 SOC SCI 2HR3 - Human Resources Management for Social Sciences

# Course information:

* Thurs. Sept. 5 – Nov. 28 , 2019, 7:00 – 10:00 PM (2 hours in-class, approx. 1-hour homework/online)
* Instructor: Susan Milton
* Office: KTH 208
* Office hours: by appointment only
* Email: [milton@mcmaster.ca](mailto:milton@mcmaster.ca)

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## Course Overview

## 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.

## Course Objectives:

1. Evaluate the human resources practices within an organization.
2. Describe the legal and ethical standards that must be adhered to in human resources practices.
3. Outline the various functions that link together in the field of human resources.
4. Assess the impact of strategic human resources practices on effective business operations.

## Course Format

Information will be presented through lectures, case study analyses and discussion.

For approximately 50% of the class time, information will be given in a lecture-discussion format. This information will focus on a selected theoretical framework as applied to human resource management practices. Learning is enabled using a combination of class activities, in-class lectures, case analysis, online independent study, and group work.

## Required Text:

| ISBN | Textbook Title & Addition | Author & Publisher |
| --- | --- | --- |
| ISBN–13: 978-1-25-965492-3 | Canadian Human Resource Management, A Strategic Approach, 13/E | Schwind, Uggerslev, Wagar & Fassina. McGraw Hill |

# Course Requirements/Assignments

## Requirements Overview and Deadlines

| Assessment Activity | % of Grade | Date Due |
| --- | --- | --- |
| Midterm Exam  Chapters 1-6 | 25% | Thursday, Oct. 24th |
| Group Assignment | 25% | Wednesday, Nov. 27th |
| Other Class Activities (in class activities, online assignment submissions) | 25% | TBA |
| Final Exam | 25% | During final exam timeframe, Date TBA |

## Requirement/Assignment Details

Will be discussed in class

# Assignment Submission and Grading

## Form and Style

* Written assignments must be typed using Times New Roman size 12 and double-spaced and submitted with a front page containing the title, student’s name, student number, and the date. Number all pages (except title page).
* Must submit in either .doc or .rtf format. Pages format will not be accepted and will result in a grade of 0.
* Assignments should be stapled together. Please do NOT use plastic report covers or binders.

## Avenue to Learn

In this course we will be using Avenue to Learn. 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 with the course instructor.

## Privacy Protection

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. The following possibilities exist for return of graded materials:

1. Direct return of materials to students in class;
2. Return of materials to students during office hours;
3. Students attach a stamped, self-addressed envelope with assignments for return by mail;
4. Submit/grade/return papers electronically.

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

## Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

# Student Responsibilities

* Students are expected to contribute to the creation of a respectful and constructive learning environment. Students should read material in preparation for class, attend class on time and remain for the full duration of the class. A formal break will be provided in the middle of each class, students are to return from the break on time.
* In the past, student and faculty have found that non-course related use of laptop computers and hand-held electronic devices during class to be distracting and at times disruptive. Consequently, during class students are expected to only use such devices for taking notes and other activities directly related to the lecture or class activity taking place.
* Please check with the instructor before using any audio or video recording devices in the classroom.

## Academic Integrity

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](http://www.mcmaster.ca/academicintegrity.).

The following illustrates only three forms of academic dishonesty:

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

## Academic Accommodation of Students with Disabilities

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca) for further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf) policy.

## Religious, Indigenous and Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Please review the [RISO information for students in the Faculty of Social Sciences](https://socialsciences.mcmaster.ca/current-students/riso) about how to request accommodation.

## 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 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, they may not reply.

## McMaster Student Absence Form (MSAF)

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”.

# Course Weekly Topics and Readings

| Date | Topic, Lecture Details & Homework | Chapter |
| --- | --- | --- |
| Sept. 5 | Introduction   * Introduction to course and course requirements * Introduction to the field of Human Resources   Chapter 1-Strategic Human Resources Management (HRM)   * Define Human Resources Management and analyze the strategic significance of human resources management * Discuss the various business strategies and their impact on HRM practices. | 1 |
| Sept. 12 | Chapter 1-Strategic Human Resources Management (HRM) cont’d   * Discuss the internal and external environmental factors affecting HRM * Explain the importance of the PEST analysis model.   Chapter 4 – Legal Requirements   * Explain the impact of legislation on HRM. | 1 & 4 |
| Sept. 19 | Chapter 4 – Legal Requirements and Managing Diversity cont’d Discuss various pieces of employment legislation.  * Analyze discrimination case decisions.  Outline the impact of human rights legislation on diversity management. | 4 |
| Sept. 26 | Chapter 2- Job Analysis and Design   * Determine the components of a job description and a job specification. * Show the relationship between job analysis and HRM functions. * Discuss the Job Characteristic Design Model (JCM). | 2 |
| Oct. 3 | Chapter 3- HR Planning   * Outline the relationship between HRP and strategic planning. * Discuss methods determined to forecast employee supply and demand. * Appraise the procedures used by organizations to deal with surpluses or shortages of employees. | 3 |
| Oct. 10 | Chapter 5- Recruitment   * Select the appropriate recruiting methods for finding and attracting different types of recruits. * Explain the constraints on recruiting * Discuss the dis/advantages of internal and external recruiting * Analyze ads for AIDA effectiveness. * Mid-term review | 5 |
| Oct. 17 (no class) | * Reading week |  |
| Oct. 24 | Mid-term – Chapters 1 - 5 |  |
| Oct. 31 | Chapter 6- Selection   * Outline the steps involved in the selection process. Discuss the various tests used in applicant selection. * Differentiate between reliability and validity. * Apply the steps in the selection process to a job vacancy incorporating selection criteria. | 6 |
| Nov. 7 | Chapter 7- Training and Development   * Design orientation and training programs for a new employee which will result in a smooth transition to the job situation. * Distinguish the different types of training methods used by organizations including on-the-job and off-the-job. * Apply the five-step training process to a case scenario. | 7 |
| Nov. 14 | Chapter 9- Compensation Management   * 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.   Chapter 10- Employee Benefits   * Distinguish between employee benefits required by law versus voluntary. | 9 & 10 |
| Nov. 21 | Chapter 12- Health and Safety   * Discuss the 3 fundamental rights and their implications on workplace health and safety practices. * Explain the hazard identification and control process. * Outline the causes of stress and ways to minimize its impact on employees’ health. * Analyze the contributing factors to workplace incidents. | 12 |
| Nov. 28 | Chapter 11- Fair Treatment: The Foundation of Effective Employee Relations   * Explain the job rights of employees * Analyze the foundations of a fair and just disciplinary process.   Chapter 13- Labour Relations   * Summarize the union organizing process and analyze the reasons why an employee would join a union. * Discuss the impact unionism has had on society.   Final exam review  The Group Assignment is due Wed. Nov. 27 in the applicable assignment area. | 11 & 13 |
| TBA | Final exam to be written on date determined by McMaster scheduling office. (Chapts. 6 – 13) |  |

## Authenticity/Plagiarism Detection

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to the [academic integrity website](http://www.mcmaster.ca/academicintegrity).