INSTRUCTOR DETAILS
Name: Sandra Steen
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CLASS DETAILS
Class Dates: May 4 – June 17, 2020
Class Times & Location: Online

COURSE DESCRIPTION
This course examines human resources functions from a strategic and institutional perspective. The topics include human resource planning, recruitment and selection, performance measurement and assessment.

COURSE STRUCTURE
This course is organized into Weekly Units. Detailed requirements and expectations are provided in each Unit. When UR Courses becomes available at the start of the semester, at least 2 Units will be immediately available, with subsequent Units added as the semester progresses. All course work is designed to be completed asynchronously.

COURSE MATERIALS
2. Ivey Case Study (1).
3. UR Courses: Will provide all links and/or references for all other course readings and materials. All assignments are to be submitted electronically (UR Courses).
   Note: Your student account will be billed for (1) Ivey Case Study.
COURSE ASSESSMENTS (Additional details will be provided in UR Courses)

a) Participation & Engagement – Individual (15%) | Units 1-9 contains questions (Class Results) intended to create engagement with the course materials and stimulate reflection and application of the content. Units 1-9 provides an area for you to post your perspectives and insights (anonymously) to a few questions and view the answers provided by your colleagues in the class. Keep an ongoing record of your responses to the questions in the form of a Journal i.e. Unit/Date→Questions→Your Answers—which you will submit (in Word or PDF format) in UR Courses for grading purposes.

b) Assignment (Employee Experience) – Duo or Trio (20%) | This assignment will be posted in UR Courses including questions to guide your approach. Your submission (maximum 4 pages, double-spaced, 12 pt. Arial font or equivalent size) is to be completed with either one or two additional colleagues (YOU choose) Note: You will each need to submit the identical assignment in UR Courses (in Word or PDF format).

c) Case Write-up (1) – Duo or Trio (15%) | There is ONE case write-up (maximum 3 pages, double-spaced, 12 pt. Arial font or equivalent size). This assignment may be completed with either one or two additional colleagues (YOU choose). Questions will be provided to guide your response. Note: You will each need to submit the identical assignment in UR Courses (in Word or PDF format).

d) Quizzes – Individual (15%) | There are FOUR timed and graded Unit quizzes (20-25 MC/TF Questions). 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. Each quiz is worth 5% but I will take your BEST THREE for grading purposes.

e) Final Exam – Individual (35%) | Take-home format.

CONTACTING THE INSTRUCTOR

An “Ask the Instructor” Forum is provided in UR Courses and I am also available to respond by email. I will usually respond within 24 hours during the work week.
ACADEMIC REGULATIONS

**Grading** | Grades will be posted in UR Courses, usually within 8 days. I am happy to answer questions about grading and your assignments, but please note that grades are not negotiable. If you feel that an assignment has received an unfair grade, you are expected to make a case for why it should be re-assessed. This involves a short written submission (a paragraph or two). You should consider that grades could go down upon review.

A detailed description of the grading system is provided by the Faculty of Graduate Studies and Research [https://www.uregina.ca/gradstudies/current-students/grad-calendar/grading-system.html#gradingsystem](https://www.uregina.ca/gradstudies/current-students/grad-calendar/grading-system.html#gradingsystem)

**Academic Integrity** | Work submitted for individual grading must be your own individual work, and not work that you did with anyone else. Quizzes are individual assignments and must be completed independently from anyone else. References are required when you provide information that is not your own original thought—paraphrases and direct quotes (include page numbers). This applies to both assignments and posted contributions. Plagiarism is a serious academic offense regardless of whether it was committed intentionally or due to carelessness. Plagiarism, cheating, or any other form of academic misconduct will not be tolerated. The requirements provided in the University of Regina Graduate Calendar (Academic Conduct and Misconduct) are in effect throughout this course and any suspected academic misconduct will be reported to the Dean/Designate.

**Late Submissions** | The Assignment (Employee Experience) & Case Write-Up will be assessed a 20% per day grade reduction. No late submissions for the Quizzes or Unit Questions are permitted. Anyone who does not electronically submit their Final Exam in UR Courses by the due date/time will receive a grade of “NP” for the class.

**Students’ Roles** | Students in this online class are required to demonstrate self-motivation including taking initiative in all aspects of the learning process; working remotely and independently; navigating course technologies; and demonstrating readiness for self-directed asynchronous learning e.g. well-organized; confident and adaptable to course requirements, accept and apply developmental feedback; capacity for self-reflection; demonstrated ability to communicate clearly and concisely.

STUDENT RESOURCES

**Accessibility Services** | If there is any learner who, because of a disability or other consideration, may have a need for accommodation(s), please contact the Centre for Student Accessibility before or at the start of the course [https://www.uregina.ca/student/accessibility/](https://www.uregina.ca/student/accessibility/)

**Counseling Services** | If any learner is experiencing personal problems which may be affecting their studies, please consider consulting U of R Consulting Services. For more information check here [https://www.uregina.ca/student/counselling/services/index.html](https://www.uregina.ca/student/counselling/services/index.html)

**Writing Assistance** | The Student Success Centre (www.uregina.ca/ssc) offers on-line resources for writing skills.
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<td>Managing HR Globally</td>
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**FINAL EXAM (Take-Home)** will be posted
June 18, 2020 @ 9 a.m. CST and is due
June 23, 2020 @ 10:00 p.m. CST
GBUS 843/MBA 750 Spring 2020: Reading List Units 1-4 (May 4 – 21)

Unit 1: Strategies, Trends & Opportunities | May 4 – 7


Unit 2: Legal Context | May 11 – 14


Unit 3: Analyzing Work & Designing Jobs | May 11 – 14


Unit 4: Planning For & Recruiting Human Resources | May 19 – 21