INTRODUCTION TO HUMAN RESOURCES AND INDUSTRIAL RELATIONS  
(BUS 250-033/003)  
COURSE OUTLINE

SEMESTER: WINTER 2019  
SESSIONS: BUS 250 – 003/033  
CLASS DAYS: THURSDAYS  
CLASS TIME: 7:00 – 9:45 P.M.  
CLASSROOM: ED 616  
INSTRUCTOR: ABAYOMI AKINTOLA  
OFFICE HOURS: AFTER CLASS OR BY APPOINTMENT  
EMAIL: ABAYOMI.AKINTOLA@UREGINA.CA  
TWITTER: @yomi_akintola

COURSE OVERVIEW

The course introduces students to the various functions, concepts and processes of human resource management. Topics will include human resources management trends, human resources planning, job design and analysis, recruitment and selection, compensation and rewards, employee development, creating and sustaining high performing organization, workplace health and safety, collective bargaining and labour relations.

LEARNING OBJECTIVES

After successfully completing the course, students will be able to:

- Understand the trends, strategies, issues and challenges in human resource management;
- Understand the strategic functions and importance of human resource management in an organization;
- Understand and develop the capacity to apply knowledge and tools relating to the various functions of human resource management such as job design and analysis, selection and recruitment of employees, compensation, employee development, workplace health and safety, collective bargaining and labour relations; and
- Improve teamwork skills through group projects, tasks, and class engagements.

COURSE PREREQUISITES

BUS 100 (or ADMN 100) and BUS 260 (or ADMN 260).

Please note that students may not receive credit for both BUS 250 and ADMN 250
TEXTBOOK & COURSE MATERIALS

Human Resource Management (2016) by Sandra Steen, Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright

Assigned readings (cases) and lecture notes will be provided on UR Courses.

COURSE CONTENT

The following are the tentative topics that will be covered in the class.

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<th>SECTION(S)</th>
<th>TOPIC(S)</th>
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<tr>
<td>PART 1: HUMAN RESOURCE ENVIRONMENT</td>
<td>Strategies, Trends and Challenges in HRM</td>
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<td>The Legal Context for HRM and Creating Safe and Healthy Workplaces</td>
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<td>PART 2: JOB DESIGN, SELECTION AND RECRUITMENT</td>
<td>Analyzing Work and Designing Jobs</td>
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<td>Planning for and Recruiting Human Resources</td>
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<td>Selecting Employees</td>
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<td>PART 3: MANAGING TALENTS</td>
<td>Training, Learning and Development</td>
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<td>Managing Employee’s Performance</td>
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<td>PART 4: COMPENSATION AND REWARDS</td>
<td>Compensation and total rewards</td>
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<td>PART 5: MEETING OTHER HR GOALS</td>
<td>Collective Bargaining and Labour Relations</td>
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<td></td>
<td>Managing Human Resources Globally</td>
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<td>Creating and Sustaining High Performance Organizations</td>
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CLASS ATTENDANCE

Class attendance is mandatory. Lectures and class discussions are important learning components. Prolonged absence from lectures impacts the ability of the students to achieve the learning objectives. If a legitimate reason outside the control of the student arises, the student should inform the instructor.

GUEST LECTURES

Guest lectures will be arranged. Attendance at the guest lectures is important. Some of the topics discussed in the guest lecture(s) will be useful for the group projects/assignments and examination.
COURSE EVALUATION

Reflections (Individual Assignments)  3% each  15%

The assignment must be completed individually. There will be FIVE assignments. Students will be asked to write a reflection on assigned course materials/guest speakers. The reflection will be between 1 – 2 pages, single spaced, Times New Roman (12 font). An outline with the instruction is on UR Courses.

- Assignment #1 – Human Resources Environment  Jan 25
- Assignment #2 – Job design and selection  February 8
- Assignment #3 – Managing Talent  March 1
- Assignment #4 – Compensation and Rewards  March 15
- Assignment #5 – Collective Bargaining and Labour Relations  March 29

HR Consulting (Group Project)  20%

This is a group assignment. It cannot be completed individually. Students are expected to interact with a member of the business community to identify needs or issues or trends related to human resource management. Students are expected to apply the concepts and frameworks and findings from secondary research to develop recommendations for your selected client. Peer Assessment Documents must be submitted by each member of the group. Failure to submit the documents will result in a grade of NP or zero for the final group report. Each group will present their report to a review group. The review group will act like the client by reviewing and assessing the recommendations. An outline with the detail instructions is on UR Courses.

- Project Plan  Due February 1  2.5%
- Presentation  TBD  2.5%
- Final Group Report  Due March 29  15%

In-Class Tasks  (Group/Individual)  5%

In-class individual or group tasks will be assigned as time permits. This may include exercises, in-class debates and discussions. These tasks are unscheduled. To accommodate students that may miss class due to legitimate reasons, top three grades will be considered. For example, if FOUR in-class tasks were completed, only the top three grades will be used.

Mid Term Examination  February 28  20%

Final Exam, Saturday, April 27,  2:00 – 5:00 P.M  40%
ACADEMIC INTEGRITY

Students enrolled in business courses at the University of Regina are required to adhere strictly to the University’s principles and policies on academic integrity. Students are expected be honest and responsible for the contents of their assignments, projects and examinations.

Proper references must be provided for assignments/tasks/projects that are not the student’s original work/thoughts. Failure to submit or provide proper referencing or citations will be penalized.

Plagiarism is a punishable offense according to the University of Regina’s policy. According to the University of Regina’s Undergraduate Calendar 2018/2019, “Plagiarism is a form of academic dishonesty where the work of another person is submitted without acknowledgments, whether from intent to deceive, lack of understanding, or classless.” Plagiarism or cheating on examinations/assignments/research projects are serious offences that may result to a grade of zero or failing grade in a course, suspension, or expulsion from the University. For more details please read University of Regina Student Behaviour Policy

Though, there is no single citation format for this course, please ensure your citation/references are proper and consistent. The following is a useful resource/source: https://owl.purdue.edu/owl/research_and_citation/resources.html

SUBMISSION OF ASSIGNMENTS/GROUP PROJECTS

Written assignments and research projects will be submitted on Turnitin. This will protect your work and ensure there is no violation of academic misconduct.

LATE ASSIGNMENTS

Late assignments/submissions will attract a late penalty of 10% grade deduction per day. Submission will not be accepted FIVE DAYS after the deadline.

IMPORTANT INFORMATION

- There will be no make-up midterm/assignments. Missed midterm and assignments will not be excused without a documented medical or compassionate reason. If the reason is valid, the weight of the missed quiz/assignment will be transferred to the final examination.
• Failure to write the final examination attracts a grade of NP.
• Failure to submit the final project report attracts a grade of NP or zero for the group project component (20%).
• Students are encouraged to complete the assigned readings prior to the lecture.
• UR Courses will be used to distribute class notes, practice questions, assignment questions, answer keys, supplemental materials, information regarding the course, and reminders as required.
• Students who need extended office hours can book an appointment for one-on-one session/feedback with the instructor.
• Contact the instructor if you have any questions/concerns.
• WINTER BREAK – February 19 – 23. There will be no class on February 21.

STUDENTS WITH ACCESSIBILITY REQUIREMENTS
Students with accessibility needs are encouraged to discuss their situation with the instructor so that appropriate accommodations may be arranged. In addition, students may wish to contact the Centre for Student Accessibility at (306) 585-4631.

FACULTY OF BUSINESS ADMINISTRATION PARTICIPANT POOL
The Participant Pool provides students with the opportunity to participate in research studies to earn bonus credits that they can allocate toward eligible business classes (to a maximum of 2% per class).

Students can earn up to 2 marks for participating in research projects. These marks will be added to your final grade as long as you have passed the final exam AND passed the class. **Research marks will NOT be considered if a student has not passed the final exam or class on his or her own work.**

For more information about our participant pool and to sign up for the studies, please visit the faculty website at https://www.uregina.ca/business

CLASS PARTICIPATION
It is important that students participate actively during lectures and the guest lectures. Students are encouraged to ask questions and contribute to the learning process.
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 281 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
- Rentalsman Appeals