONAL/MEETING WILL BE RECORDED)

TIME: 7:00 PM – 8:30 PM

***** WINTER READING WEEK (FEBRUARY 17-23) *****

Session 7: Monday February 26 2024

MIDTERM EXAMINATION ON ECLASS

TIME: 7:00 PM – 8:30 PM

Session 8: Monday March 4 2024

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

Textbook: Chapter 7 – Training and Development

Textbook: Chapter 8 – Performance Management

Session 9: Monday March 11 2024

PRE-RECORDED VIDEOS + PPT: 6. Total Compensation

Textbook: Chapter 9 – Managing Compensation

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

Textbook: Chapter 11 – Employee Benefits

Session 10: Monday March 18 2024

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

Textbook: Chapter 12 – Promoting Safety and Health

Session 11: Monday March 25 2024

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

Textbook: Chapter 13 – Employee Rights and Discipline

Textbook: Chapter 14 – The Dynamics of Labour Relations

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

Textbook: Chapter 15 – International Human Resources Management

➔ **ASSIGNMENT #2: SEE E-CLASS FOR ASSIGNMENT DESCRIPTION**

➔ **DISCUSSION FORUM #2: SEE E-CLASS FOR ASSIGNMENT DESCRIPTION**

Session 12: Monday April 1 2024

LIVE FINAL REVIEW SESSION ON ZOOM (Presentations 5, 6, 7, 8, and 9)

(ATTENDANCE OPTIONAL/MEETING WILL BE RECORDED)

TIME: 7:00 PM – 8:30 PM

➔ **DEADLINE TO SUBMIT EVIDENCE OF PROFESSIONAL EVENTS ATTENDANCE**

Session 13: FINAL EXAMINATION

FINAL EXAMINATION ON ECLASS

EXAM WILL BE HELD DURING FINAL EXAM PERIOD (April 10-26)

DATE: TBD

TIME: TBD

☺ THANK YOU AND HAVE A GOOD END OF SEMESTER ☺