

**SOCSCI 2HR3: Human Resources Management for Social Sciences**

**Course information:**

- Jan. 10 to Apr. 11, 2022. Weekly lectures, Mondays @7PM
- Instructor: Susan Milton
- Office: Virtual Office
- Office hours: by virtual appointment
- Email: 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:

Upon successful completion of this course, students will be able to:

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 online key concept weekly recordings, several Zoom sessions, lectures, case study analyses and online discussion.

The course information will focus on a selected theoretical framework as applied to human resource management practices. Learning is enabled using a combination of discussion activities, online lectures, case analysis, online independent study, and group work.

### Required Texts:

ISBN	Textbook Title & Addition	Author & Publisher
ISBN: 9781259654923	Canadian Human Resource Management, A Strategic Approach, 12/E	Schwind, Uggerslev, Wagar & Fassina. McGraw Hill

### Additional Suggested Readings

- 1) <https://www.hcamag.com/ca>

## Course Requirements/Assignments

### Requirements Overview and Deadlines

Assessment Activity	% of Grade	Date Due
Midterm Exam, Chapters 1-6	20%	Monday, Feb. 28th
Team Contract for Group Assignment	5%	Monday, Mar. 14th
Group Assignment	20%	Tuesday, Apr. 12th
Other Activities (online quizzes, discussions & assignments) *includes cumulative weekly concepts postings	35%	Various Mondays, see Weekly Schedule for breakdown
Final Exam, Chapters 7 - 15	20%	Date to be set by the University

### Requirement/Assignment Details

- Will be discussed with the applicable weekly online module information.

## **Assignment Submission and Grading**

### **Form and Style**

- Written assignments must be typed 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 and pdf formats will not be accepted and will result in a grade of 0.

### **Courses with an on-line element**

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, 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 a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

### **Online Proctoring**

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

### **Submitting Assignments & Grading**

All graded evaluations i.e. discussions, assignments will be submitted and/or completed online through the A2L course site. All assignments will be automatically reviewed through Turnitin software.

### **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 possibility exists for return of graded materials:

- 1) Submit/grade/return papers electronically.

### **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 all material posted under each weekly module.
- Students are required to complete and submit all evaluations by the posted due date. No late submissions will be accepted.

## Conduct Expectations

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online. It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

## Copyright and Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

## 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. **It is your responsibility to understand what constitutes academic dishonesty.**

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](https://secretariat.mcmaster.ca/university-policies-proceduresguidelines/), located at <https://secretariat.mcmaster.ca/university-policies-proceduresguidelines/>

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 \(SAS\)](#) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

### Academic Accommodation for 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 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](#) 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

<b>Individual Modules Open the Week starting:</b>	<b>Topic, Module Details</b>	<b>Evaluations – all evaluations must be submitted by 11:59PM on the due date.</b>  <i>Evaluations open when the module opens and are open until the due date.</i>
1- Week of Jan. 10	Introduction <ul style="list-style-type: none"><li>• Introduction to course and course requirements</li><li>• Introduction to the field of Human Resources</li></ul>	Your weekly concept highlight and question due Jan. 11*

Individual Modules Open the Week starting:	Topic, Module Details	Evaluations – all evaluations must be submitted by 11:59PM on the due date.  <i>Evaluations open when the module opens and are open until the due date.</i>
2- Jan. 17	Chapter 1-Strategic Human Resources Management (HRM) <ul style="list-style-type: none"> <li>• Define Human Resources Management and analyze the strategic significance of human resources management</li> <li>• Discuss the various business strategies and their impact on HRM practices.</li> <li>• Discuss the internal and external environmental factors affecting HRM</li> <li>• Explain the importance of the PEST analysis model.</li> </ul>	Your weekly concept highlight and question due Jan. 18*
3 – Jan. 24	Chapter 4 – Legal Requirements <ul style="list-style-type: none"> <li>• Explain the impact of legislation on HRM.</li> <li>• Discuss various pieces of employment legislation.</li> <li>• Analyze discrimination case decisions.</li> <li>• Outline the impact of human rights legislation on diversity management.</li> </ul>	Discussion #1– 5% due Mon. Jan. 31  Your weekly concept highlight and question due Jan. 25*
4- Jan. 31	Chapter 2- Job Analysis and Design <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> <li>• Discuss the Job Characteristic Design Model (JCM).</li> </ul> Chapter 3- HR Planning <ul style="list-style-type: none"> <li>• Outline the relationship between HRP and strategic planning.</li> <li>• Discuss methods determined to forecast employee supply and demand.</li> <li>• Appraise the procedures used by organizations to deal with surpluses or shortages of employees.</li> </ul>	Quiz #1 – Chapters 1 -4 – 5%. Due Mon. Feb. 7  Your weekly concept highlight and question due Feb. 1*

Individual Modules Open the Week starting:	Topic, Module Details	Evaluations – all evaluations must be submitted by 11:59PM on the due date.  <i>Evaluations open when the module opens and are open until the due date.</i>
5- Feb. 7	Chapter 5- Recruitment <ul style="list-style-type: none"> <li>• Select the appropriate recruiting methods for finding and attracting different types of recruits.</li> <li>• Explain the constraints on recruiting</li> <li>• Discuss the dis/advantages of internal and external recruiting</li> <li>• Analyze ads for AIDA effectiveness.</li> </ul>	Assignment #1 – 5% - due Feb. 14  Your weekly concept highlight and question due Feb. 8*
6-Feb. 14	Chapter 6- Selection <ul style="list-style-type: none"> <li>• Outline the steps involved in the selection process. Discuss the various tests used in applicant selection.</li> <li>• Differentiate between reliability and validity.</li> <li>• Apply the steps in the selection process to a job vacancy incorporating selection criteria.</li> </ul> <b>Mid-term review</b>	Discussion #2 – 5% due Feb. 21 Mid-term review practice (not graded)
Feb. 21-25	<ul style="list-style-type: none"> <li>• Reading week (no new material to review)</li> </ul>	
7-Feb. 28	Online Mid-term – Chapters 1 - 6	Online mid-term – 20%
8 – Mar. 7	Chapter 7- Training and Development <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>	Group Assignment team contract due Mar. 14 – 5%  Your weekly concept highlight and question due Mar. 8*
9-Mar. 14	Chapter 9- Compensation Management <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> </ul>	Quiz #2 – Chaps. 7 & 9 – 5% due Mar. 21

Individual Modules Open the Week starting:	Topic, Module Details	Evaluations – all evaluations must be submitted by 11:59PM on the due date.  <i>Evaluations open when the module opens and are open until the due date.</i>
	<ul style="list-style-type: none"> <li>• Demonstrate the steps to be followed to establish pay rates.</li> </ul> Chapter 10- Employee Benefits <ul style="list-style-type: none"> <li>• Distinguish between employee benefits required by law versus voluntary.</li> </ul>	Your weekly concept highlight and question due Mar. 15*
10-Mar. 21	Chapter 12- Health and Safety <ul style="list-style-type: none"> <li>• Discuss the 3 fundamental rights and their implications on workplace health and safety practices.</li> <li>• Explain the hazard identification and control process.</li> <li>• Outline the causes of stress and ways to minimize its impact on employees' health.</li> <li>• Analyze the contributing factors to workplace incidents.</li> </ul>	Assignment #2 – Health & Safety analysis – 5% due Mar. 28  Your weekly concept highlight and question due Mar. 22*
11-Mar. 28	Chapter 11- Fair Treatment: The Foundation of Effective Employee Relations <ul style="list-style-type: none"> <li>• Explain the job rights of employees</li> <li>• Analyze the foundations of a fair and just disciplinary process.</li> </ul>	Your weekly concept highlight and question due Mar. 29*
12-Apr. 4	Chapter 13- Labour Relations <ul style="list-style-type: none"> <li>• Summarize the union organizing process and analyze the reasons why an employee would join a union.</li> <li>• Discuss the impact unionism has had on society.</li> </ul>	Quiz #3 – Chapt. 11 & 13 – 5% due Apr. 11
13-Apr. 11	Final exam review	Group Assignment -20% due Apr. 12
14-Date to be set by University	Online final exam (Chapters 7 – 13)	Online final exam – 20%

This lecture schedule is based upon current university and public health guidelines and may be subject to changes during the term. Any changes to the schedule or course delivery will be communicated on the course announcements section on Avenue to Learn. Please check the announcements prior to attending class.



### **Authenticity/Plagiarism Detection**

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity)