
MOS 3385B Section – 001

Essentials of Human Resources for Non HR Students

Fall/Winter 2019

Course Outline

1. Course Information:

1.1 Class Location and Time:

Room 141 TC
09:30 am-12:30 pm

1.2 Contact Information:

Instructor Jan Hill
Office: Part-Time Faculty room (4434) Social Science
Office Hours: TBD
Phone:

Email jmfletcher@uwo.ca To make an appointment to see me during office hours, the fastest way to reach me is by e-mail. When e-mailing me about this course please put MOS 3385B and your section number in the subject line of the e-mail. Please note that if the office hours are not workable for your schedule alternant arrangements will be made to accommodate scheduling needs.

DAN Department of Management & 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 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 519-661-2147 for any specific question regarding an accommodation.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

An introduction to human resources management (HRM) processes in organizations. Topics include: history of HRM, role of HRM departments in organizations, basics in job design, staffing analysis, recruitment and selection.

3 lecture hours, 0.5 course

Antirequisite(s): MOS 4485F/G

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS.

2.2 Senate Regulations

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.”

This regulation is in regards to the COURSES required. Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

3. Textbook

Text: Stewart, Belcourt, Fitzgerald, Bohlander & Snell. Essentials of Managing Human Resources, Sixth Canadian Edition ISBN 978-0-17-657028-6 It is strongly recommended that you purchase the textbook.

4. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

4.1 Course objectives

This course provides students with an introduction to the human resource management function in Canada in the early 21st century, focusing on the strategic importance of managing people in various organizations. This course focuses on the role of individuals in creating dynamic, successful organizations by developing an understanding of how the principles and practices of human resource management help firms to attract, retain, and develop its human capital, with due regard to the legal context and, where applicable, the labour relations realities. The course is designed to illustrate the importance of human resource management for all managers in an organization, not just those who work in the functional area of human resources

4.2 Course format

This course will consist of the following:

- Lecture
- Review and forum post discussion, “Point to Ponder” of relevant HR Literature
- Video presentations
- Guest speakers
- Group presentation based on selected HR policy topic

5. Learning Outcomes

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

- Define and explain key terms, theories/concepts and practices within the field of HR Management
Describe and explain the legal framework in Canada as it applies to employment practices
- Critically analyze problems relevant to human resource management, including issues of diversity, sustainability and ethics in Canadian workplaces, and apply HR best practices to resolve them and maximize the value of human capital.
- Experience the art of HR problem solving, root cause analysis and the handling of ethics –based issues
- Recognize and analyze how changing external and internal environmental conditions influence the management of people in organizations.

6. Evaluation

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

Exam 1: Mid-term IN CLASS Exam: February 12, 2020 = 30%

Exam 2: (during examination period scheduled by the Registrar) = 40%

HR Point to Ponder Forum Posts, due 14 days after each Forum post = 10%

On a weekly basis a paper from the current HR literature will be posted into the Forum session in OWL. Five (5) papers in total will be reviewed during the run of the course. Each paper and the corresponding question set will be available on the Forum post for 14 days. The paper will be accompanied by three (3) questions pertaining to the paper and the topic. The student will read the paper and answer the questions. **IMPORTANT:** You have 14 days to complete each Forum post. There will be **no** extensions after each 14 day period. Late submissions will not be accepted. Your answers to the questions will be posted in Forum. Discussion on Forum is permitted amongst students. Keep in mind your professor is the moderator of the forum posts! Keep your posts dedicated to the topic at hand. Keep your answers to the questions short and succinct; volume of your answers does not guarantee you a high mark!

Group Presentation: Your team will use an assortment of HR problem solving tools commonly used in the workplace to create a visual representation of what went wrong in well-known Canadian HR missteps. The problem solving tools will be available to you in the Resources Section of OWL in the Project Toolkit. Students are required to form teams of 4-5 students. Group members are responsible for exchanging relevant contact information with one another (e.g., telephone numbers, email addresses, availability, etc.). The topic of the HR misstep will be randomly selected from a bell jar by one member of the team. Topic and team selection will be done on **January 29, 2020**. Each group must hand in one (1) paper copy and 1 electronic copy of their work and must be submitted to Turnitin via Owl (check the assignment section on Owl for the Turnitin link). Choose one member of the group to submit the electronic copy.

There are no exceptions to this requirement, and no late submissions will be accepted. **Peer evaluations are due on the day you make your in-class presentation.**

Presentation dates: **March 18, 2020 and March 25, 2020** = 20%

Presentation Evaluation Information: A Group Oral Presentation Rubric will be provided and can be found in the Resources Section of OWL in the Project Toolkit.

All team members shall make every effort to participate equally; you will have the opportunity to confidentially evaluate the contributions made (or lack thereof) of fellow team members. The peer evaluation tool will be provided for you in the form of a Behavioural Observation Checklist which can be found in the Resources Section of OWL in the Project Toolkit. Please note that this feedback will be incorporated in assigning the grade for each student in the group. The grade assigned to the group as a whole may be adjusted downwards for any team member(s) deemed by their fellow group members as making an insufficient contribution. If students are having potential issues related to group participation with one or more group members notify me immediately by email. Failure to notify me about problems related to group participation will not be considered as a legitimate reason for grade adjustment.

Total course evaluation = 100%

Exams are multiple choice, short answer and case study in format. Each exam, in total, will be scheduled for 3 hours. The midterm exam will consist of **60 mixed format**, multiple choice, case study and short answer questions. The mid-term will cover chapters 1-6 in the text book as well as forum post readings

The final exam will consist of **80 mixed format**, multiple choice, case study and short answer questions. The final exam will focus largely on material covered in the last half of the course, however, material from the first half of the class will be tested and some questions will ask students to integrate all material. Like the midterm, students will be tested on ALL course material, including what is covered in lectures (including class activities and video presentations), the text, and additional "Point to Ponder" readings.

All exams are closed book examinations. Dictionaries are NOT allowed into the examinations.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exam 1 will be in class time. The second exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office by appointment ONLY.

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.

The DAN Department has a grade policy which states that for courses in the 3000-4000 range, the class average must fall between 70% and 77% 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal

7. Lecture and Examination Schedule

"See Schedule on OWL": Resources section. Lecture material will be posted in OWL in the Resources section, My Lectures Folder 24 hours prior to the lecture.

8. Student Responsibilities

For Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

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.

8.1 Respect

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

8.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

8.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

9. Exam Policies

- 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, or other electronic devices to exams.
- To ensure fairness to all students, questions will not be answered during exams.

10. E-mail Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

10.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

10.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

10.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

10.4 Unacceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

11. Attendance

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.

11.1 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.

11.2 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.

12. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

13. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the [Student Centre](#) website.

14. University Policy Regarding Illness

14.1 Illness

For details on University Policy and student responsibilities go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- i. Submitting a Self-Reported Absence form provided that the conditions for submission are met (maximum of 2 from September to April, valid for 48 hours or less, on course work worth less than or equal to 30%); or
- ii. For medical absences, submitting a Student Medical Certificate (SMC) : https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- iii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to **consider carefully the implications** of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are not an appropriate basis for a self-reported absence;
- **must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

14.2 Make Up Examinations

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 Counseling office).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

15. University Policy on Cheating and Academic Misconduct

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.

A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. 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.

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.

16. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair 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.
4. 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.

17. Support Services

17.1 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/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western
http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

17.2 Academic Concerns.

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