

**Introduction to Human Resource Management**  
Faculty of Business Administration | University of Regina  
BUS 250-001/031 | Tues + Thurs 11:30 a.m. – 12:45 p.m. ED 616  
BUS 250-002/032 | Tues + Thurs 10:00 a.m. – 11:15 a.m. ED 616

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**INSTRUCTOR**

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Sandra Steen  
Faculty of Business Administration

E-mail: UR Courses  
Office Hours: TBA

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**OVERVIEW**

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This course provides an introduction to Human Resource Management (HRM) strategy and functions. The course takes the perspective that HRM is a critical contributor to sustainable organizational effectiveness.

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**LEARNING OUTCOMES & OVERALL OBJECTIVES**

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- Introduce the fundamental aspects of HRM critical to organizational effectiveness.
- Provide an introduction to the content knowledge of HRM as a foundation for further learning and application.
- Provide an introduction to the process knowledge of HRM as a foundation for developing strategy and processes.
- Enhance problem-solving and teamwork skills by engaging in a variety of short cases, decision-making scenarios, and reflecting on key learnings.

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**RESOURCES:**

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REQUIRED: Print Textbook or e-book. Steen, Sandra & Noe, Raymond *et al.* (2023). *HRM: Sixth Canadian Edition*. Toronto: McGraw-Hill Education. It is not necessary to purchase a print edition of the textbook. The e-book (with or without CONNECT) may be a lower cost option. Publisher's website for registration: <https://connect.mheducation.com/class/s-steen-hrm-bus-250-fall-2023>

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**PREPARATION & INSTRUCTIONAL METHODS**

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- You will benefit (a lot) from reading the assigned chapter before class because many classes will be spent working interactively with your class colleagues to discuss and apply course topics.
- If you miss a class, it is up to you to get notes, assigned activities, etc. from a class colleague.

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## EVALUATION

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### 30% | MID-TERM EXAM – October 26, 2023

- 50 TF/MC
- If the Mid-Term Exam is missed for any reason, the marks will be added to the comprehensive in-person Final Exam.

### 25% | TEAM REPORT – KEY LEARNINGS – Due November 21, 2023

Teams will be assigned at the start of the semester. Class time will be provided to formulate Key Learnings with your team throughout the semester. This assignment will require sharing duties within your team to document (point form) your Key Learnings (and keep a record of participants/roles e.g. recorder, spokesperson).

### 45% | FINAL EXAM – December 9, 2023 (9:00 – 11:00 a.m. CST)

Format for the in-person Final Exam will be provided later in the semester.

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## RESEARCH PARTICIPATION

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Up to 2% bonus marks can be earned by participating in research studies in the Faculty of Business Administration, however, availability of these opportunities cannot be guaranteed.

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## STUDENT RESOURCES

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**Accessibility Services** | If there is any learner who, because of a disability or other consideration, may have a need for accommodation(s), please contact the Centre for Student Accessibility before or at the start of the course  
<https://www.uregina.ca/student/accessibility/>

**Counseling Services** | If any learner is experiencing personal problems which may be affecting their studies, please consider consulting U of R Consulting Services. For more information check here <https://www.uregina.ca/student/counselling/services/index.html>

**Writing Assistance** | The Student Success Centre ([www.uregina.ca/ssc](http://www.uregina.ca/ssc)) offers on-line resources for writing skills.

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## ACADEMIC INTEGRITY

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Note University Calendar (Sect. 10.5.4): “Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person’s work is presented as one’s own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, or expulsion from the University.”

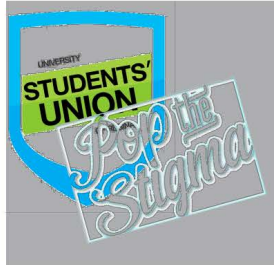
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**BUS 250 (001/031 + 002/032) – INTRODUCTION TO HRM**  
**TENTATIVE CLASS SCHEDULE**

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<i>DATE</i>	<i>TOPIC</i>	<i>CHAPTER</i>
Aug 31	Welcome + Introduction	
Sept 5 + 7	Strategies, Trends & Opportunities for HRM	1
Sept 12 + 14	Legal Context for HRM	2
Sept 19 + 21	Analyzing Work & Designing Jobs	3
Sept 26 + 28	Workforce Planning & Recruiting	4
Oct 3 + 5	Selecting Employees	5
Oct 9 –13	<b>Fall Break Week</b>	
Oct 17 + 19	Training, Learning & Development	6
Oct 24	Managing Performance	7
Oct 26	<b>Mid-Term Exam (CH 1 – 6)</b>	
Oct 31	Managing Performance (cont'd)	7
Nov 2	Review Mid-Term	
Nov 7 + 9	Total Rewards	8
Nov 14 + 16	Labour Relations	9
Nov 21 + 23	Global HRM	10
	Team Report Key Learnings (CH 1-9)	Due Nov 21
Nov 28 + 30	High-Performance Organizations	11
Dec 5	Wrap-up	
<b>Dec 9</b>	<b>Final Exam</b>	<b>9:00 – 11:00 a.m. CST</b>

University  
of Regina  
**Counselling Services**



**Feeling Stressed? Always worried?**

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling.**

**What can I do?**

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

**When should you go?**

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

**What options are available for me?**

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

**But I can't afford counselling...**

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit [www.iHaveAPlan.ca](http://www.iHaveAPlan.ca). Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

**What else can I do?**

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

**Have a problem but don't know how to fix it?**  
**URSU's Student Advocate can help you free of charge!**

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail [advocate@ursu.ca](mailto:advocate@ursu.ca) to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

