

---

**MOS 3385B Section – 002**  
**Essentials of Human Resources for Non-HR Students**  
**Fall/Winter 2020/2021 Course Syllabus**

---

**1. Course Information:**

**1.1 Class Location and Time:**

Distance Studies/Online; Note: Although a class time has been scheduled for this course (Thursdays at 9:30am EST), this course will consist of **Asynchronous Recorded Lectures**

**1.2 Contact Information:**

Instructor: Jennifer Robertson  
Office: Social Science Centre, Room 4309  
Office Hours: By Appointment via Zoom  
Email: [Jennifer.robertson@uwo.ca](mailto:Jennifer.robertson@uwo.ca)

DAN Department of Management & 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**

The purpose of this course is to provide an introduction to human resources management (HRM) processes in organizations. Topics include: history of HRM, role of HRM departments in organizations, basics in job design, staffing analysis, recruitment and selection.

Antirequisite(s): MOS 4485F/G

Prerequisite(s): Enrollment of 3<sup>rd</sup> or 4<sup>th</sup> year of 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 regard 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**

Peacock, Stewart & Belcourt. Understanding Human Resources Management: A Canadian Perspective. Cengage EBook ISBN: 9780176861919; Print textbook ISBN: 9780176798062

Both versions of the text can be found at: [https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2020B&courses%5B0%5D=002\\_UW/MOS3385B](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2020B&courses%5B0%5D=002_UW/MOS3385B)

**\*\*Note:** Non-textbook readings are noted in the lecture schedule. They can be accessed through the course readings plugin on OWL.

### **4. Course Objectives and Format**

The DAN Department of Management and Organizational Studies as a whole, draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

#### **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 is designated as a distance studies/Online course that will be delivered through Owl and will consist of recorded lectures as well as corresponding PowerPoint slides and handouts that will be posted to Owl on a weekly basis. Recorded lectures are asynchronous (i.e., not live). The course consists of 11 units. Several recorded lectures will correspond to each unit (broken down by topic) that can be accessed on OWL until the end of the semester. A tab for each unit consisting of each recorded lecture and corresponding PowerPoint slides and handouts will be included in Owl. It is strongly recommended that students take notes when viewing each lecture. **Recorded lectures for each unit will be posted each week on Mondays by 5 pm.**

**\*\*Note:** Although this course will consist of asynchronous pre-recorded lectures, we will keep the time scheduled for this course to write the midterm exam.

### **5. Learning Outcomes**

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

1. Define and explain key terms, theories/concepts and practices within the field of human resource management.
2. Describe and explain the legal framework in Canada as it applies to employment practices.
3. 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.
4. Recognize and analyze how changing external and internal environmental conditions influence the management of people in organizations.

## 6. Evaluation

Students' final mark will be a product of their performance in this course and will be calculated using the weight assigned to each course component, as shown below.

**Midterm Exam** (Date: Thursday, February 25<sup>th</sup>, 2021 at 9:30am EST) = 32.5%

**Reflected Best Self Exercise and Paper** (Due: March 28<sup>th</sup> at 11:55 pm EST) = 32.5%

**Final exam** (during examination period scheduled by the Registrar) = 35%

**Total** = 100%

**Exams:** Both examinations in this course will be conducted using Zoom and Owl. **You will be required to keep your camera on for the entire session, hold up your student card for identification purposes, and share your screen with the invigilator if asked to do so at any time during the exam.** The exam session will not be recorded. More information about the use of Zoom for exam invigilation is available in the Online Proctoring Guidelines at the following link:

<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the system requirements for Zoom. Information about the system requirements are available at the following link:

<https://support.zoom.us/hc/en-us>.

I have judged that online proctoring represents the best solution for some of the assessments in this course. This allows us to assess students in a way that preserves the integrity of the course without increasing the number of papers assigned, which would both add to student workload and divert limited teaching resources to marking, and away from supporting learning.

**\*\*Please note** that Zoom servers are located outside of Canada. If you would prefer to use only your first name or a nickname to login to Zoom, please discuss this with your instructor in advance of the test or examination.

Both exams are mixed-format, consisting of multiple choice, short and long/application answer questions. The Midterm exam will be scheduled for 1.5 hours while the Final will be scheduled for 2.5 hours. Both are **closed book examinations**. Students will be tested on **ALL** course material, including what is covered in recorded lectures, the text, and additional readings. **Dictionaries are NOT allowed. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT permitted during exams.** Having one of these electronic devices during an examination is considered an academic offence, whether it is used or not. Having a cell phone in your possession during an exam, whether or not it is turned on, will result in an automatic grade of 0 for that examination. These rules will be strictly enforced as it is our responsibility to do everything possible to prevent cheating on examinations.

**\*\* Note:** Exams will not be returned to students but may be reviewed by contacting your Instructor. See the section on Exam Policies below for more important information.

**Reflected Best Self Exercise and Paper:** This exercise will give students the opportunity to engage in data collection and analysis and to gain an understanding and appreciation of when they are at their best self. This exercise is also designed to help students realize the utility and value of such exercises as an HRM tool that can contribute to the successful development of human capital, and ultimately, organizations' overall performance.

**\*\* NOTE:** The Reflected Best Self exercise and corresponding paper will be completed in several stages. First, students will request two reviews of themselves when they were at their best self from 2-3 trusted family members, friends, colleagues, coaches, etc. They will also write two reviews of when they were at their best self. Next, students will analyze these reviews and "code" them for themes. Based on their findings, students will then compose their reflected best self-portrait. Thereafter, students will reflect on this portrait and apply it to their work-related skills and future career paths. Finally, students will consider how this tool can be used in various areas of HRM. A paper will be written based on students' self-portrait, their considerations of its application to their own work/career and its utility as an HRM tool.

**\*\*Note:** To complete this exercise you must **purchase a license for \$15 USD**. To purchase the license and get access to the exercise please go to:

<https://reflectedbestselfexercise.com/products/rbse-in-education>.

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 EST on March 28<sup>th</sup>. **An overview of the exercise and a description of the paper format and expectations via a pre-recorded lecture will be provided during the week of January 25<sup>th</sup>.**

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.

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.

**\*\* Note on grade disputes:** If a student wishes to dispute a grade and/or request that an assignment/exam be remarked, they must wait at least two days after receiving the grade before requesting that the grade be changed and/or the assignment/exam be remarked. Students must also provide a written document that outlines: a) the part of the assignment/exam the student wishes to have remarked; and b) a detailed discussion as to why the grade should be changed and/or the assignment/exam be remarked. This discussion should include course material that supports the student's reasoning. Requests to have grades changed and/or an assignment/exam remarked must be made within two weeks of receiving the grade.

The DAN Department has a grade policy which states that for courses in the 3000-4000 range, the class average must fall between 70% and 77% 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.

## **7. Lecture and Examination Schedule**

See Schedule on OWL.

## **8. Student Responsibilities**

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

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 view pre-recorded lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads.

### **8.1 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.

### **8.2 Copyright Notice**

Lectures and course materials, including recorded lectures, power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may not record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

## **9. How to be Successful in this Class:**

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Create weekly checklists to help you stay on track.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading the power point slides or watching the videos.
5. Connect with others. Try forming an online study group.
6. Do not be afraid to ask questions. If you are struggling with a topic contact your instructor and or teaching assistant.
7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

## **10. Exam Policies**

- Have student identification ready
- Nothing is to be on/at one's desk during an exam, except your computer and any approved materials
- No other browsers or programs may be open while an exam is in progress
- To ensure fairness to all students, questions will not be answered during exams
- Students are required to complete a make-up exam if they missed the midterm or final exam

## **11. 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”.

### **11.1 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.).

### **11.2 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.

### **11.3 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

#### 11.4 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

### 12. Attendance

This course is delivered via asynchronous recorded lectures. It is the student's responsibility to keep up with course content as material is posted on Owl.

#### 12.1 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.

### 13. 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.

### 14. 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.

### 15. University Policy Regarding Illness

#### 15.1 Illness

For details on University Policy and student responsibilities go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

The current Illness Policy is available here (subject to change):

[https://dan.uwo.ca/undergraduate/course\\_information/IllnessPolicy.pdf](https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf)

#### 15.2 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).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then for a) the midterm exam, the percentage of the midterm exam will be distributed to the paper and final exam; and b) for the final exam, students will be required to write the exam when the course is offered again.

## **16. University Policy on Cheating and Academic Misconduct**

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.

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](mailto:ombuds@uwo.ca).

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.

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.

## **17. 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.



## 18. Support Services

### 18.1 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/your-services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness at Western University: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

### 18.2 Academic Concerns.

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