Introduction to Human Resource Management & Industrial Relations
Faculty of Business Administration | University of Regina - Fall 2018
BUS 250-397/398 Online

INSTRUCTOR
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Faculty of Business Administration
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Office Hours: 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.

REQUIRED RESOURCES
(3) Links and/or references will be provided in the Units for all other readings/videos/course materials.

EVALUATION

| a) | Forum Contributions - Individual | 10% |
| b) | On-line Quizzes - Individual (4) | 20% |
| c) | Learner Reflection Assignment | 30% |
| d) | Final Exam – Individual (In Person) | 40% |
| TOTAL: | 100% |
Introduction to HRM & IR – BUS 250-397/398 Fall 2018

a) Forum Contributions (10%)
Discussion Forums are provided to encourage inclusive and conversational connections with your colleagues in the class. See UR Courses for additional details.

b) CONNECT Quizzes - Individual (4 x 5%)

- Completed in CONNECT website – Registration is required.
- Based on readings in the textbook.
- There are 4 Quizzes consisting of 25 Multiple Choice Questions each.
- Timed – 40 minutes (only 1 attempt is provided).
- Must be completed by due date—no late submissions are accepted.
- Quizzes are INDIVIDUAL assignments—it is academic misconduct to share questions and/or answers or to collaborate with another student in any manner.
- Additional information is provided in the CONNECT website.

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

- Submitted in UR Courses
- Based on your learning experiences this semester.
- Any late submissions will receive a 20% per day penalty.
- Additional information is provided in UR Courses.

c) Comprehensive In-Person Final Exam – Individual (40%)

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

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. **Citations** 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. For example, quoting or paraphrasing ideas of others in a Discussion Forum or Assignment without identifying the original source of information is plagiarism.

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 250-397/398 – Introduction to HRM & IR**

**TENTATIVE CLASS SCHEDULE – Fall 2018**

Additional readings, materials, and experiential exercises will be provided in UR Courses – See the Course Units.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>DATES</th>
<th>TOPIC</th>
<th>Textbook</th>
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<tbody>
<tr>
<td>1</td>
<td>Sept 10 – 16</td>
<td>Welcome &amp; Introductions Strategies, Trends &amp; Challenges in HRM Register for Connect</td>
<td>Chapter 1</td>
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<tr>
<td>2</td>
<td>Sept 17 – 23</td>
<td>The Legal Context for HRM Discussion Forum CH 1 &amp; 2</td>
<td>Chapter 2</td>
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<tr>
<td>3</td>
<td>Sept 24 – 30</td>
<td>Analyzing Work &amp; Designing Jobs Quiz 1 (CH 1 &amp; 2) Due in CONNECT Oct 1 before 12 noon CST</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>4</td>
<td>Oct 1 - 7</td>
<td>Planning for &amp; Recruiting Human Resources Discussion Forum CH 3 &amp; 4</td>
<td>Chapter 4</td>
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<tr>
<td>5</td>
<td>Oct 8 – 14</td>
<td>Selecting Employees Quiz 2 (CH 3 &amp; 4) Due in CONNECT Oct 15 before 12 noon CST</td>
<td>Chapter 5</td>
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<td>6</td>
<td>Oct 15 – 21</td>
<td>Training, Learning &amp; Development</td>
<td>Chapter 6</td>
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<td>7</td>
<td>Oct 22 - 28</td>
<td>Managing Employees’ Performance Discussion Forum CH 5-6-7</td>
<td>Chapter 7</td>
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<td>8</td>
<td>Oct 29 – Nov 4</td>
<td>Total Rewards Quiz 3 (CH 5, 6 &amp; 7) Due in CONNECT Nov 5 before 12 noon CST</td>
<td>Chapter 8</td>
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<tr>
<td>9</td>
<td>Fall Break (November 7 – 12)</td>
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<td>10</td>
<td>Nov 13 – 18</td>
<td>Labour Relations Learner Reflection Assignment Due in UR Courses Nov 19 before 12 noon CST Discussion Forum CH 8 &amp; 9</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>11</td>
<td>Nov 19 - 25</td>
<td>Managing HR Globally Quiz 4 (CH 8 &amp; 9) Due in CONNECT Nov 26 before 12 noon CST</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>12</td>
<td>Nov 26 – Dec 2</td>
<td>Creating &amp; Sustaining High-Performance Organizations Discussion Forum CH 10 &amp; 11</td>
<td>Chapter 11</td>
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<td>Dec 12</td>
<td>Comprehensive Final Exam (In-person – 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 261 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.

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
- Rentalsman Appeals