

## **COURSE OUTLINE**

### **SOC SCI 2HR3**

#### **Human Resources Management for Social Sciences**

Day of the Week: Thursdays – 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](mailto:milton@mcmaster.ca)**

**Office Hours: Thursdays, 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:**

<b>ISBN</b>	<b>Textbook Title &amp; Edition</b>	<b>Author &amp; Publisher</b>
ISBN: 978-0-13-400544-7	Human Resources Management in Canada, Canadian Thirteenth Edition, 13/E  Note – you will not need the online My Management Lab for this course.	Dessler & Chhinzer. Pearson Publishing

## **Evaluation Components:**

<b>Assessment Activity</b>	<b>% of Grade</b>	<b>Date Due</b>
Midterm Exam Chapters 1-7	<b>25%</b>	Thurs. Mar. 1
Group Assignment	<b>25%</b>	Due Sun. Apr. 1
Other Class Activities (In class activities, online assignment submissions)	<b>25%</b>	Throughout the semester
FINAL EXAM Chapters 8, 10-16	<b>25%</b>	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 one 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, and coming to class late or leaving early. 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; or
3. 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 MUGSI.

#### **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](http://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
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Jan. 4	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Introduction to course and course requirements</li> <li>• Introduction to the field of Human Resources</li> </ul> <p><b>Chapter 1-The Strategic Role of HRM</b></p> <ul style="list-style-type: none"> <li>• Define Human Resources Management and analyze the strategic significance of human resources management</li> <li>• Discuss the internal and external environmental factors affecting HRM</li> </ul> <p><b>Homework:</b> Post one thing you most want to learn/take away from this course. Due. Tues. Jan. 16 by 11:59PM.NOTE – submissions will be discussed at Jan. 18 class.</p>	1
Jan. 11	<p><b>Chapter 1 cont'd</b> <b>Chapter 2 – The Changing Legal Emphasis</b></p> <p><b>HOMEWORK:</b> Research the Ministry of Labour website and post one Part 1 and one Part 3 ESA conviction. You will include the ESA section, what it covers, the name of the person/company charged and the fine amount. Provide a 2 – 3 sentence summary of each conviction. Due. Tues. Jan. 18. We will discuss some of these posts at the next class.</p>	1 & 2
Jan. 18	<p><b>Chapter 2 – The Changing Legal Emphasis cont'd</b> <b>Chapter 4- Designing and Analyzing Jobs</b></p> <ul style="list-style-type: none"> <li>• Determine the components of a job description and a job specification.</li> <li>• Show the relationship between job analysis and HRM functions.</li> </ul> <p><b>Homework:</b> Complete online Quiz #1, 20 multiple choice questions covering Chapt 1 &amp; 2</p>	2 & 4
Jan. 25	<p><b>Chapter 5- HR Planning</b></p> <ul style="list-style-type: none"> <li>• Outline the relationship between HRP and strategic planning and explain the importance of environmental scanning.</li> <li>• Appraise the procedures used by organizations to deal with surpluses or shortages of employees.</li> </ul> <p><b>Homework:</b> Complete online Quiz #2, 20 multiple choice questions covering Chapt 4 &amp; 5</p>	5
Feb. 1	<p><b>Chapter 6- Recruitment</b></p> <ul style="list-style-type: none"> <li>- Select the appropriate recruiting methods for finding and attracting different types of recruits.</li> <li>- Discussion of group assignment.</li> </ul> <p><b>Homework:</b> Choose your group members (maximum of 5) and post your names no later than Tues. Jan. 30</p>	6
Feb. 8	<p><b>Chapter 7- Selection</b></p> <ul style="list-style-type: none"> <li>• Apply the steps in the selection process to a job vacancy incorporating selection criteria.</li> </ul> <p>Mid-term review</p>	7
Feb. 15	<p><b>Chapter 10- Performance Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the importance of "performance management" in meeting organizational objectives.</li> </ul> <p><b>Mid-term review</b> <b>Homework:</b> Study for mid-term</p>	
Feb. 22	<b>Reading week, no class</b>	
Mar. 1	<p><b>Midterm - Chapters 1-7</b> Portions of the mid-term will be debriefed at the Mar.8 class.</p>	

Mar. 8	<p><b>Chapter 8-</b> Orientation and Training</p> <ul style="list-style-type: none"> <li>• Design orientation and training programs for a new employee which will result in a smooth transition to the job situation.</li> <li>• Distinguish the different types of training methods used by organizations including on-the-job and off-the-job.</li> <li>• Apply the five step training process to a case scenario.</li> </ul> <p><b>Homework:</b> List and briefly describe four things you would want a company to provide you in addition to your base salary/wage. Due Tues. Mar. 6 by 11:59PM. Note – some submissions will be discussed at the Mar. 8 class.</p>	8 & 10
Mar. 15	<p><b>Chapter 11-</b> Establishing Strategic Pay Plans</p> <ul style="list-style-type: none"> <li>• Provide examples of what constitutes "Total Rewards" and evaluate the various factors that influence a company's compensation system.</li> <li>• Demonstrate the steps to be followed to establish pay rates.</li> </ul> <p><b>Chapter 12-</b> Pay for Performance</p> <ul style="list-style-type: none"> <li>• Critique the various types of incentive plans used by organizations to motivate and reward employees.</li> <li>• Analyse the emerging emphasis on employee recognition.</li> </ul> <p><b>Chapter 13-</b> Employee Benefits</p> <ul style="list-style-type: none"> <li>• Distinguish between employee benefits required by law versus voluntary.</li> </ul> <p><b>HOMEWORK:</b> Complete online Quiz #3, 20 multiple choice questions covering Chpts 11 - 13</p>	11, 12 & 13
Mar. 22	<p><b>Chapter 14-</b> Health and Safety</p> <ul style="list-style-type: none"> <li>• Develop strategies to monitor an organization's work environment for compliance with current health and safety legislation, policies, and procedures.</li> </ul> <p><b>Homework:</b> Complete the Hazards identification and control activity. Due. Tues. Mar.20 by 11:59PM. Some of the submissions will be discussed in class.</p>	14
Mar. 29	<p>Chapter 14 – Health &amp; Safety cont'd</p> <ul style="list-style-type: none"> <li>• Provide examples of major organizational services and programs for promoting workplace wellness.</li> </ul> <p><b>HOMEWORK:</b> Complete online Quiz #4, 20 multiple choice questions covering Chapt. 14 Locate an online article about an employee who was fired. Post the weblink to the article along with a 2 -3 sentence summary of the article. Due Tues. Mar. 27. Some of the submissions will be discussed at the Mar. 29 class.</p> <p><b><u>The Group Assignment is due Sun. Apr.1 in the applicable assignment area.</u></b></p>	14
Apr. 5	<p><b>Chapter 15-</b> Fair Treatment: The Foundation of Effective Employee Relations</p> <ul style="list-style-type: none"> <li>• Interpret the job expectancy rights of employees</li> <li>• Analyse the foundations of a fair and just disciplinary process.</li> </ul> <p><b>Chapter 16-</b> Labour Relations</p> <ul style="list-style-type: none"> <li>• Summarize the union organizing process and analyse the reasons why an employee would join a union.</li> <li>• Discuss the impact unionism has had on society.</li> </ul> <p>Final exam review</p>	15 & 16



Apr. 11 - 26	Final exam period. Final exam date and time will be set by the registrar's office.	
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**Note:**

- Some of the homework activities will form the basis for in-class discussions. Further requirements as to these activities will be posted with each applicable assignment and discussed in class.
- **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.**