

The University of Western Ontario

Management and Organizational Studies

MOS 4485G

Sections 001 & 002

Human Resources Administration for HR Students

Course Outline
Spring 2010

CALENDAR 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.

Antirequisite(s): Management and Organizational Studies 3385A/B, the former MOS 382E.

Prerequisite(s): One of: MOS 2180, 2280F/G, Psychology 2060, 2660A/B, Sociology 2169 and enrolment in 3rd or 4th year of BMOS.

Please note: You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have **not** taken an antirequisite course. Lack of prerequisites or having taken an antirequisite course may not be used as a basis for appeal. If you are found to be ineligible for a course, you may be removed at any time and will receive no adjustment to your fees. This decision cannot be appealed. If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the drop period. Your prompt attention to this matter will not only protect your academic record, but will ensure that spaces become available for students who require the course for graduation.

COURSE INFORMATION

Instructor: Stefane Kabene TA: Yvonne Nyinaku

Office: SSC 3212 SSC 5320

E-mail: skabene@uwo.ca ynyinaku@uwo.ca

Office Hours: After class **You need to make an appointment**

Telephone: (519) 661-2111 Ext 81097

Day and Time of Lectures:

Section 001

Section 002

Tuesday 9:30 a.m. to 11:30 a.m SSC 3010 **Tuesday** 1:30 p.m. to 3:30 p.m. SSC 3018

Both sections: Tuesday 4:30 p.m. to 5:30 p.m. UCC 37

TEXTBOOK

Human Resources Management in Canada

Gary Dessler Nina D. Cole

Canadian 10th Edition

ISBN **0135154707** Package to include a semester subscription to Canadian Business Magazine

(www.canadianbusiness.com) is

Supplementary readings will be assigned from time to time.

COURSE OBJECTIVES

The goal of this course will be to provide students specializing in Human Resources Management with an overview of the key theories and practices of human resource management (HRM) in different organizational settings. We will examine different perspectives of human resource management (accepted practices vs. contemporary or revolutionary views). The focus will be on the role of HR departments and on specific processes such as job design and analysis, strategic planning, hiring (staffing), performance management, training, development, health and safety, as well as other aspects influencing HRM such as the legal framework, labour relations, workplace equality, occupational health and of course career strategies and management.

EVALUATION

There are 2 exams in this course. A Test 1 worth 25% and a Test 2, non cumulative exam worth 30% of the total grade. In addition, students will have to write an essay worth 35%. Class participation is worth 10%. The tests are multiple choice questions in format. Each test will be scheduled for two hours and are closed book examinations. Students are responsible for material covered in the lectures as well as the assigned chapters in the texts. Test 1 & 2 will be in class time.

Class Participation:	10%	Continuous
Test 1	25%	(In class)
Test 2	30%	(In class)
Team Essay	35%	

PLEASE NOTE! Attendance in class is not considered 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

Essay: The essay is a team essay and as such it will require **team work**. Keep in mind it will count for 35% of your total grade. With each team member getting the same essay mark, it is important to choose team members that will work and communicate efficiently and effectively with each other! Teams **cannot** have less than 3 members or more than 5. The essay is intended to be a research 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 to treat that subject. Consulting with the TA is **highly** recommended.

The following requirements and deadlines must be met:

- A final team must be created by **Jan 12/10**;
- A final topic will have to be communicated in by email to the instructor and TA by **Jan 26/10**;
- On that document the following information is required.
 - Name and student number of each team member
 - Email of the team **Leader**
 - 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 essay is as follows:

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

Introduction: 1 page maximum summarizing the objectives of your essay

Conceptual framework: In this section you are expected to describe in detail the context of the essay. You will also highlight 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 Conceptual framework. In the case of an empirical essay (in which, for example, you would need to give a questionnaire to individuals or companies) you will be required to describe the sample's characteristics (average age, gender representation, number of employees, questionnaire used, and all other important characteristics). In other words, you will be required to show that you know what you are doing.

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 essay.

Recommendations: Based upon the critical analysis of your findings you will be required to provide recommendations that, in your opinion, will help improve the field of HRM.

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

Bibliography: A list of the readings, books, articles, internet documents etc, used for the essay. A minimum of 20 references from peer reviewed journals are required!

You will be expected to submit, **by Wednesday March 24/10**, 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

As a separate hand in I will also require a clear description of the tasks performed by each member.

The essay 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

This is how the essay marks are awarded:

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

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.

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. 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 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. Note that the essay may be submitted to a verification program such as Turnitin at the instructor's discretion.

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 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.

6.0 STUDY SCHEDULE

First Class. Tuesday January 5, 2010

Introduction, Course Overview and Expectations

Week 1

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

Week 2

Chapter 4 & 5: Work Analysis and Design and 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

Test 1 (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: Managing the Human Resources in Healthcare

POLICY REGARDING ILLNESS*

Students are entitled to a rescheduling of 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

1. Bring student identification to Tests.
2. Nothing is to be on/at one's desk during an exam except 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.

Please note that it will be up to all of us, students and professor to make this class fun, alive and a great learning experience. I sincerely wish you a great year and a lot of exciting projects for a successful future.

Stefane