

**STRATEGIC HUMAN RESOURCE PLANNING - CRN 50128
COMMERCE 334
FALL 2016**

INSTRUCTOR: Tracy McCall
E-MAIL: tracy.mccall@unbc.ca
CLASS TIME: Monday evening 6:30 – 9:20 p.m.
CLASS LOCATION: 5-155
WEBSITE: Information regarding the School of Business at UNBC can be found at:
<http://www.unbc.ca/business>

COURSE DESCRIPTION

This course examines the leadership role that a human resources professional plays in developing the organization's vision, goals, and strategies and the human resource initiatives that support these strategic directions. Students acquire capabilities in job analysis and human resources planning, which provides the informational foundation for all of human resources management.

COURSE OBJECTIVES

The objectives of this course are:

- Examine the human resource implications of their organizational strategies.
- The concepts of strategy formulation and implementation within a HR context.
- Define business strategy and discuss how it differs from corporate strategy.
- Learn the building blocks of strategic planning.
- Policy and Procedures for HRM related to strategy.
- To develop an understanding of Human Resources supply and demand forecasting.
- Give you a framework for decision making that fit the organization.

REQUIRED TEXT(S)

Strategic Human Resources Planning (Fifth Edition)

Monica Belcourt and Kenneth J. McBey

Nelson Education Series



COURSE ASSIGNMENTS, EXAMS AND GRADE WEIGHTING
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Course Assignment Description	Due Date	Grade Weight
Midterm #1	February 22, 2016	20%
Midterm #2	March 14, 2016	20%
Case Study	March 28, 2016, 2016	20%
Final Exam	April 11 – 15, 2016	30%
Attendance		10%

COURSE SCHEDULE	DATE
Introduction	January 11, 2016
Chapter 1 and 2	January 18, 2016
Chapter 3 and 4	January 25, 2016
Chapter 5	February 1, 2016
Reading Break	February 8, 2016
No class	February 15, 2016
Midterm #1 (Covering Chapters 1 to 5)	February 22, 2016
Chapter 6 and 7	February 29, 2016
Chapter 8 and 9	March 7, 2016
Chapter 10	March 14, 2016
Midterm #2 (Covering Chapters 6 to 10)	March 21, 2016
Chapter 11 and 12 – Case Study Due	March 28, 2016
Chapter 13 and 14	April 4, 2016
Final Exam	TBA

Midterm and Final Exam:

Exams will be closed book and you will not be allowed to bring any course materials into the exam with you. Exams will not be re-scheduled except with a valid medical note.

Individual Case Study:

Information about the case study will be handed out in class. Details of the assignments and requirements will be given at this time. This assignment is due on March 28, 2015 and is worth 20% of your final grade. Exceptions will only be granted with a valid medical note.

Classroom Expectations:

Attendance – It is imperative that you attend each class. Attendance will be taken each class.

Preparation – You must complete the assigned reading prior to the class.

Participation – You are expected to participate in class. This 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 and therefore learn from them.

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 submissions are to use 12-point font, double-spaced.
- Page numbers are required – their use greatly assists in quickly determining missing pages.

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 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. Specifically, without such permission no laptop computers, mobile phone sets, handheld electronic devices or the like may be in possession of the student in the examination room (see Regulation 43 (b)).

- 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.

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 CGA exam and there is a time conflict).

Do not schedule travel during the midterm or exam period!

IF YOU HAVE MISSED A FINAL EXAMINATION

Satisfactory explanation, with supporting documentation as appropriate, for any final examination missed must be made by the student or designate to the Office of the Registrar 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.

GRADING SYSTEM: GRADING SYSTEM (SEE ACADEMIC CALENDAR)

Grading System see website

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 the University calendar.

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. 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.

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:

1. Telling the instructor that you "need" a certain grade
2. Asking for extra assignments for the purpose of raising a grade
3. Asking that the grade be raised because it is very close to the next higher grade

4. Asking that the grade be raised because you did very well on one part of the course or grading scheme
5. Asking for a higher grade because you don't like the grading scheme
6. 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
7. Asking to be treated better than other students by making an exception to the rules
8. Asking for any other unfair advantage in grading.

MISSED Quizzes/Midterms

If you have missed a quiz or midterm, the student should contact the instructor immediately to ask permission to make up the missed quiz/midterm. If permitted by the instructor, all makeup test sessions will be held on a Saturday morning at 8:30 am. Please make arrangements with your instructor.

FINAL Exams

In addition to the above comments on examinations, please see the calendar regarding details on UNBC expectations.

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 For more information, please visit their website www.unbc.ca/arc

ACADEMIC ADVISING

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: 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

The Learning Skills 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. Their website is www.unbc.ca/asc