

**THE UNIVERSITY OF WESTERN ONTARIO
Management and Organizational Studies**

MOS 3385A

Section 001 & 002

**Essentials of Human Resources for Non HR Students
Fall 2009**

CALENDAR DESCRIPTION

An introduction to human resources management processes in organizations. Topics include: history of HRM, role of HRM departments in organizations, HR planning, staffing analysis, recruitment and selection.

Prerequisite: Enrolment in 3rd or 4th year of the BMOS program.
3 lecture hours, half course.

COURSE INFORMATION

Instructor:	Dr. Stefane Kabene
Office:	SSC 3212
E-mail:	skabene@uwo.ca
Office Hours:	After Class <u>by Appointment</u>
Telephone:	519 661 2111 X 81097

Day and Time of Lectures:

Section 001

Section 002

Tuesday 9:30 a.m. to 11:30 a.m. SSC 3010 **Tuesday** 3:30 p.m. to 5:30 p.m. SSC 3022

Both sections: Tuesday 5:30 p.m. to 6:30 p.m. SSC 3022

TEXTBOOK

Human Resources Management in Canada

Gary Dessler & Nina D. Cole

Canadian 10th Edition

ISBN **0135154707**

Supplementary readings will be assigned from time to time.

COURSE OBJECTIVES

This course is designed to provide non HR students with an understanding of the roles of an HR department, its importance and its relations to the other departments in an organization. The course will begin with a history of human resources management, the importance of recruitment, training and employee relations.

EVALUATION

Class Participation:	10%	Continuous
Test 1	30%	(In class)
Test 2	30%	(In class)
Team Project	30%	

PLEASE NOTE! Attendance in class is not considered as class participation. You may be present at each class and still receive a failing grade in class participation if you do not actively participate in class. Only **pertinent** questions, answers, comments and critical analysis will be considered for your class participation marks

Team Project: The project is a team paper and as such it will require **team work**. Keep in mind it will count for 30% of your total grade. With each team member getting the same project mark, it is important to choose team members who will work and communicate efficiently and effectively with each other! Teams cannot have less than 3 members or more than 5. The project is intended to be a document focusing on a particular topic. Topics will be recommended by the professor. Topics of your choice may be accepted if the instructor is convinced of their importance and of your motivation for that subject.

The following requirements and deadlines must be met:

- A final team must be created by **Sept 29th**;
- A final topic will have to be communicated in writing (both in hard copy and by email) to the instructor by **Oct 6th**;
- On that document the following information is required.
 - Name and student number of each team member

- Email of the team **Leader (who will be also in charge of communicating with me)**
- Name of the topic chosen and why in a few lines
- How the team was constituted. In other words have you worked together before? Is it a proximity choice i.e. students seated next to each other in the first class (this method is not recommended)
- List of the main strengths and weaknesses of each team member
- A name for your team that symbolizes your “organizational culture”

The format of the project is as follows:

Introduction: 1 page maximum summarizing the objectives of your paper

Conceptual framework: In this section you are expected to describe the context of the paper as well as the questions that, in your opinion, are important for the field of HRM and that need answers. In this section you will show a clear understanding of the topic you chose.

Methodology: Here you will describe the methods you chose to use in order to reach your objective which is to find pertinent answers to the questions you developed in the topic statement.

Results: This section will contain all the pertinent statistical information and any other relevant findings.

Discussion: The most important section of your essay. You will analyze the results of your study. You will show a clear understanding of the nature and significance of your findings. Your analytical skills will clearly be of central importance to this section of your paper.

Conclusion: One page maximum in which, in point form where possible, you will summarize your findings.

Abstract: One page in which you summarize your essay. It will include the objectives and the findings.

Bibliography: A list of the readings, books, articles, internet documents etc, used for the paper. A minimum of 20 peer-reviewed references are required.

Recommended length should be between 5,000 to 7,000 words excluding the bibliography.

You will be expected to submit **at the beginning of the class on November 24th**, the final document professionally presented with a cover page including:

- Title
- Date
- Name, student number and email of each group member
- Name of the course.
- Name of the professor

I will also require a clear description of the tasks performed by each member on a separate document.

The paper will be graded primarily on your team's capacity to produce a professional work based on a sound understanding of the problems at hand, the capacity to select the right methods to answer the important questions, and most importantly, your analytical skills.

MARKING SCHEME

Abstract	5%
Introduction	5%
Development (Conceptual framework)	30%
Methodology	5%
Results	10%
Discussion	30%
Conclusion	5%
Recommendations	5%
Bibliography/References	5%

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course.

Policy on Cheating & Academic Misconduct

Academic honesty is a cornerstone of conduct at university. We can not have freedom of expression without integrity. While I trust that all of you embrace this principal, instances of cheating or plagiarism arise from time to time. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences.

I urge you to read the section on Scholastic Offences in the UWO Academic Calendar 2009. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted).

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. The following rules pertain to the acknowledgements necessary in academic papers: in using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer: in adopting another writer's ideas, you must acknowledge that they are

his/hers. If you are in doubt about whether what you are doing is appropriate, consult your instructor. A claim that 'you didn't know it was wrong' will not be accepted as an excuse.

This is not meant as a personal affront or 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 251 University Community Centre, (519) 661-3573.

Late Penalties:

Late submissions will be accepted. However, a late penalty of 5% per day for the first day, and 2% for every day thereafter (weekend and holidays included) will be applied, unless appropriate documentation is provided.

Please Note:

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as a basis of appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed.

If you find that you do not have the course requisites, it is in your best interest to drop the course well before the end of the Add/Drop period. Your prompt attention to this matter will not only help protect your academic record, but will ensure that spaces become available for students who require the course in question for graduation

STUDY SCHEDULE

First Class. Sept 15th, 2009

Introduction, Course Overview and Expectations

Week 1

Chapter 1 & 2: HRM in a changing environment and legal framework

Week 2

Chapter 4 & 5: HR planning

Week 3

Chapter 6 & 7: Recruitment and Selection

Week 4

Chapter 8 & 9: Training and Career Development

Week 5

Test 1 (Chapters 1,2 & 4 to 9)

Week 6

Chapter 10 & 15: Performance Appraisal & Fair Treatment

Week 7

Chapter 11 TO 13: Total Rewards

Week 8

Chapter 14 & 16: Safety and Health & Employee Relations

Week 9

Test2 (Chapters 10 to 16)

Week 10

Special Topic: Knowledge Management and Team work

Week 11

Special Topic: Telework - Managing from a Distance

Week 12

Special Topic: Particularities and challenges of Human Resources in Healthcare

POLICY REGARDING ILLNESS*

Students are entitled to a rescheduling of tests or exams or an extension of deadlines for legitimate medical or compassionate reasons. However, it is the student's responsibility to inform the instructor prior to the due date or exam date, to arrange a timely makeup, and, if requested, to provide acceptable documentation to support a medical or compassionate claim. In the case of a final examination or assignment 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.

OTHER INFORMATION

- ◆ Bring student identification to exams.
- ◆ Nothing is to be on/at one's desk during an exam except your writing instruments

* Portions of these sections were taken from the following sources: Academic Calendar; Academic Handbook of Senate Regulations; Department of Psychology Procedures for Appealing Academic Evaluations; and the Department of History Document on Plagiarism.