

**Introduction to Human Resource Management**  
**Faculty of Business Administration | University of Regina**  
**BUS 250-397/398 (Online) | Fall 2023**

---

**INSTRUCTOR**

---

**Sandra Steen**  
**Faculty of Business Administration**

**E-mail: UR Courses**

---

**OVERVIEW**

---

This course provides an introduction to the roles and functions of Human Resource Management (HRM). The course takes the perspective that HRM plays an important and growing role in the success of organizations and effective HRM is a shared responsibility of human resources professionals and the organization's managers.

---

**LEARNING OUTCOMES & OVERALL OBJECTIVES**

---

- Introduce the fundamental aspects of HRM critical to organizational effectiveness.
- Provide an introduction to the content knowledge of HRM as a basis for further learning and application.
- Provide an introduction to the process knowledge of HRM as a basis for developing abilities to participate in applying strategies and tools.

---

**COURSE MATERIALS:**

---

- (1) Textbook – Print or e-book (Required): Steen, S. & Noe, R. *et al.* (2023). *HRM: Sixth Canadian Edition*. Toronto: McGraw-Hill Education. Publisher's website for e-book: <https://connect.mheducation.com/class/s-steen-hrm-bus-250-fall-2023>
- (2) UR Courses: Will provide all links and/or references for all other course materials. Assignment submissions will need to be made in Word or PDF format.

---

**COURSE STRUCTURE**

---

The course is organized into Units. Detailed requirements and expectations are provided in each Unit. When UR Courses becomes available at the start of the semester, at least 1 Unit will be available in addition to the Orientation. Subsequent Units will be added as the semester progresses. All course work is completed asynchronously—there are no Zoom sessions that require your attendance.

---

## COURSE ASSESSMENTS (Additional details will be provided in UR Courses)

---

- a) **Participation & Engagement – Individual (19%)** | Units 1-9 contain Unit Questions intended to create engagement with the course materials and stimulate reflection and application of the content. Units 1-9 provide an area for you to post your perspectives and insights (anonymously) to a few questions and view the answers provided by your colleagues in the class. Unit 1 provides an opportunity to get familiar with the requirements and does not contribute to your grade. Your grade will be provided near the end of the semester based on contributions to the Unit 2-9 Questions.
- b) **Journal Article Review – Small Groups (25%)** | This assignment will be posted in UR Courses including questions to guide your approach. Your submission (maximum 5 pages, double-spaced) needs to be completed with either 4 or 5 additional colleagues from the class. The Team List will be posted by the Instructor after the last day to add/drop classes.
- c) **Quizzes – Individual (16%)** | There are FIVE timed and graded Unit quizzes (MC/TF Questions). These quizzes are individual assignments—it is academic misconduct to share questions and/or answers or to collaborate with another student in any manner in completing these quizzes. Each quiz is worth 4% but I will take your BEST FOUR for grading purposes.
- d) **Final Exam (Take Home) – Individual (40%)**

---

## CONTACTING THE INSTRUCTOR

---

An “Ask the Instructor” Forum is provided in UR Courses and I am also available to respond by email. I will (almost) always respond within 24 hours during the work week.

---

## RESEARCH PARTICIPATION

---

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.

---

## STUDENT RESOURCES

---

**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.

## ACADEMIC REGULATIONS

---

**Grading** | If you feel that an assignment has received an unfair grade, you are expected to make a case for why it should be re-assessed. This involves a short written submission (a paragraph or two). ***You should consider that grades could go down upon review.***

**Academic Integrity** | The Unit Questions, Quizzes and Take-Home Final Exam are individual assignments and must be completed independently from anyone else. The Journal Article Review is a group/team assignment.

References are required when you provide information that is **NOT your own original thought**. This includes paraphrases or direct quotes of “others” including AI-generated text e.g. ChatGPT. This applies to the Unit Questions, Journal Article Review, and the Take-Home Final Exam.

Plagiarism is a serious academic offense regardless of whether it was committed intentionally or due to carelessness. Plagiarism, cheating, or any other form of academic misconduct will not be tolerated. The requirements provided in the University of Regina Calendar (Section 10.5.4) are in effect throughout this course and any suspected academic misconduct will be reported to the Dean/Designate.

**Late Submissions** | The Journal Article Review Assignment will be assessed a 20% per day grade reduction. No late submissions for the Quizzes or Unit Questions are permitted. Anyone who does not electronically submit their Take-Home Final Assignment in UR Courses by the due date/time will receive a grade of “NP” for the class.

**Students’ Roles** | Students in this online class are required to demonstrate self-motivation including taking initiative in all aspects of the learning process; working remotely and independently; navigating course technologies; and demonstrating readiness for self-directed asynchronous learning e.g. well-organized; confident and adaptable to course requirements, accept and apply developmental feedback; capacity for self-reflection; demonstrated ability to communicate clearly and concisely.

---

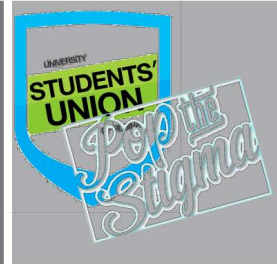
**Tentative Course Schedule and Due Dates**  
**See Units in UR Courses for Additional Course Materials**  
**See Assignment & Grading Details for Additional Information**

---

<b>Orientation</b> Aug 31 <i>ongoing</i>	Welcome & Introductions Orientation		Introductions Orientation (in UR Courses)
<b>Unit 1</b> Sept 5-7	Strategies, Trends, & Opportunities	CH 1	Unit Questions (Optional)
<b>Unit 2</b> Sept 11-14	Legal Context	CH 2	Unit Questions Due Sept 17
<b>Unit 3</b> Sept 18-21	Analyzing Work & Designing Jobs	CH 3	Unit Questions Due Sept 24 Unit 1-3 Quiz (Sept 18-24)
<b>Unit 4</b> Sept 25-28	Planning for & Recruiting Employees	CH 4	Unit Questions Due Oct 1
<b>Unit 5</b> Oct 3-5	Selecting Employees	CH 5	Unit Questions Oct 8 Unit 4+5 QUIZ (Oct 3-8)
Oct 9-12	Fall Break Week		
<b>Unit 6</b> Oct 16-19	Training, Learning & Development	CH 6	Unit Questions Due Oct 22 Unit 6 Quiz (Oct 16-22)
<b>Unit 7</b> Oct 23-26	Managing Employees' Performance	CH 7	Unit Questions Due Oct 29
<b>Unit 8</b> Oct 30-Nov 2	Total Rewards	CH 8	Unit Questions Due Nov 5 Unit 7+8 Quiz (Oct 30-Nov 5)
Nov 6-9	Journal Article Assignment		Article Review Due Nov 9
<b>Unit 9</b> Nov 13-16	Labour Relations	CH 9	Unit Questions Due Nov 19
<b>Unit 10</b> Nov 20-23	Managing HR Globally	CH 10	Unit 9+10 Quiz Nov 20-26
<b>Unit 11</b> Nov 27-30	High-Performance Organizations	CH 11	
<b>Final Exam (Take Home)</b> <b>Due in UR Courses December 9, 2023</b> <b>@ 12 p.m. (noon) 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

