



BUS 240 Human Resources and Organizational Dynamics (3)
Winter 2007
Instructor: Sean Quinn

Contacting the Instructor

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| Office: | # 639 | Office Phone: 410-2000 ext 6909 |
| Class Times: | Wednesday/Friday 1:00 – 2:15 | Home Phone: 244-1012 |
| Class Location: | Classroom # Wednesday 645 Friday 809 | e-mail: squinn@auc-nuc.ca |
| Office Hours: | Tuesday 9:45 – 11:00 Thursday 9:45 – 11:00 Also available by appointment | |

Course Description

To be successful a person needs a sound understanding of the interaction between individuals, groups and organizations in the work place. The course will provide this foundation and show the importance of Human Resource Management (HRM) in the business world. Within this framework, the course will examine specific Human Resource issues critical in today's continuously changing business environment. Class lectures will combine academic theory and experiential exercises to facilitate learning. Although the course will primarily focus within the business context, the course will examine the importance of understanding people in all aspects of life.

Prerequisite: Bus 100

Course Objectives

- Achieve a sound understanding of the basic theories, principles and concepts that encompass Human Resource Management (HRM)
- Appreciate how a strong foundation in HRM can give an advantage in the business world to both the individual and the organization
- Gain a realization that HRM permeates every aspect of life
- Have an opportunity to learn about yourself and others
- Practice skills for more effective communication and interaction with others
- See business as one of many possibilities for ministry

Required Texts

Fundamentals of Human Resource Management in Canada, 1st Canadian edition, Dessler, Pearson, Prentice Hall, ISBN 0130391301

Supplemental Reading:

The Globe and Mail: as assigned by the professor

Harvard Business Review and Case Studies: as assigned by the professor

Good to Great; Jim Collins

Course Requirements

Instructions for course assignments not outlined in the syllabus will be distributed during class throughout the semester. All assignments are to be handed in to the reception and must be date stamped. Students should include their school ID# and mailbox # only on the assignment cover page. Late assignments will not be accepted and will result in an F grade. Students must receive a passing grade (min 50%) on all individual assignments in order to pass the course.

All group projects will contain a peer evaluation component. Therefore; grades for individuals may be different than final group project grades if student assessment indicates this requirement. Assignments will not be accepted after in class discussion. If you do not take part you can not complete assignment. All assignments must be submitted for final grade.

Individual Assignments

| | | |
|-----------------------------|-----|-----------------------------|
| Dream Job Resume | 5% | March 6, 2007 Community Day |
| Newspaper Article | 10% | As per attached schedule |
| Hiring recruitment exercise | 10% | TBA |
| Performance Review | 10% | TBA |
| Labour Relations Critique | 10% | TBA |
| Book Review - Good To Great | 20% | TBA |
| Mid-Term Exam | 10% | TBA |

Group Assignments

| | | |
|--------------------------------|-----|-----|
| Company Paper and Presentation | 15% | TBA |
| Project Survey Analysis | 15% | TBA |

Class Participation

The instruction style used for this course will be an interactive approach. For this reason, class participation is a critical component of this course. A large component of the course is based on participative learning. For example, there are numerous group and individual class room presentations, case study discussions and simulations that take place during the course. All of these situations work best or at all with a minimum number of participants. Due to the small number of students it is imperative that you attend each class in order for yourself and the other classmates to gain the most from the interaction over the semester. If you are required to be away for a class, please notify the professor prior to class time so that any necessary adjustments can be made.

Class participation includes but is not limited to the following items:

- Completing homework assignments by due date required for in class exercises
- Attending, being prepared for and contributing to class discussions and simulations
- Group Presentation Skills and involvement

Quality is given more weighting than quantity!

Course Grade

Grading:

The available letters for course grades are as follows:

| <u>% Grade</u> | <u>Letter Grade</u> | <u>Description</u> |
|----------------|---------------------|-------------------------|
| 95% to 100% | A+ | Excellent |
| 90% to 94% | A | |
| 85% to 89% | A- | |
| 80% to 84% | B+ | |
| 76% to 79% | B | Good |
| 72% to 75% | B- | |
| 68% to 71% | C+ | |
| 64% to 67% | C | Satisfactory |
| 60% to 63% | C- | |
| 55% to 59% | D+ | |
| 50% to 54% | D | |
| 0% to 49% | F | Minimal Pass Failure |

Individual Assignments

HR Newspaper Article

10%

As per class schedule

Select three (3) news articles from a recent (after January 1, 2007) newspaper (Calgary Herald, Edmonton Journal, Globe and Mail, Financial Times, Wall Street Journal) or popular press periodical (Canadian Business, Fortune, Business Week, TIME, Economist) that pertains to an Human Resources Management (HRM) issue in the world today. Your goal is to connect the story to what you have learned about HRM during the course. Draw on material from the course (lectures, text, class discussions). You may also draw on personal experience where relevant. However, any opinion stated needs to be substantiated by a source. **Only One (1) article out of the three should be selected and discussed with the professor prior to submission.**

Summarize the news story in the first paragraph. Then use course concepts to analyze the situation. In so doing, firstly identify the most important issues or concepts the article involves (limit of 3) and why. Secondly, articulate your views about what is occurring in the article (courses of action, policies, procedures, issues). Thirdly, give potential solution to the problem and explain your reasons. Within your analysis recognize the relevant tradeoffs or dilemmas resulting from your recommendation and recognize the benefits and drawbacks of whatever perspective the article takes.

Hand in your summary and analysis together with a copy of the articles. Assignments will not be accepted without a copy of the article, including date and source. Ensure that the most important points in the article selected are highlighted. The paper must be a maximum of 2 pages double spaced. Be brief, concise and focused. Provide a full bibliographic reference to your article on a separate piece of paper. Papers, articles and bibliographies should be stapled together when submitted. Grade deductions, to a maximum 10%, will occur for not adhering to these guidelines.

Individual Assignment - 20% Paper and Presentation

Book Review - Good to Great by Jim Collins

Paper

After reading the assigned book you will identify **5** points that are important to "Human Resource Management". The student can take the position of affirming or critiquing the point. There is no restriction as to the focus of the paper. Points must be taken from at least 5 different chapters. The paper should not be in point form! It is critical that business material be precise. Make sure your arguments are clear and concise. Consider how the points are related or connected. In every Human Resource Management decision there is a trade-off that needs to be considered. Critically evaluate your position and recognize any trade-offs in your paper. The careful use of transitions will ensure the paper flows and is coherent. This paper will be a maximum 7 pages double spaced. The paper will have a **minimum** of 15 citations.

Formal Presentation

Prior to the start of the presentation you will hand out the 5 important points on a separate page to the other students. It is important to remember that each student will have their own ideas about the important issues of the book. This is to be expected and one of the reasons for the presentation. The student will be expected to defend their position to the class in regards to these points outlined in the paper. PowerPoint should be used. The presentation will be a maximum 15 minutes.

Important Notes

- Assignments will be returned to students within 3 classes of due date.
- The final exam will not be returned to the students.
- Publication manual of the APA American Psychological Association is traditionally used for business for referencing. It is critical that you reference material. You must distinguish between your own ideas and others in order to avoid plagiarism.
- It is the responsibility of all students to become familiar with and adhere to all AUC-NUC Academic Policies, such as the policy on Academic Dishonesty, which are stated in the current Catalogue.

Course Schedule

1. Jan. 10 Introduction Class - syllabus, intro students, take newspaper articles to class, KTS hand out
2. Jan. 12 Lecture: NO CLASS, sick
3. Jan. 17 Lecture:, *Chapter 1 The History of HRM* , terry tate video
4. Jan. 19 – Lecture: KTS review,
5. Jan 24 –, Lecture: Chapter 2 legal enviro and ethics (case study HBR Decision Tree)
6. Jan 26 - hand out meeting simulation, Lecture: chapter 3

Community Day Jan. 31

7. Feb. 2 - Meeting Effectiveness: In–class simulation
8. Feb. 7 – Lecture: Ch. 4
- 9. Feb. 9 - Lecture: Ch. 5**
10. Feb. 14 – Guest Lecture: Doug Chapman, HR software guest lecture
11. Feb 16 - **Group Project Class Presentations (Company), hand out case study**

Mid-Term Break

- 12. Feb. 28** – Lecture: review Karen Leary case study, hand out job interview sim.
- 13. March 2** – **job interview** In-class simulation - handin resume as an writing assignment, review excel spreadsheet

Community Day March 6 Lecture: Resume workshop Fern B.

14. March 7
15. March 9 - finish lecture ch. 5 part 2, help wanted (W5) / internet hiring **diana gibbins, outsourcing video**, Career Management strategy,
16. March 14 - Lecture: **chapter 8 compensation, hand our PR sim**
17. March 16 - Lecture: LTC Performance Appraisal simulation **ch. 7, discuss noel levitz**
18. March 21– finish **ch 8 compensation,/ch. 9 benefits**
19. March 23 - Review Performance Appraisal **assignment due ch. 7** due Ethics and Social Responsibility,
20. March 28 – Lecture: safety orientation hand out LR case **ch. 6 and 10**
21. March 30 – Lecture: - Labour Relations negotiation: In-class simulation
22. April 4 - Guest Lecture: Labour Relations - Ali Damji hand out LR sim Career Planning – Guest Lecturer,– Bonus assignment, Emotional Intelligence ,
23. April 6 - Lecture: **lecture ch. 11**
- 24. April 11** – **ch. 12 LR asignment due**
- 25. April 13** – **Student Satisfaction Survey Presentations**

Good Friday

26. April 18 – Final Review Class