



**COURSE TITLE: HUMAN RESOURCE MANAGEMENT  
COMM 330  
SEMESTER: Fall 2016**

**INSTRUCTOR:** Kara Biles, CHRP, RPR  
**E-MAIL:** [kara.biles@unbc.ca](mailto:kara.biles@unbc.ca)  
**OFFICE HOURS:** By appointment; before or after class.  
**TELEPHONE NUMBER:** 250-640-8000 (call or text)

**CLASS TIME:** Tuesday, 6:00pm-8:50pm  
**CLASS LOCATION:** Room 7-150  
**WEBSITE:** [www.unbc.ca/commerce](http://www.unbc.ca/commerce)

Information regarding the School of Business at UNBC can be found at: <http://www.unbc.ca/commerce>

**Prerequisites:** COMM 230 Minimum Grade of C- and ( ECON 205 Minimum Grade of C- or MATH 242 Minimum Grade of C- or MATH 240 Minimum Grade of C- or STAT 240 Minimum Grade of C- )

### **COURSE DESCRIPTION**

Students will be introduced to the importance and relevance of Human Resource Management and will acquire the knowledge and skills of effective Human Resource Management to assist with the management of people in organizations. The course will explore, analyze and design, operational and management processes, their contribution to employee and organization effectiveness and the influence of organizational and external environments (internal and external framework).

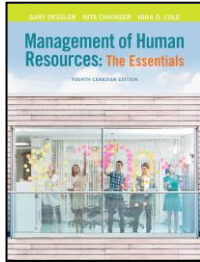
The principal topics of focus are HRM planning and its link to strategic planning, human resource challenges in the legal context, attracting and selecting candidates for organizations, developing employees in organizations (including performance management and appraisal), employee relations and employee engagement. The course will also provide an opportunity for students to link general Human Resource theory and concepts to the management of Human Resources in Canada and in Global Business. The course views the management of people as the joint responsibility of executives, line and HRM managers.

### **COURSE OBJECTIVES**

This course introduces the evolving role and accountabilities of HR professionals as strategic business partners at the boardroom table and within the workplace. Appropriate for both future HR Professionals and future line managers, this course references the Required Professional Capabilities (RPCs) that are necessary to earn a Certified Human Resources Professional (CHRP) designation while balancing this with the manager's perspective, showing the importance of HRM in daily interactions and in achieving corporate objectives. This course will focus on theory and practical applications to the worksite.

The primary objective of this course is to make the student 'literate' in the central issues and tasks of human resource management. This literacy includes understanding the relationship of the human resource function and the rest of the organization and the organization's external environment. It also involves acquisition of the concepts and terminology that provide the foundation for practice and for examining the behavioral implications of human resources decisions.

## REQUIRED TEXTS



### **Management of Human Resources: The Essentials Fourth Canadian Edition**

Gary Dessler, Nita Chhinzer and Nina D. Cole  
ISBN 978-0-13-380733-2

## COURSE FORMAT

This course will be highly interactive, and will include lectures focused around the theory in the course textbook, interactive group discussions and presentations, role play, guest lecturers, as well as hands on activities designed to provide students with tools and resources to apply learning in real-life business situations. The activities are designed to challenge critical thinking, providing students with a baseline of resources to apply in their careers.

Your ability to do well in this course will be greatly influenced by attendance, reading the materials, completing individual/group projects and assignments, demonstrating an understanding of how theory can be applied in the field of Human Resource Management and by engaging in class discussions.

Each class will begin with a short quiz on the assigned readings to help you evaluate your understanding of the class content prior to exams.

## COURSE ASSIGNMENTS, EXAMS AND GRADE WEIGHTING

Assignment	Due Date	Grade Weight
Class Attendance & Participation	September 13 <sup>th</sup> to November 29 <sup>th</sup>	10%
Weekly Quizzes	September 13 <sup>th</sup> to November 29 <sup>th</sup>	15%
Assignment #1: Personal Development Plan	October 11 <sup>th</sup>	5%
Midterm Exam	October 18 <sup>th</sup>	25%
Assignment #2: Group Case Study Analysis	November 22 <sup>nd</sup>	20%
Final Exam	TBD (Dec 6 <sup>th</sup> - Dec 16 <sup>th</sup> , 2016)	25%
<b>Total</b>		<b>100%</b>
In-Class Critical Incidents Competition	September 13 <sup>th</sup> to November 29 <sup>th</sup>	Winning team members will receive an additional 5% bonus

The exams will contain a mixture of multiple choice, short answer questions, case analyses and factual questions. Electronic devices are not permitted in the classroom during exams.

Tentative exam dates are provided at the beginning of the semester. Students are expected to adjust their schedules accordingly, to ensure attendance at the exams. Evaluative components not completed will receive a grade of zero, unless you have received **prior approval** to write the exam at a later date. Normally, only medical or compassionate reasons are acceptable and supporting medical or other documentation will be requested.

- **There are no early writing provisions for exams.**

- **There are no rewrites of exams.**
- **There will be no “extra assignments” to make up for poor exam scores.**
- **MISSED EXAMINATIONS** (Midterm/Final) will count as zero. It is the student’s responsibility to ensure he/she is aware of all exam dates.

### **Assignments**

The assignments, along with instructions, will be handed out in class. They will be due on the dates noted above at the beginning of class. Exceptions will only be granted with a valid medical note.

- Assignments are to be handed in at the beginning of the class they are due. Late assignments will not be accepted.

### **Class Attendance and Participation (10%)**

There are three expectations of students:

1. **Attendance** – Each student will be allowed one personal day that will not count against them for attendance purposes. Students missing class for any reason (e.g. illness, athletic preparation, interviews, etc) after exhaustion of this personal day, will have attendance points reduced. **There will be a sign in sheet for each class and you are expected to sign in at the end of class.**
2. **Preparation** – This means reading the assigned material and fully preparing for the class. You may be called upon to start or to contribute to a class on any day. If for some reason you have been unable to prepare adequately, please let me know before class. This will help you to avoid embarrassment.
3. **Participation** – You are expected to participate in the class: To comment, question, debate and analyze. Class participation provides you with an opportunity to develop skills in presenting your point of view, in listening to the views of others, and in helping others learn. Speak up!

### **Critical Incidents Competition (In-Class)**

Eleven weekly in-class team assignments. Each team will be given 5-10 minutes for the problem solving assignments (critical incidents). Each team will select a solution and hand the answer in. The answer will be revealed and a point will be given to teams with the correct answers. In the event of a tie, there will be a tie-breaker showdown with 3% bonus marks awarded to each member of the winning team.

## **DUE DATES / LATE ASSIGNMENTS**

All assignments are due at the beginning of class. No assignments are accepted after the due date.

## **PAPER FORMAT**

- Adherence to all academic standards and forms is expected. Of particular note are the use of the third person in all assignments; the proper citation of sources; inclusion of bibliographies; and the use of proper spelling and grammar. All internet based sources are to be cited and adherence to all academic standards is required.
- All submissions are to use 12-point font, double-spaced.
- Page numbers are required – their use greatly assists in quickly determining missing pages.

## **DISABILITY CONCESSIONS**

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please come and discuss this with me, or contact staff at the Access Resource Centre ([arc@unbc.ca](mailto:arc@unbc.ca)) located in the Teaching and Learning Centre, Room 10-1048 on the main campus.

Students can also call the ARC at (250) 960-5682. Regional students can call the Centre toll-free at 1(888) 960-5682

## **CONDUCT IN EXAMINATIONS**

Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations (Regulation 40 Undergrad Calendar) apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. No laptop computers, no cell phones, handheld electronic devices or the like may be in possession of the student in the examination room.
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.
- g. Each student will complete the exam on their own, discussion or copying another student's work will result in an automatic fail.

## **MISSING A QUIZ**

If a quiz is missed, the student will receive an automatic fail for the missed quiz unless Undergraduate Regulations and policies supersede. Only duly authenticated bereavement, severe illness (requiring hospitalization) reasons are admissible justifications for absence.

## **MISSING A MIDTERM OR EXAM**

Advance notice must be given when a student is unable to appear for an examination. Only duly authenticated bereavement, illness and legitimate reasons are admissible justifications for absence from a scheduled examination (eg. Writing an LSAT or CPA exam and there is a time conflict).

**Do not schedule travel during the midterm or exam period that may conflict with your final exam!**

## **IF YOU HAVE MISSED A FINAL EXAMINATION**

Satisfactory explanation, with supporting documentation is required, for any final examination missed notification must be made by the student or designate to the Office of the Registrar and the instructor within 48 hours from the time the examination was written.

Within 48 hours of receiving a submission, the Registrar or designate may direct the Program under which the course is offered to arrange the writing of a special examination in the case of an examination which was missed.

Normally, for explanations of sickness, a doctor's certification is required. (Regulation 43. Undergraduate Calendar)

## COURSE GRADING SYSTEM

Grading System see website: [www.unbc.ca/calendar/undergraduate/general/regulations.html](http://www.unbc.ca/calendar/undergraduate/general/regulations.html)

<u>Excellent</u>	A+	=	90-100
	A	=	85-89.9
	A-	=	80-84.9
<u>Good</u>	B+	=	77-79.9
	B	=	73-76.9
	B-	=	70-72.9
<u>Satisfactory</u>	C+	=	67-69.9
	C	=	63-66.9
<u>Marginal</u>	C-	=	60-62.9
	D+	=	57-59.9
	D	=	53-56.9
	D-	=	50-52.9
<u>Failure:</u>	F	=	0-49.9

## PLAGIARISM AND ACADEMIC MISCONDUCT

It is the student's responsibility to be aware of UNBC's Academic regulations, policies and procedures as described in Section 45 of the Undergraduate Academic Calendar. Please refer to the UNBC website. <http://www.unbc.ca/calendar/undergraduate/regulations>

### A definition of academic misconduct includes:

Cheating (using unauthorized material, information, or study aids in academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, assisting others in any act, submission of the same work for grades in two courses without permission of the instructor or attempts to engage in such acts.

The regulations on plagiarism apply to all material submitted for a grade: essays, exams, assignments, cases, presentations, quizzes, and practice sets. Any case of suspected academic misconduct will be reported to the campus registrar. If the student is found guilty of academic misconduct there are both grade penalties and disciplinary penalties including a fail for the course. Before there is any intention (on your part) or suspicion (on the part of your instructor or your peers) of wrongdoing, please see the instructor to discuss any problems of this nature. If your paper closely resembles a paper from this class or any other class (either written by you or another student, in this semester or any other), this will be considered an infraction of the academic misconduct code.

### Specific Examples of Academic Misconduct:

- Cheating includes, but is not limited to, a student or group of students using or attempting to use unauthorized aids, electronic devices, assistance, materials, or methods in tests, assignments, projects, presentations, labs, examinations or any other evaluation method used.
- Plagiarism is the presentation of someone else's work, words or ideas as if they were one's own. Plagiarism can take the following forms.
- Deliberate Plagiarism is where an idea, phrase, sentence or longer passage is submitted as one's own work; where one hands in someone else's partial or entire paper, whether bought, stolen or acquired on the Internet, as one's own; or where ideas are summarized or paraphrased without

acknowledgement in text citations, footnotes/endnotes or by other accepted academic practices. This includes all sources of thought and writing obtained from all sources including electronic.

- *Accidental Plagiarism* is where, through carelessness, quotation marks are not placed around another writer's words or where a source reference has been omitted when summarizing another's idea.

Human Resource Professionals abide by a strong code of conduct. Therefore, a plagiarism offense will result in severe ramifications.

## Respect

Please demonstrate respect to your fellow students who express their thoughts and explore new ideas in the course.

## Ethical Standards

The following behaviors are considered unethical:

- Telling the instructor that you "need" a certain grade
- Asking for extra assignments for the purpose of raising a grade
- Asking that the grade be raised because it is very close to the next higher grade
- Asking that the grade be raised because you did very well on one part of the course or grading scheme
- Asking for a higher grade because you don't like the grading scheme
- Asking to be allowed to turn in an assignment late - even a few minutes late - because of computer or printer problems or any other reason
- Asking to be treated better than other students by making an exception to the rules
- Asking for any other unfair advantage in grading.

## Access Resource Centre

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please feel free to meet with the instructor to review your specific needs or contact the Access Resources Centre located in the Teaching and Learning Centre, Main Floor West Block Room 10-1048 Tel 250-960-5682 or via email [arc@unbc.ca](mailto:arc@unbc.ca). For more information, please visit their website [www.unbc.ca/arc](http://www.unbc.ca/arc)

## Academic Advising

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: [advising@unbc.ca](mailto:advising@unbc.ca) or via phone at 250-960-6494.

## Access Success Centre

For tutoring online or in person; download handouts on writing, math, and referencing; receive study assistance; and much more, please see the Learning Skills Centre. Their website is [www.unbc.ca/asc](http://www.unbc.ca/asc)

The Academic Success Centre is committed to supporting and enhancing student learning and to providing the skills students will need to become life-long learners. Through collaborative partnerships, we offer services and resources that empower students to take responsibility for their own learning. Our students' success is our ultimate measure of accomplishment.

This site provides you with access to:

- Free online tutoring
- Downloadable handouts for writing, study skills, math, and presentation skills
- Access to self assessment sites for learning styles, grammar, math, etc.
- Information about face-to-face tutoring and how to book an appointment
- Special programs and workshops offered through the Centre

For more information, please contact the Academic Success Centre located in the Teaching and Learning Building, Room 10-2584 or via Tel 250-960-6367 Fax 250-960-5425 or via email [asc@unbc.ca](mailto:asc@unbc.ca). Their website is [www.unbc.ca/asc](http://www.unbc.ca/asc)

## COMM 330: Human Resources Management

### FALL SEPTEMBER – DECEMBER SESSION 2016

Date	Topics	Required Readings/Assignments
Sept 13 (Week 1)	<ul style="list-style-type: none"> <li>• Course Outline Overview/Textbook Resources</li> <li>• Introductions of Instructor and Students</li> <li>• Classroom Expectations/Etiquette</li> <li>• Chap 1: The Strategic Role of Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 1</li> </ul>
Sept 20 (Week 2)	<ul style="list-style-type: none"> <li>• Chap 2: The Changing Legal Emphasis: Compliance and Impact on Canadian Workplaces</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 2</li> <li>• Quiz: Chapter 1 &amp; 2</li> </ul>
Sept 27 (Week 3)	<ul style="list-style-type: none"> <li>• Chap 3: Designing and Analyzing Jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 3</li> <li>• Quiz: Chapter 3</li> </ul>
Oct 4 (Week 4)	<ul style="list-style-type: none"> <li>• Chap 4: Human Resources Planning and Recruitment</li> <li>• Chapter 5: Selection</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 4 &amp; 5</li> <li>• Quiz: Chapter 4 &amp; 5</li> </ul>
Oct 11 (Week 5)	<ul style="list-style-type: none"> <li>• Chapter 6: Orientation and Training</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 6</li> <li>• Quiz: Chapter 6</li> <li>• <b>Due: Assignment #1</b></li> </ul>
<b>Oct 18 (Week 6)</b>	<b>MID-TERM EXAMINATION</b>	<b>Chapters 1-6</b>
Oct 25 (Week 7)	<ul style="list-style-type: none"> <li>• Chap 7: Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 7</li> <li>• Quiz: Chapter 7</li> </ul>
Nov 1 (Week 8)	<ul style="list-style-type: none"> <li>• Chap 8: Strategic Pay Plans</li> <li>• Chap 9: Employee Benefits and Services</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 8 &amp; 9</li> <li>• Quiz: Chapter 8 &amp; 9</li> </ul>
Nov 8 (Week 9)	<ul style="list-style-type: none"> <li>• Chap 10: Occupational Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 10</li> <li>• Quiz: Chapter 10</li> </ul>
Nov 15 (Week 10)	<ul style="list-style-type: none"> <li>• Chapter 11: Managing Employee Separations: Foundations of Employee Engagement, Communication, and Turnover Management</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 11</li> <li>• Quiz: Chapter 11</li> </ul>
Nov 22 (Week 11)	<ul style="list-style-type: none"> <li>• Chapter 12: Labour Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 12</li> <li>• Quiz: Chapter 12</li> <li>• <b>Due: Group Case Analysis</b></li> </ul>
Nov 29 (Week 12)	<ul style="list-style-type: none"> <li>• Chapter 13: Managing Human Resources in a Global Business</li> <li>• Final Showdown for Critical Incident Competition</li> </ul>	<ul style="list-style-type: none"> <li>• Read: Chapter 13</li> <li>• Quiz: Chapter 13</li> </ul>
<b>Final Examination TBD (Dec 6<sup>th</sup> - Dec 16<sup>th</sup>, 2016)</b>		<b>Chapters 7-13</b>