Introduction to Human Resource Management & Industrial Relations
BUS 250-397/398 (Online) - Fall 2019
COURSE OUTLINE

Class Time:  Online
Instructor:  Sandra Steen
Phone:  337.2385
Office:  ED540.3
Email:  UR Courses email
Website:  https://urcourses.uregina.ca

Course Description:
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 resource professionals and the organization’s managers.

Learning Outcomes & 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.
• Provide an introduction to the process knowledge of HRM as a basis for developing abilities to participate in applying strategies and tools.

Course Textbook & Readings:
Required:

(2) Links and/or references will be provided in the Units for all other readings/videos.

Recommended:
McGraw-Hill CONNECT. See Unit 1 in UR Courses for registration information.

Office Hours:
You can reach me on the course site—in the “Ask the Instructor” forum or UR Courses email or uregina.ca email. I will (almost always) respond within 48 hours.

Special Needs:
Any student with a disability, injury, or illness who feels they may need academic accommodation should discuss this with the course instructor after contacting the Centre for Student Accessibility, located in Riddell Centre 251, call 306-585-4631, email accessibility@uregina.ca
### Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>a) Participation and Engagement: Interactive Content (5%); What is your take? (10%); Discussion Forums (5%)</td>
<td>20%</td>
</tr>
<tr>
<td>b) Chapter Quizzes (5)</td>
<td>25%</td>
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<tr>
<td>d) Case Studies (2)</td>
<td>20%</td>
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<tr>
<td>e) Final Exam – Individual</td>
<td>35%</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>100%</strong></td>
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### Research Participation:

It may be possible to earn up to 2% bonus marks. See the faculty website for complete information on how to sign up for studies through the participant pool.

### Academic Integrity:

Plagiarism, cheating, or any other form of academic misconduct will not be tolerated. The requirements provided in the University of Regina Calendar (see 5.14.2 Academic Misconduct) are in effect throughout the course and any suspected academic misconduct will be reported to the Dean/Designate. For example, consulting with others about the graded quizzes, or take-home Final Exam is cheating. Quoting or paraphrasing ideas of others without acknowledging the source in a Discussion Forum post, Case Study submission or Final Exam is plagiarism.

#### a) Participation & Engagement: (20%)

1. **Interactive Content:** (5%)
2. **What is Your Take?** (10%)
3. **Discussion Forums** (5%)

#### b) Quizzes (Individual): (5 x 5%)

There are 5 graded Quizzes (20 Multiple Choice/True-False Questions) intended to help ensure you are acquiring the required content knowledge. 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.

#### c) Case Study Write-ups (Individual): (2 x 10%)

There are 4 Case Study assignment options provided in the Units during the semester. Submit any 2 of the 4 assignments.

#### d) Final Exam – Take-Home (Individual): (35%)

Based on the readings in the textbook, assigned readings, videos, interactive content, reflective questions, and/or discussions. The comprehensive final exam will cover Chapters 1-11. Format for the final exam will be provided later in the semester.

### FINAL EXAM DUE DATE: December 10, 2019 @ 12 p.m. (noon) CST
## Tentative Course Schedule and Due Dates

See Units in UR Courses for Additional Assigned Readings & Course Materials

<table>
<thead>
<tr>
<th>Unit</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
<th>Interactions</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Sept 9-16</td>
<td>Welcome Strategies, Trends &amp; Opportunities for HRM</td>
<td>CH 1</td>
<td>Introductions, Interactives</td>
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<tr>
<td>Unit 2</td>
<td>Sept 17-23</td>
<td>Legal Context for HRM</td>
<td>CH 2</td>
<td>Interactives, Forum, Case Write-Up 1</td>
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<tr>
<td>Unit 3</td>
<td>Sept 24-30</td>
<td>Analyzing Work &amp; Designing Jobs</td>
<td>CH 3</td>
<td>Interactives, Quiz</td>
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<td>Unit 4</td>
<td>Oct 1-7</td>
<td>Planning for and Recruiting Human Resources</td>
<td>CH 4</td>
<td>Interactives</td>
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<tr>
<td>Unit 5</td>
<td>Oct 8-15</td>
<td>Selecting Employees</td>
<td>CH 5</td>
<td>Interactives, Case Write-Up 2, Quiz</td>
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<td>Unit 6</td>
<td>Oct 16-22</td>
<td>Training, Learning, &amp; Development</td>
<td>CH 6</td>
<td>Interactives, Forum, Quiz</td>
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<td>Unit 7</td>
<td>Oct 23-29</td>
<td>Managing Employees’ Performance</td>
<td>CH 7</td>
<td>Interactives, Case Write-Up 3</td>
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<td>Unit 8</td>
<td>Oct 30-Nov 5</td>
<td>Total Rewards</td>
<td>CH 8</td>
<td>Interactives</td>
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<td>Nov 6-12</td>
<td>Fall Break Week</td>
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<td>Unit 9</td>
<td>Nov 13-19</td>
<td>Collective Bargaining &amp; Labour Relations</td>
<td>CH 9</td>
<td>Interactives, Case Write-Up 4</td>
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<tr>
<td>Unit 10</td>
<td>Nov 20-26</td>
<td>Managing HR Globally</td>
<td>CH 10</td>
<td>Interactives, Forum, Quiz</td>
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<tr>
<td>Unit 11</td>
<td>Nov 27-Dec 3</td>
<td>High-Performance Organizations</td>
<td>CH 11</td>
<td>Interactives, Submission: What is your take?</td>
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Take-Home Final Exam Due
December 10, 2019 @ 12 noon CST
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 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 8 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
- Rentsman Appeals