Introduction to Human Resource Management and Industrial Relations:
Fall 2019; BUS 250 – 004

Instructor: Caroline Graves
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E-Mail: caroline.graves@uregina.ca
Class Time: Tuesday & Thursday; 8:30 – 9:45 a.m.
Class Location: Education Building - Room 621
Final Exam: Tuesday, Dec. 10, 2019; 9:00 a.m. – 12:00 p.m.

Course Description:
This introductory course addresses basic concepts and processes in the field of human resource management. Topics include: human resource planning, job analysis, recruitment, selection, orientation, training and development, performance management, compensation management, workplace health and safety, and employee and labour relations.

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

Learning Objectives:
Students who complete this course will demonstrate an understanding of:
• The context of human resource management and its importance as a strategic function and set of practices within organizations.
• The legal context for human resource management and creating safe and healthy workplaces.
• Effectives practices as it relates to: analyzing work and designing jobs; recruitment and selection; training, learning, and development; performance management; compensation; collective bargaining and labour relations; and, creating and sustaining high-performance organizations.
Special Needs:
If there is any student in this course who, because of a disability, may have a need for accommodation, please contact the Coordinator of Special Needs at 585-4631, in addition to discussing the accommodation with me.

General Classroom Etiquette:
- Your presence makes a significant difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend class regularly, on time, remain for the whole period, and make a positive contribution while present.
- All students are expected to participate constructively in class activities. This could consist of contributing to class discussions, presenting solutions to assigned exercises, describing work experiences related to topics raised in class, making perceptive comments or asking appropriate questions, bringing in newspaper or magazine clippings of interest to the class, etc.
- Examinations may reference all text and in-class content. Should you miss a particular class, it is your responsibility to obtain notes, assigned activities, handouts, etc. from another class member.
- Log in to UR Courses regularly to check for e-mails or any course-related announcements. Students are responsible for bringing appropriate material for class that may be posted on UR courses or as noted in the Course Outline.

Academic Integrity:
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, suspension, or expulsion from the University.

Note: The Associate Dean requires that ANY level of plagiarism in the form of ANY missing in-text citations and/or references MUST be referred to his office for investigation of academic misconduct. For a student in their first semester at the University of Regina, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and 3% off of their final grade in the course. For a student who has already attended the University of Regina at least one semester, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and a 0% on the assignment. (These penalties apply only to the business faculty and are typical only, as they do not take into account the Associate Dean’s investigation into individual circumstances.) In order to avoid such penalties, it is critical that you provide complete referencing and in-text citations, even if the formatting isn’t perfect. You are encouraged to err on the side of caution and to “over-cite”
rather than to exclude necessary information.

Plagiarism includes missing references, in-text citations, and quotation marks. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else’s opinion, or was found through multiple sources. Remember, cite the ideas, not just the words.

**Course Assessment:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
<th>Percentage of Final Grade</th>
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<tbody>
<tr>
<td>“Experiencing HR” Assignment</td>
<td>Oct. 3, 2019</td>
<td>10%</td>
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<tr>
<td>Midterm Exam</td>
<td>Oct. 10, 2019</td>
<td>20%</td>
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<tr>
<td>Term Paper</td>
<td>Nov. 26, 2019</td>
<td>20%</td>
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<tr>
<td>Group Presentations</td>
<td>Nov. 26 &amp; 28, 2019</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
<td>Dec. 10, 2019</td>
<td>40%</td>
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“Experiencing HR” Assignment (10%) – Due: Oct. 3, 2019:

- Students can complete this assignment individually or in groups of up to four (4).
- Chapter 1 describes a number of trends shaping human resource management. Examples include the aging of the workforce and the impact of social media.
- Identify three trends that interest you. These do not have to be limited to the trends discussed in the textbook, but they do have to be shaping human resource management at the present time.
- Interview a human resource professional or a manager who would be willing to talk with you about the trends that interest you.
- In five (5) pages or less, identify and describe each trend you listed, and summarize what you learned in the interview.
- If your interviewee noted negative impacts related to the trends, suggest how HR professionals may be able to help the organization in response.
- If your interviewee indicated positive impacts, explain this and elaborate on whether or not you believe the positives can be enhanced.
- Use 12-point Times New Roman font, 1.5 or double space, one-inch margins, and include page numbers.
Midterm Exam (20%):
The midterm exam will be conducted in class on Oct. 10, 2019. No make-up exam will be offered. If you miss the midterm for a reason approved of by the instructor, your final exam will be worth an additional 20%. The midterm exam will cover all material in the textbook and discussed in class up to that point in time.

Term Paper (20%) – Due: Nov. 26, 2019:
• In self-selected groups of no more than four (4) students, you will prepare a term paper on a human resource-related topic of your choice.
• Your paper is to be a maximum of 12 pages.
• The title page, referencing, and appendices do not count towards the total page count.
• Use Times New Roman 12 point font, 1-inch margins, 1.5 or double space, and include page numbers.
• Additional details regarding this assignment will be discussed in class.

Class Presentation (10%) – Nov. 26 & 28, 2019
In the same groups you worked in to complete your term paper, you will present to the class. You will be evaluated on the content of the presentation as well as such factors as the structure, clarity, and organization of the presentation; eye contact and audibility; effective use of presentation aids (e.g., PowerPoint presentations); and, interaction and involvement with the class. Each group will be given a total of 10 minutes for their presentation, which will include time for questions and answers.

Final Exam (40%):
The final exam is scheduled for Tuesday, Dec. 10, 2019. It will be a comprehensive, closed-book exam, and will cover material in the textbook and discussed in class.

Late Assignments:
Late assignments will be penalized 10% for each day that they are late. Late assignments will not be accepted after five (5) days unless there are extenuating circumstances that have been discussed with the instructor prior to the assignment deadline and the instructor has agreed to extend the deadline.
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Sept. 5</td>
<td>• Introductions and Review of Course Outline</td>
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<tr>
<td>Sept. 10 &amp; 12</td>
<td>• Chapter 1 – Strategies, Trends, and Opportunities for Human Resource Management</td>
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<td>Sept. 17 &amp; 19</td>
<td>• Chapter 2 – The Legal Context for HRM and Creating Safe and Healthy Workplaces</td>
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| Sept. 24, 26 & Oct. 1 | • Chapter 3 – Analyzing Work and Designing Jobs  
                      | • Chapter 4 – Planning for and Recruiting Human Resources          |
| Oct. 3       | • “Experiencing HR” Assignment Due  
                      | • Chapter 5 – Selecting Employees                                   |
| Oct. 8       | • Chapter 5 – Selecting Employees Cont’d.                             |
| Oct. 10      | • Midterm Exam                                                       |
| Oct. 15 & 17 | • Chapter 6 – Training, Learning, and Development                    |
| Oct. 22 & 24 | • Chapter 7 – Managing Employees’ Performance                        |
| Oct. 29 & 31 | • Chapter 8 – Total Rewards                                          |
| Nov. 5       | • Chapter 9 – Labour Relations                                       |
| Nov. 7       | • Fall Break – No Classes                                            |
| Nov. 12      | • Chapter 9 – Labour Relations Cont’d.                               |
| Nov. 14, 19, & 21 | • Chapter 10 – Managing Human Resources Globally  
<pre><code>                  | • Chapter 11 – Creating and Sustaining High-Performance Organizations |
</code></pre>
<p>| Nov. 26      | • Term Paper Due                                                     |
| Nov. 26 &amp; 28 | • Group Presentations                                               |</p>
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<tr>
<td>Dec. 3 &amp; 5</td>
<td>• Conclude &amp; Review for Final Exam</td>
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<tr>
<td>Dec. 10</td>
<td>• Final Exam</td>
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**Please Note:** Case studies, guest speakers, and class activities may occur that are not reflected on the class schedule.
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 201 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
- Rontalman Appeals