

**Western University**  
**Management and Organizational Studies**  
**MOS 3383A - 001**  
**COMPENSATION AND BENEFITS MANAGEMENT**  
**FALL 2014**

**COURSE OUTLINE**

**FACULTY:**

Instructor: Linda Eligh

E-mail address: leligh@uwo.ca

Campus Phone: 519-661-2111 ext. 81098

Office Location: SSC# 4418

Classroom: SSC 3022

Class Time: Thursdays, 9:30 a.m. – 12:30 p.m.

Office Hours: Tuesdays 12:30 – 2:30 p.m. and

Thursdays 1:00 – 2:00 p.m.

(By appointment)

*I encourage you to see me during office hours. The best way to reach me is by e-mail since I am not always on campus to pick up phone messages.*

*DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact me, the course instructor, if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>*

**CALENDAR DESCRIPTION**

This course is an introduction to human resources planning processes in organizations. Topics include: supply and demand forecasting, succession management, job analysis, downsizing and restructuring, mergers and acquisitions. This course is designed to provide students with an appreciation for the need for sound planning in human resources. The course will begin with an understanding of jobs using job analysis and then progress through planning for vacancies and then assessing how the vacancies will be filled in the future.

**Prerequisites for MOS 3383A:** Enrolment in 3rd or 4th year of the BMOS program.

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

**TEXTBOOK**

*Strategic Human Resources Planning*, Fifth Edition. Nelson Education, 2013. ISBN: 13-978-0-17-650694-0; Authors: Monica Belcourt, Kenneth McBey, Ying Hong and Margaret Yap.

Additional readings may include class handouts or articles on the internet, and/or readings to be accessed from the western Online Library Catalogue in electronic resources. See Topic Timetable.

## COURSE OBJECTIVES

This course provides a systematic examination of choices that confront managers in Canada who wish to implement strategic human resources planning effectively. These choices are presented through introduction to the concepts of strategy formulation and implementation within the HR context. Upon successful completion of this course students will be able to:

1. Describe the role and activities of human resources management in facilitating the steps required for human resource planning in organizations, recommending plans of action that effectively link HR policy to business planning to improve performance, and measuring the impact of human resources management.
2. Define, describe, compare, and contrast **key terms**, theories, concepts, approaches, models and tools relevant to human resource planning across Canadian workplaces.
3. Synthesize and critically assess the extent to which various human resource planning practices and associated activities (such as job analysis, succession planning and change management) achieve the goals of managers and support strategic objectives of the organization within specific organizational contexts.
4. Recognize how legislation, technology, changing economic conditions, labour force dynamics, and other external factors influence human resource planning practices.
5. Analyze and differentiate human resources planning approaches used by Canadian organizations that operate globally, and assess various political, cultural, institutional, economic, employee and organizational factors that influence human resources planning on an international scale.

## EVALUATION:

Your final mark will be a product of your performance in this course as assessed by your instructor, and will be calculated using the weight assigned to each course component, as shown below:

Participation	20%	Mid Term	25%
Research Assignment	30%	Final Exam	25%

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. Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

## PARTICIPATION (20%)

Your mark in this area is based on your level of contribution to class discussion and participation in group exercises and assigned activities **as per the attached Instructor's Standards for Participation**. Class exercises are designed to provide experiential opportunities to clarify issues and considerations surrounding effective compensation strategies, techniques and processes. Your participation in class exercises and discussion will *contribute greatly* to understanding course theory and your ability to do well with the written assignment outlined below. If you are too shy to speak out in class you are expected to manage your learning style and find other ways to contribute, such as bringing course related articles to class to share with the instructor. Look to the University Policy Regarding Illness described in the General Information section of the course outline for direction on how to handle a variety of problems that may interfere with your attendance and/or performance in this course.

## **RESEARCH ASSIGNMENT (30%)**

Working with one partner from class, you are required to write a 16–18 page (approximately 300 words per page excluding cover page and bibliography or works cited pages) research and opinion paper on an organization and its approach to human resources planning in support of business level planning. The project will involve contacting a manager in the organization of your choice to arrange interviews and to access information relevant to the project. Further details are contained in the Guidelines for Human Resources Planning Research Report available on the course website. The Guidelines describe requirements, format and content expectations for your research assignment, as well as hints and suggestions to make the assignment as enjoyable as possible. You are expected to access and read the Guidelines prior to commencing the assignment. See above note on the link between class participation and your ability to do well on the research assignment. Of course your ability *to work well with your partner* will also be pivotal to success with this assignment as you seek to establish contact with an organization, divide fairly the work involved, and find effective and credible research sources to understand and describe both the organization and its approach to human resources planning.

### **Deadlines:**

**Abstract:** An abstract outlining the course relevant topic for your research assignment is required and due by beginning of class **November 6, 2014**. The one-page abstract shall consist of 1 concise paragraph identifying your organization of choice, your research goal, source of inspiration, and at least 3 credible research sources located in your preliminary literature review. Identify such research sources using bibliographic format.

**Research Assignment:** Your research assignment is due in hardcopy at the beginning of class, **November 27, 2014**. You and your class partner are also required to submit one digital copy of your assignment, to Turnitin.com (via the Assignments Dropbox to one of your accounts on the SAKAI course website) by midnight on the same deadline.

### **Penalties:**

**Abstract:** Failure to submit an abstract in the format described above by deadline shall result in a deduction of 5% from the overall mark of your assignment. Failure to submit a *late* abstract in what your instructor feels is a timely manner could result in refusal to accept your assignment.

**Research Report:** A penalty of 5% for the first day and 2% for each day thereafter (including each day of a weekend or holiday) shall apply to all late research assignments.

## **MID TERM AND FINAL EXAM (25% each)**

You will have both a midyear examination, and a final examination. Both exams will be closed book exams, two hours in length. Content for each exam is presented in the topic timetable and more information will be provided closer to the exam by your instructor. Both exams are equally weighted in determining your final grade. As indicated in the topic timetable these exams are non-cumulative. The mid-term and the final exam will be presented in a *mixed format and could contain a combination of multiple-choice, true false, short or longer answer, and/or essay questions based on case incidents*. Students are responsible for material covered in the assigned chapters/sections in the text as well as any additional material covered in the course and indicated for the exam.

Portions of both exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Exams will not be returned to students but may be reviewed individually in the instructor's office (by appointment.)

### 3383A TOPIC TIMETABLE – FALL 2014

Schedule for coverage of textbook content is approximate; lectures may also include content in the Appendix, assigned Journal Articles, and any other additional course content as provided by the instructor.

#### PART I: INTRODUCTION

<b>“First Class” Sept. 4th</b>	INTRODUCTION, COURSE OVERVIEW & EXPECTATIONS STRATEGIC MANAGEMENT	Chapter One
<b>Sept. 11<sup>th</sup></b>	ALIGNING HR WITH STRATEGY and additional journal article TBA.	Chapter Two and Journal Article (TBA)
<b>Sept. 18th</b>	ENVIRONMENTAL INFLUENCES ON HRM	Chapter Three

#### PART II: HR PLANNING

<b>Sept. 25th</b>	JOB ANALYSIS	Chapter Four
<b>Oct. 2<sup>nd</sup></b>	THE HR FORECASTING PROCESS	Chapter Five
<b>Oct. 9th</b>	DETERMINING HR DEMAND	Chapter Six
<b>Oct. 16<sup>th</sup></b>	MID TERM – Covers Chapters 1 – 6, additional lecture content, HRP Journal Article and class handouts as indicated.	Mid Term Examination
<b>Oct. 23rd</b>	ASCERTAINING HR SUPPLY	Chapter Seven
<b>Oct. 30th</b>	<b>Fall study break – rest relax and catch up!</b>	
<b>Nov. 6th</b>	SUCCESSION MANAGEMENT and INFORMATION TECHNOLOGY FOR HR PLANNING <i>Research Topic Abstract due by beginning of class.</i>	Chapter Eight and Chapter Nine

#### PART III: STRATEGIC OPTIONS AND HR DECISIONS

<b>Nov. 13th</b>	DOWNSIZING AND RESTRUCTURING	Chapter Ten
<b>Nov. 20th</b>	MERGERS AND ACQUISITIONS and OUTSOURCING	Chapter Twelve and Thirteen

#### PART IV: MANAGING THE SYSTEM

<b>Nov. 27th</b>	EVALUATION OF HR PROGRAMS AND POLICIES and APPENDIX <i>Research reports due in hardcopy beginning of class and digital copy submitted to Turnitin.com by midnight (via Assignment Dropbox on SAKAI course website).</i>	Chapter Fourteen and Appendix
<b>Final Exam</b>	FINAL EXAM – Covers Chapters 7 - 10 & 12 - 14, and the Appendix (pp. 409 -411) additional lecture content, HBR Journal Article and class handouts <i>since the midterm.</i> Exam period extends from <b>December 6 - 17, 2014.</b> Exact date of exam TBA.	

## **INSTRUCTOR'S STANDARDS FOR CLASS PARTICIPATION**

**Students are expected to attend all classes** and to participate actively in their own learning. *Active learning means paying attention in class and taking responsibility for your own learning, as well as helping others to learn more about course material.* Active learning in this course can include, but is not limited to, contributing to class discussion, presentations or debates, application exercises, posing interesting questions, and/or bringing relevant media articles or other exhibits to the attention of your instructor. **Note: Playing games, texting, processing e-mail or surfing the internet for non class related reasons on a laptop or other electronic device during class is considered to be a distraction to other students and to the instructor. Such activity will be interpreted as a decision on your part to NOT participate in class activity, and will thus reduce your participation mark.** Your instructor will assess both the quantity and quality of student participation in each class, based on attendance and the following criteria for evaluation.

### **A – EXCELLENT contribution**

- Attends all classes and places full attention on the lecture
- Contributes consistently to class discussions and supports contribution of colleagues
- Contributions indicate preparation and critical thinking
- Frequently shares insights and/or facilitates understanding of difficult concepts
- Occasionally builds arguments for a position
- Provides leadership in creating positive environment

### **B – GOOD Contribution**

- Attends class regularly, places attention on the lecture, and contributes consistently to class discussions
- Contributions indicate preparation and careful thought
- Often willing to explain difficult points or concepts
- Occasionally builds arguments for a position
- Supports positive classroom environment

### **C – FAIR Contribution**

- Attends class occasionally or often and/or contributes to class discussion occasionally
- Provides minimal evidence of preparation and thought
- Rarely builds arguments for a position

### **D - POOR Contribution**

- Attends class infrequently and/or rarely if ever contributes to class discussion or attends class but spends considerable class time texting or surfing the internet
- Provides little or no evidence of preparation or thought
- Distracts other students from class activity

Participation is recorded following the conclusion of each class. If you have a medical or other condition that prevents you from attending class regularly (or participating actively as described above), advise the instructor early in the semester. You will be required to provide confirmation of your situation from the Academic Counselor. See the University Policy Regarding Illness and personal situations described in the General Information section (regarding term tests, final examinations, late assignments, short absences, extended absences, documentation of various personal situations and academic concerns) which forms part of this Course Outline.

# GENERAL INFORMATION

## 1. University Policy Regarding Illness

### 1.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

**Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested.** These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

**Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s).** Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

**Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)**

**A form to be completed by off-campus physicians is available at:**

**<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>**

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination 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.

## **1.2. Make Up Examinations**

1.2.1. The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office).

## **1.3. Attendance**

1.3.1. It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

## **2. University Policy on Cheating and Academic Misconduct**

2.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. 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.

2.2. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

2.3. The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## **3. Procedures For Appealing Academic Evaluations**

3.1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## **4. Student Responsibilities**

4.1. Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

## 5. Support Services

### 5.1. Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>

5.2. Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

## 6. Other Issues

### 6.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the 3300-4499 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

### 6.2. Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

### 6.3. Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

### 6.4. Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.



## **7. Other Information**

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

**For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>**