
MOS 3385B Section – 002

Essentials of Human Resources for Non HR Students

Fall/Winter 2018

Course Outline

1. Course Information:

1.1 Class Location and Time:

Room 3022 SSC Time; 09:30am – 12:30 pm

Contact Information:

Instructor: Jan Hill

Office: Part-Time Faculty room (4434) Social Science

Office Hours: TBD

Phone: 661-2111 x TBD

Email: jmfletcher@uwo.ca

DAN Department of Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question regarding an accommodation.

More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

Overview of the key theories and practices of human resource management (HRM) in different organizational settings. Topics include job design and analysis, strategic planning, staffing, performance management, training, development, health and safety, as well as other aspects affecting HRM.

3 lecture hours, 0.5 course

Antirequisite(s): Antirequisite(s): MOS 3385A/B.

Prerequisite(s): Prerequisite(s): Enrolment in 4th year of a Consumer Behavior, Human Resource Management, or Public Administration module in BMOS.

2.2 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

This regulation is in regards to the COURSES required. Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

3. Textbook

Text: Stewart, Belcourt, Fitzgerald, Bohlander & Snell. Essentials of Managing Human Resources, Sixth Canadian Edition. ISBN 978-0-17-657028-6 It is strongly recommended that you purchase the textbook.

4. Course Objectives and Format

4.1 Course objectives

This course provides students with an introduction to the human resource management function in Canada in the early 21st century, focusing on the strategic importance of managing people in various organizations. This course focuses on the role of individuals in creating dynamic, successful organizations by developing an understanding of how the principles and practices of human resource management help firms to attract, retain, and develop its human capital, with due regard to the legal context and, where applicable, the labour relations realities. The course is designed to illustrate the importance of human resource management for all managers in an organization, not just those who work in the functional area of human resources.

4.2 Course format

This course will consist of the following:

- Lecture
- Review and forum post discussion, “Point to Ponder” of relevant HR Literature
- Video presentations
- Guest speakers
- Group presentation based on selected HR policy topic

5. Learning Outcomes

Upon successful completion of this course students will be able to:

- Define and explain key terms, theories/concepts and practices within the field of HR management.
- Describe and explain the legal framework in Canada as it applies to employment practices.
- Critically analyze problems relevant to human resource management, including issues of diversity, sustainability and ethics in Canadian workplaces, and apply HR best practices to resolve them and maximize the value of human capital.
- Experience the art of HR policy writing and the presentation of the policy to a “willing and respective” audience
- Recognize and analyze how changing external and internal environmental conditions influence the management of people in organizations.

6. Evaluation

Your final mark will be a product of your performance in this course and will be calculated using the weight assigned to each course component, as shown below:

Mid-term IN CLASS Exam: **February 13, 2019** = 20%

Final Exam: **Date to be determined by Registrar's office** = 35%

Group Presentation: Create and deliver an HR policy that your group has randomly selected by draw to your fellow students = 20% Presentation dates: **March 20, 2019 and March 27, 2019.**

Reflection Paper: IMPACT ON HR IN THE WORKPLACE: Cannabis Legalization = 15% Due Feb. 06, 2019

Forum Post HR "Point to Ponder" = 10% **Due 14 days after each Forum post**

Total 100%

Exams are multiple choice as well as short answer **in format**. Students will be tested on **ALL** course material, including what is covered in lectures (including class activities and video presentations), the text, and additional forum post readings. The exams are closed book examinations.

The mid-term in-class exam, will be scheduled for **2 hours, and will consist of 50 mixed format, multiple choice and short answer questions**. The mid-term will cover chapters 1-6 in the text book as well as forum post readings. The exam will be a **closed book examination. Dictionaries are NOT allowed into the examinations. All questions will be answered on the exam and returned to the professor for evaluation.**

The final exam will be scheduled for **3 hours** the date and time set by the registrar's office during the final exam period. The final exam will consist of **75 mixed format, multiple choice and short answer questions**. The final exam will focus largely on material covered in the last half of the course, however, material from the first half of the class will be tested and some questions will ask students to integrate all material. Like the midterm, students will be tested on ALL course material, including what is covered in lectures (including class activities and video presentations), the text, and additional "Point to Ponder" readings. The exam will be a **closed book examination. Dictionaries are NOT allowed into the examinations. All questions will be answered on the exam and returned to the professor for evaluation.**

Group Presentation:

The purpose of the team project:

Human Resources policies are critical! They provide structure, control, and consistency in the workplace. They ensure compliance with employment legislation and inform employees of their responsibilities and workplace expectations. HR policies act as the foundation of a stable workplace culture. In short-policies are the "Rules of the Road" in the company.

Students are required to **form teams of 4-5 students and create a human resources policy**. The topic of the policy will be randomly selected from a bell jar by one member of the team. Topic and team selection will be done on **January 30, 2019**. The teams will in turn present their policies to fellow classmates during the lecture period on **March 20, 2019 and March 27, 2019**. As part of the presentations students should: (1) back up their policy by citing the reference sources if any and (2) be prepared to answer questions from the class and/or professor.

Reflection Paper: Impact on Human Resources: Cannabis Legalization = 15%

Like it or not, marijuana legalization is coming soon and Canadian employers will need to be able to deal with this issue proactively. *REUTERS/Lucy Nicholson*

Based on a review of the current literature and media-based information on the effects of the legalization of cannabis in Canadian workplaces, write a 2-page paper on the topic. Consider the following:

- The respective rights and obligations of employers and employees with respect to the use of drugs and alcohol in the workplace or the performance of work under the influence of these substances
- The employer's duty to protect the health and safety of their employees, both physically and psychologically
- In a pre-hiring context, the requirement for an employee to undergo drug testing, including cannabis

An overview of the exercise and a description of the paper format and expectations will be provided during class time **January 09, 2019**.

You are required to submit a digital copy of your assignment to Turnitin.com (via the Assignments Dropbox on the OWL course website) by 11:55 pm on **Feb. 06, 2019**. Hard copy paper versions of this assignment will not be accepted. I DO NOT accept late assignments. All assignments (e.g., projects, class preparation assignments) should be turned in on time to receive credit. The only exception will be for those rare cases of documented emergencies (i.e., hospitalization, family funerals). This policy may sound harsh, but it is meant to encourage everyone to submit assignments on time and to guarantee that those people who made sacrifices to turn in their assignments on time are not penalized.

Forum Post HR "Point to Ponder" = 10%

On a weekly basis a paper from the current HR literature will be posted into the Forum session in OWL. **Five (5) papers in total will be reviewed during the run of the course. Each paper and the corresponding question set will be available on the Forum post for 14 days. The paper will be accompanied by three (3) questions pertaining to the paper and the topic. The student will read the paper and answer the questions. IMPORTANT: You have 14 days to complete each Forum post. There will be no extensions after each 14 day period. Late submissions will not be accepted.** Your answers to the questions will be posted in Forum. Discussion on Forum is permitted amongst students. Keep in mind your professor is the moderator of the forum posts! Keep your posts dedicated to the topic at hand. Keep your answers to the questions short and succinct; volume of your answers does not guarantee you marks!

CALCULATORS:

Only non-programmable calculators will be allowed into the exams. If you are unsure, please ask your professor to check your calculator.

Electronic devices of any kind (including pagers, cell phones, smart watches and calculators) are NOT permitted at exams.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams 1 will be in class time. The second exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed.

Cheating and/or plagiarism in any form will not be tolerated.

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: You are responsible for your grades in this course.

7. Lecture and Examination Schedule

Week 1	Jan. 09/19	Introduction to MOS 3385: Introduction to HRM. Why is HRM Important Chapter 1
Week 2	Jan.16/19	The Legal Environment of HRM/. Mock Court Exercise Text: Chapter 2
Week 3	Jan. 23/19	Creating a Culture of Wellbeing/ Case Study: "When a Tree Falls" Text: Chapter 3
Week 4	Jan. 30/19	HR Planning, Recruitment and Selection: Guest Speaker Dr. Tim Hill, Senior Advisor HR Downloads Text: Chapter 4 and 5
Week 5	Feb. 06/19	Training and Development; Mid Term Exam Information Reflection Paper DUE! Text: Chapter 6
Week 6	Feb.13/19	Mid Term Exam
Week 7	Feb. 18-22/19	Reading Week!
Week 8	Feb. 27/19	Performance Management/use of Lotus Blossom problem solving tool Text: Chapter 7
Week 9	Mar. 06/19	Compensation and Employee Reward Text: Chapter 8
Week 10	Mar. 13/19	Employee Rights, Employee Discipline Guest Speaker: W. Adolph: CEO of Accumold Text: Chapter 9
Week 11	Mar.20/19	Employee Relations; Labour Relations and Collective Bargaining Group Presentations Begin! Text: Chapter 10
Week 12	Mar.27/19	International HR Management Group Presentations Complete! Text: Chapter 11
Week 13	Apr.03/19	Course Wrap Up and Final exam Review

8. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

8.1 **Respect**

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

8.2 **No Recording of Classes**

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

9. **Exam Policies**

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams
- To ensure fairness to all students, questions will not be answered during exams.

10. **E-mail Policies**

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

10.1 **UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

10.2 **Subject Line Must Include Course and Section Number**

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

10.3 **Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

10.4 **Unacceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

11. Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

11.1 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

11.2 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried. Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

13. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

14. University Policy Regarding Illness

14.1 Illness

The University recognizes that a student’s ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean’s office (the Office of the Dean of the student’s Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student’s file, and will be held in confidence in accordance with the University’s Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean’s Office in consultation with the student’s instructor(s). Academic accommodation may include extension of deadlines, waiver of

attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

14.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

15. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

16. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

17. Support Services

17.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (**including the services provided by the USC listed here**) can be reached at: <http://westernusc.ca/services/>
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

17.2 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

18. Other Issues

18.1 Grade Policy

The DAN Department has a grade policy which states that for courses in the x000-y000 range, the class average must fall between x% and y% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

18.2 Senate Policy

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html