

COURSE OUTLINE

SOC SCI 2HR3

Human Resources Management for Social Sciences

Day of the Week: Tuesdays – 7:00 – 10:00 PM

Location: BSB building, room 106

McMaster University
Faculty of Social Sciences

Instructor: Susan Milton
Office: KTH208

Email: milton@mcmaster.ca

Office Hours: Tuesdays, 6:00 – 7:00PM
BY APPOINTMENT ONLY

Course Description:

This course provides you with an introduction to the field of Human Resources Management and the strategic importance of sound employee practices contributing to an organization's success. You will develop comprehensive knowledge and skills enabling you to carry out Human Resources functions in an organization including: creating job descriptions, recruiting, selecting and training employees, creating performance management systems, and dealing with employee relations.

Learning is enabled using a combination of class activities, in-class lectures, case analysis, online independent study, and group work.

Course Objectives:

Developing Transferable Skills

You will work on developing academic skills that are transferable to your other university courses as well as to the workforce. These skills include:

- critical reading and thinking;
- communication (oral, written and visual);
- self and peer evaluation;
- research skills; and
- group work skills.

Required Textbooks:

| ISBN | Textbook Title & Edition | Author & Publisher |
|---|---|---|
| ISBN-10: 0134376927 ISBN-13: 9780134376929 | Human Resources Management in Canada, Canadian Thirteenth Edition, 13/E Note – you will not need the online My Management Lab for this course. | Gary Dessler, Florida International University Nita Chhinzer, Nina D. Cole, Ryerson University Pearson Publishing |

Evaluation Components:

| Assessment Activity | % of Grade | Date Due |
|---|-------------------|-------------------------|
| Midterm Exam Chapters 1-8 | 25% | Tues. Oct. 24/17 |
| Group Project | 25% | Due Wed. Nov. 29/17 |
| Other Class Activities (In class activities, dropbox submissions) | 25% | Throughout the semester |
| FINAL EXAM Chapters 10-16 | 25% | T.B.A. |

Written Assignments: All written assignments are to be typed and double-spaced. Please include a title page with your name, student number and email address, the topic title of the assignment and the date submitted. Please submit a paper copy to the Instructor at the start of class on the due date as well as submit one file copy per group to the appropriate Dropbox in Avenue 2Learn.

Submitting Assignments Electronically: Individual assignments submitted electronically must include your last name in the filename: e.g. Smith_Assignment_5_Article_Assessments.rtf.

Late Submissions: All work is due on the date stated, at the beginning of class, unless other arrangements have been made in advance with the instructor. A late penalty of 5 percentage points per day will apply after the due date (weekends included).

Class Participation and Engagement: Class participation and engagement is an important component of this course (and of active learning). Therefore, all students are to be 'active' participants in this course. This means attending all classes, being actively involved in class activities and thoughtful discussion, and completing all assignments.

Your participation grade will be significantly influenced by your active involvement in class, and the quality of that involvement. Lack of participation, or 'negative participation', will also significantly influence your participation grade (but in a negative way)! And so you are aware of the types of activities or behaviours that will be considered 'negative' class participation, they include the following: missing classes, talking to classmates about things that are not a contribution to the class discussion, general nonparticipation in or disruption of class/class activities, sleeping during class, coming to class late or leaving early, and using any of the following electronic devices: cell phones, mp3 players, ipods, ipads, and other electronic devices. Computers may be used in class but ONLY for note taking purposes. Evidence of using the computer for anything other than note taking will be considered negative class participation.

The success of this course depends on you! And students who are most successful in this course fulfill these expectations, and engage in all aspects of the course!

Group Work: For all group work, ALL students in the group must be contributing members of that assignment. The expectation is that each student will be an active and respectful member of their group, and contribute to the assignment - in a fair and equitable way. Group work is sometimes challenging, but it can also be rewarding in a number of ways, including providing you with opportunities to develop valuable 'working-as-a-team' skills that will serve you well in this and other courses, as well as more broadly in your academic, professional, and personal life.

Policy for Returning Assignments/Posting Grades: In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow the return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; all tests and assignments must be returned directly to the student.

And since it is important for student learning and skills development that students receive feedback on their assignments as they progress through the course, you can expect to receive feedback (comments and a grade) on each of your examinations and the group assignment in a timely fashion. This will allow you the opportunity to see how you performed on each assignment and time to discuss any questions you might have with your instructor.

The following possibilities exist for return of or feedback on graded materials:

1. direct return of materials to students in class;
2. return of materials to students during office hours;
3. viewing of materials in-class or online (where applicable)
4. submit/grade/return papers electronically.

Arrangements will be finalized for the return of assignments from the options listed above by the instructor during the first class.

Grades for examinations and the group assignment will be posted in Avenue2Learn. Final grades for the course will be posted on MOSIAC.

UNIVERSITY POLICY ON ACADEMIC DISHONESTY:

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <http://www.mcmaster.ca/academicintegrity>

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

A NOTE ABOUT THE USE OF AVENUE TO LEARN IN THIS COURSE:

In this course we will be using Avenue to Learn for the online components of the course. Students should be aware that when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation, may become apparent to all other students in the same course. The

available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

A NOTE ABOUT THE USE OF TURNITIN.COM IN THIS COURSE

In this course we may be using a web-based service (Turnitin.com) to reveal plagiarism. If announced by the Instructor, students will be expected to submit their work electronically to Turnitin.com as well as in hard copy so that it can be checked for plagiarism. Students who do not wish to submit their work to Turnitin.com must still submit a hard copy of their work to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com policy, please go to www.mcmaster.ca/academicintegrity

FACULTY OF SOCIAL SCIENCES E-MAIL COMMUNICATION POLICY

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including to TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

McMaster Student Absence Form (MSAF):

This on-line self-reporting tool is for undergrad students to report one absence of up to 3 days per term. The MSAF gives you the ability to request relief for any missed academic work during that one absence (that is less than 25% of the course grade). Please note: this tool cannot be used during any final examination period.

You may submit only 1 MSAF per term. This online MOSAIC form should be filled out as soon as possible before you return to class after your absence. It is YOUR responsibility to follow up with your instructor immediately (within 48 hours of submitting the MSAF) in person or by email regarding the nature of the relief that is possible for the missed work.

If you are absent more than 3 days or exceed 1 request per term, are absent for a reason other than medical, or have missed work worth 25% or more of your final grade, you MUST visit the office of the Associate Dean in your Faculty. You may be required to provide supporting documentation to the Faculty office. You must NOT submit any medical or other relevant documentation to your instructor. Your instructor may NOT ask you for such documentation. All documentation requests will only come from the Faculty office.

Access Copyright Regulations:

McMaster University holds a licensing agreement with Access Copyright, the Canadian Copyright Licensing Agency. Information on current regulations for copying for education purposes can be found at the following website: <http://www.copyright.mcmaster.ca/>

Student Accessibility Services (SAS) formerly Centre for Student Development (CSD):

If you have an accommodation letter from SAS, you are required to provide a copy of that letter to your instructor. Please be sure that you arrange academic accommodations through SAS as early as possible in order that the instructor can receive the accommodation letter as early as possible in the term.

What are my responsibilities as a student registered at SAS? Students are responsible to identify themselves to Student Accessibility Services on an annual and regular basis in order to receive accommodations and services. Students are responsible for:

- meeting their SAS Program Coordinator prior to, or at the start of each academic term (September, January and summer sessions);
- providing their SAS Program Coordinator with relevant and professional medical or psychological documentation;
- notifying their SAS Program Coordinator if courses are dropped or added, or if accommodations require a change;
- meeting with individual course instructors to discuss specific needs in relation to the course and their disability; and
- providing the course instructor with their accommodation letter from SAS.

For more information, see the SAS website: <http://csd.mcmaster.ca/sswd/faqs.html>

COURSE SCHEDULE

| Date | Topic, Lecture Details & Homework | Chapter |
|-------------|---|---------|
| Sept. 5 | Introduction <ul style="list-style-type: none"> • Introduction to course and course requirements • Introduction to the field of Human Resources Chapter 1- The Strategic Role of HRM <ul style="list-style-type: none"> • Define Human Resources Management and analyze the strategic significance of human resources management •Homework: DROPBOX ACTIVITY: Referring to one of the textbook concepts, post one thing you most want to learn/take away from this course. Due. Sun. Sept. 10 by 11:59PM. | |
| Sept. 12 | Chapter 1- The Strategic Role of HRM cont'd <ul style="list-style-type: none"> • Discuss the internal and external environmental factors affecting HRM Chapter 2- The Changing Legal Emphasis <ul style="list-style-type: none"> • Discuss the various employment laws that a company must abide by in the treatment of their employees. • Apply employment laws to business examples Homework: DROPBOX ACTIVITY: Locate a current article (within 6 months) that shows a change in business i.e. growth, closure, merger, etc. Summarize the article. Then describe one HR area that will/may be impacted by this business change. Post both the article and your analysis in the dropbox. Due Sun. Sept. 17 by 11:59PM. | 1 & 2 |
| Sept. 19 | Chapter 2 – The Changing Legal Emphasis cont'd Chapter 4- Designing and Analyzing Jobs <ul style="list-style-type: none"> • Determine the components of a job description and a job specification. • Show the relationship between job analysis and HRM functions. | 2 & 4 |
| Sept. 26 | Chapter 5- HR Planning <ul style="list-style-type: none"> • Outline the relationship between HRP and strategic planning and explain the importance of environmental scanning. • Appraise the procedures used by organizations to deal with surpluses or shortages of employees. Chapter 6- Recruitment <ul style="list-style-type: none"> • Select the appropriate recruiting methods for finding and attracting different types of recruits. • Discussion of group project Homework: DROPBOX ACTIVITY: DROPBOX ACTIVITY: Locate a job advertisement for a job that interests you. The source of the job ad needs to be the internet (job posting site), Outline why you are interested in this job and what relevant experience/education you possess i.e. why should the employer hire you. Post your ad web-link and discussion to the Dropbox. Due Sun. Oct. 1 by 11:59PM. | 5 & 6 |
| Oct 3 | Chapter 7- Selection <ul style="list-style-type: none"> • Apply the steps in the selection process to a job vacancy incorporating selection criteria. | 6 & 7 |
| w/o Oct. 10 | Reading week, no class | |
| Oct. 17 | Chapter 8- Orientation and Training <ul style="list-style-type: none"> • Discuss orientation and training programs for a new employee which will result in a smooth transition to the job situation. • Apply the five step training process to a case scenario. Mid-term review Homework: Study for mid-term | 8 |

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|----------------|---|-------------|
| Oct. 24 | Midterm - Chapters 1-8 | 1-8 |
| Oct. 31 | <p>Chapter 11- Establishing Strategic Pay Plans</p> <ul style="list-style-type: none"> • Provide examples of what constitutes "Total Rewards" and evaluate the various factors that influence a company's compensation system. • Demonstrate the steps to be followed to establish pay rates. <p>Chapter 12- Pay for Performance</p> <ul style="list-style-type: none"> • Critique the various types of incentive plans used by organizations to motivate and reward employees. • Analyse the emerging emphasis on employee recognition. <p>Chapter 13- Employee Benefits</p> <ul style="list-style-type: none"> • Distinguish between employee benefits required by law versus voluntary. <p>Homework: DROPBOX ACTIVITY: Research the job you are interested in and determine what the salary range is (use the NOC web-site for this). List and briefly describe four benefits you would want a company to provide you in addition to your base salary/wage. Post the NOC job weblink and your answers to the dropbox. Due Sun. Nov. 5 by 11:59PM.</p> | 11, 12 & 13 |
| Nov. 7 | <p>Chapter 14- Health and Safety</p> <ul style="list-style-type: none"> • Develop strategies to monitor an organization's work environment for compliance with current health and safety legislation, policies, and procedures. • Provide examples of major organizational services and programs for promoting workplace wellness. | 14 |
| Nov. 14 | <p>Chapter 14 – Health & Safety cont'd</p> <p>Homework: DROPBOX ACTIVITY: Find an online article that highlights a recent health and/or safety issue in a Canadian workplace. Briefly discuss what the issue is. Post the article weblink and your answer to the dropbox. Due. Sun. Nov. 19 by 11:59PM</p> | 14 |
| Nov. 21 | <p>Guest speaker. Resume review/interview discussion</p> | |
| Nov. 28 | <p>Chapter 15- Fair Treatment: The Foundation of Effective Employee Relations</p> <ul style="list-style-type: none"> • Interpret the job rights of employees • Analyse the foundations of a fair and just disciplinary process <p>Chapter 16- Labour Relations</p> <ul style="list-style-type: none"> • Differentiate between employee relations and labour relations. • Summarize the union organizing process and analyse the reasons why an employee would join a union. <ul style="list-style-type: none"> • Describe the bargaining process and the bargaining goals and strategies of a union and an employer. • Differentiate between the possible responses to a bargaining impasse. <p><u>The Group Assignment is due Wed. Nov. 29 in the applicable dropbox</u></p> | 15 & 16 |
| Dec. 5 | <p>Course wrap-up Review for Final Exam</p> | |
| Dec. 7 onwards | <p>Final exam period. Final exam date and time set by the examinations office.</p> | |

Notes:

- Any homework that is a Dropbox item indicates homework that will count towards the allocated online/in-class activity marks. The homework will form the basis for in-class discussions and group work. Further requirements as to dropbox activities will be posted with each applicable dropbox.
- MSAFs will not be allowed for in-class activities.
- **The instructor and university reserve the right to modify elements of the course during the term. The university and instructor may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her Avenue to Learn course email.**