Introduction to Human Resource Management & Industrial Relations
Faculty of Business Administration | University of Regina - Fall 2018
BUS 250-003/033 Wednesday 7:00 – 9:45 p.m. ED616

INSTRUCTOR
Sandra Steen
Faculty of Business Administration
E-mail: sandra.steen@uregina.ca
Office Hours: TBD & by appointment. You can contact me Monday-Friday in UR Courses or email. I will (almost) always respond within 48 hours.

UNIVERSITY CALENDAR DESCRIPTION
This course provides an introduction to the roles and functions of Human Resource Management (HRM). This 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 managers and human resource professionals.

LEARNING OUTCOMES & OVERALL OBJECTIVES
1. Introduce the fundamental aspects of HRM critical to organizational effectiveness.
2. Provide an introduction to the content knowledge of HRM as a basis for further learning and application.
3. Provide an introduction to the process knowledge of HRM as a basis for developing capacity to apply strategies and tools.
4. Enhance teamwork skills through group exercises and in-class engagement.

RESOURCES

Additional details including assigned articles, class preparations, and additional resources and other information will be discussed in class and provided in UR courses.

EVALUATION

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<tbody>
<tr>
<td>a)</td>
<td>Mid-Term Exam</td>
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<tr>
<td>c)</td>
<td>Learner Reflection Assignment</td>
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<td>d)</td>
<td>Final Exam</td>
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<td>TOTAL:</td>
<td>100%</td>
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a) Mid-Term Exam - Individual (30%)

- Based on the readings in the textbook, assigned materials, class lectures, videos, in-class discussions/activities (CH 1-6).
- 60 minutes will be provided.
- Format will be discussed in class.
- If the Mid-Term is missed—for any reason—you will be required to complete an alternate individual assignment.

b) Learner Reflection Assignment – Duo +1/-1 (30%)

- See UR Courses for details about this assignment.
- Any late submissions will receive a 20% per day penalty.

c) Comprehensive Final Exam – Individual (40%)

- Based on the readings in the textbook, assigned materials, class lectures, videos, in-class discussions/activities.
- 2 hours.
- Format will be discussed in class later in the semester.
- Anyone absent for the Final Exam will receive a grade of “NP.”

PREPARATION & INSTRUCTIONAL METHODS

1. This course is language heavy and experiential from both a learning and assessment perspective. During most of the classes, we will spend time in group and/or class discussion and/or working in groups or on in-class application of course content.
2. Your student experience will be enhanced by advance preparations and engaging actively with your colleagues in the class.
3. If you miss a class, it is up to you to get notes, assigned activities, etc. from another participant in the class.

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.

ACADEMIC ACCOMMODATION

Any student with a disability, injury, or illness who feels they may need academic accommodation should discuss this with me after contacting the Centre for Student Accessibility, located in Riddell Centre 251, phone 306.585.4631, email accessibility@uregina.ca
ACADEMIC INTEGRITY

1. Work that you submit for individual grading must be your own individual work, and not work you did with anyone else.

2. References must be provided for any ideas that are not your own original thought—this includes both paraphrases and direct quotes from an external source.

3. Plagiarism is a serious academic offense regardless of whether it was committed intentionally or due to carelessness.

4. 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.”
**BUS 250-003/033 – Introduction to HRM & IR**

**TENTATIVE CLASS SCHEDULE – Fall 2018**

Additional readings, materials, and in-class exercises will be announced, provided and/or assigned on an ongoing-basis throughout the semester.

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<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>CHAPTER</th>
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<tbody>
<tr>
<td>Sept 5</td>
<td>Guest Lecturer</td>
<td>Special Topic in HRM</td>
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<td>Sept 12</td>
<td>Strategies, Trends &amp; Challenges in HRM</td>
<td>Chapter 1</td>
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<td>Sept 19</td>
<td>The Legal Context for HRM</td>
<td>Chapter 2</td>
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<td>Sept 26</td>
<td>Analyzing Work &amp; Designing Jobs</td>
<td>Chapter 3</td>
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<td>Oct 3</td>
<td>Planning for &amp; Recruiting Human Resources</td>
<td>Chapter 4</td>
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<td>Oct 10</td>
<td>Selecting Employees</td>
<td>Chapter 5</td>
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<td>Oct 17</td>
<td>Training, Learning &amp; Development</td>
<td>Chapter 6</td>
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<td>Oct 24</td>
<td>Mid-Term Exam (1 hour)</td>
<td>Mid-Term Exam</td>
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<td>Oct 31</td>
<td>Managing Performance (cont’d)</td>
<td>Chapter 7</td>
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<td>Fall Break + Remembrance Day</td>
<td>November 7 – 12</td>
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<td>Nov 14</td>
<td>Total Rewards</td>
<td>Chapter 8</td>
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<td>Nov 21</td>
<td>Labour Relations</td>
<td>Chapter 9</td>
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<td>Learner Reflection Assignment Due</td>
<td>Assignment Due by 11:55 p.m.</td>
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<td>Nov 28</td>
<td>Managing HR Globally</td>
<td>Chapter 10</td>
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<td>Dec 5</td>
<td>Creating &amp; Sustaining High-Performance</td>
<td>Chapter 11</td>
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<td>Organizations</td>
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<td>Dec 12</td>
<td>Final Exam – Location TBA</td>
<td>7 – 9 p.m. (2 hours)</td>
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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 to schedule an appointment today!

- Emergency Bursaries
- Notary Public
- Realtor Appeals