

Course ID:	Course Title:	Fall 2023
BUS 330	Human Resource Management	Prerequisite: BUS 250
		Credits: 3

Class Information		Instructor Information		Important Dates	
Delivery:	In Class	Instructor:	Karla Harris, M.A.(Leadership & Training), B.Mgt., HRM Dip.	First Day of Class:	September 6, 2023
Days:	Monday, Wednesday	Email:	Karla.harris@ambrose.edu	Last Day to Add/Drop:	September 17, 2023
Time:	4:00pm-5:15pm	Phone:	+1 (403) 410-2000	Last Day to Withdraw:	November 20, 2023
Room:	L2100	Office:	L2091	Last Day to Apply for Coursework Extension:	November 23, 2023
Lab/Tutorial:	n/a	Office Hours:	Monday & Wednesday 3:00 – 3:45pm by appointment only	Last Day of Class:	December 11, 2023
Final Exam:	TBA				

Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar> .

Course Description

Human Resource Management (HRM) has become a strategic function for both private and public organizations. This course provides an introduction to the conceptual and practical aspects of HRM. It focuses on the personnel processes involved in the procurement, development and maintenance of human resources, including job classification and description, staffing, training and compensation. The course also includes an examination of current personnel issues and trends.

Expected Learning Outcomes

By completing this overview of essential Human Resources (HR) concepts and techniques students will:

- 1) Develop an understanding of the strategic role of Human Resource Management and its contribution to organizational success;
- 2) Be able to learn, analyze and make decisions for key HR activities, including: Job Design; Workforce Planning, Recruitment, Training, Managing Employee Performance, Rewarding Employees, Employee/Labour Relations, and

International HR Management;

3) Act as a 'HR consultant' to analyze various situations and bring forward solutions and implementation plans for HRM.

Textbook

Understanding Human Resources Management A Canadian Perspective

Peacock, Stewart, Belcourt

ISBN: 9780176861834

ISBN: 9780176798062

Course Schedule

WEEK	CHAPTER	TEXT REFERENCE/ASSIGNMENTS/ASSESSMENTS	DATE COVERED/DUE
1 Sept 4-10	1	<i>Wed:</i> Course Introduction & Overview	Sept 6
2 Sept 11-17	1	<i>Mon & Wed:</i> Exploring Why HRM Matters <u>Drop Deadline September 17, 2021</u> MindTap Chapter Exercises due Sept 15 at 5:00pm	Sept 11 & 13
3 Sept 18-24	2	<i>Mon & Wed:</i> Operating Within The Legal Framework Assignment 1 Due Sept 22 at 5:00 pm MindTap Chapter Exercises due Sept 22 at 5:00pm	Sept 18 & 20
4 Sept 25-Oct 1	3	<i>Mon:</i> Promoting Employees Health & Safety Through Organizational Culture <i>Wed:</i> Defining, Analyzing & Designing the Work MindTap Chapter Exercises due Sept 29 at 5:00pm	Sept 25 & 27
5 Oct 2-8	4	<i>Mon:</i> In-class Case Study 1: Promoting Employees Health & Safety through Organizational Culture (Oct 2) <i>Wed:</i> Defining, Analyzing & Designing the Work MindTap Chapter Exercises due October 6 at 5:00pm	Oct 2 & 4
6 Oct 9-15	5	<i>Mon & Wed:</i> Planning for, Recruiting and Selecting Employees	Oct 9 & 11
7 Oct 16-22		<i>Mon:</i> Midterm Review <i>Wed:</i> MIDTERM EXAM	Oct 16-18

8 Oct 23-29	5	<i>Mon & Wed:</i> Orientation, Training & Developing Employees MindTap Chapter Exercises due October 27 at 5:00pm	Oct 23 & 25
9 Oct 30-Nov 5	6	<i>Mon & Wed:</i> Managing Employee Performance MindTap Chapter Exercises due November 3 at 5:00pm	Oct 30 & Nov 1
10 Nov 6-12	7	<u>Reading Week Nov 6-10</u>	Nov 6 & 8
11 Nov 13-19	8	<i>Mon & Wed:</i> Rewarding & Recognizing Employees MindTap Chapter Exercises due November 17 at 5:00pm	Nov 13 & 15
12 Nov 20-26	9	<i>Mon:</i> In-class Case Study 2: Developing and Rewarding Employees (Nov 20) <i>Wed:</i> Knowing Your Rights & Responsibilities MindTap Chapter Exercises due November 24 at 5:00pm	Nov 20 & 22
13 Nov 27-Dec 3	10	<i>Mon & Wed:</i> Understanding Labour Relations and Collective Bargaining Assignment 2 (Final Project) Due Dec 1 at 5:00 pm MindTap Chapter Exercises due December 1 at 5:00pm <u>Withdrawal Date Nov 20th</u>	Nov 27 & 29
14 Dec 4-10		<i>Mon:</i> Final Project Presentations <i>Wed:</i> Learning About the Profession of Human Resources Management as a Career Choice Peer Evaluations Due Dec 8 at 5:00 pm	Dec 4 & 6
Dec 11		<i>Mon:</i> <u>Final Exam Review</u>	Dec 11
		<u>Final Exam (TBA) Runs from December 13-20 (including Saturday): The actual date of our course final exam will be posted in Moodle closer to the date</u>	

Requirements:

Course grading and evaluation will be conducted according to the following:

ASSESSMENT	WEIGHT
Assignments 1: Why HRM matters	10 %
Assignment 2: Group Project	15 %
Midterm Exam	15 %
In-class Case Study 1: Promoting Employees Health & Safety through Organizational Culture	10 %
In-class Case Study 2: Developing and Rewarding Employees	10 %
Engagement (In-Class Activities)	10%
MindTap Chapter Exercises	10%
Final Exam	20 %

All assignments will be digital and submitted via Moodle. No paper will be used for submissions. Emailed assignments will not be accepted.

Attendance:

Attendance & Class Participation (15%)

Participation is an important part of learning in this course. Please come to class prepared to engage in conversations with myself and the other students. I will often bring forward real-world situations into the classroom for debate/discussion by the group (in either large or small group format). The textbook will be extremely valuable to our learning this semester, but I am also interested in everyone learning “how” to apply the textbooks to your real-world work, now and in the future. The expectation is that students will learn from me, from the course materials, and from each other.

As such, every student is expected to attend all classes and participate actively in class discussions. In general, to “participate” means to contribute, in class, to the collective conversation. This requires that all of the readings be completed in advance of all of the classes. If you do not complete these readings, it will be obvious in the class discussions.

For the classes with guest speakers, I will expect all students to come prepared with questions about topics pertaining to the guest speaker’s expertise. Absences on presentation days (for Assignments 1 and 3) will count as two absences.

If external circumstances or illness prevent you from attending or adequately preparing for a class, please let me know **in advance** so that this can be taken into account, as repeated absences from class will negatively impact your individual participation grade. It remains my sole discretion to determine whether any absence will affect the attendance component of the final grade.

Attendance is very important for the class; you cannot participate if you are not there. Simple attendance constitutes a C level of participation. Coming to class having completed the assigned homework AND contributing to the discussion are what constitute active participation. If you miss a class due to illness you will be responsible to get the information that you missed from another class member. The Participation Mark Distribution Scale is attached at the end of the syllabus.

MindTap:

MindTap is an integral part of the learning the course content. Each chapter there are required exercises to complete. Although there will be letter grades given in the MindTap assignments when you complete them, only a completed grade will be assigned. For example, if you complete the assigned exercises in chapter one, as long as the letter grade is 65% and above, you will be marked complete. The completed exercises for each chapter constitutes 1% per chapter towards your overall grade. There will be exercises for 10 chapters totalling 10%.

Grade Summary:

The available letters for course grades are as follows:

Grade	Interpretation	Grade Points
A+	Excellent	4.00
A		4.00
A-		3.70
B+	Good	3.30
B		3.00
B-		2.70
C+	Satisfactory	2.30
C		2.00
C-		1.70
D+	Poor	1.30
D		1.0
F	Failure	0.00
P	Pass	No Grade Points

Letter	Percentage	Grade Points
A+	95-100	4.00
A	90-94	4.00
A-	85-89	3.70
B+	80-84	3.30
B	75-79	3.00
B-	70-74	2.70
C+	67-69	2.30
C	64-66	2.00

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Other:

Grading Rubric – Class Participation/Attendance

Rubric Criteria (weight)	Excelling (85%-100%)	Accomplished (72%-84%)	Developing (60%-71%)	Beginning (0-59%)
Attendance (25%) (Excludes certain excused absences such as Ambrose athletic team practices and out-of-town games)	Attends all classes or misses one class (100%) Misses two classes (90%)	Misses three classes (80%)	Misses four classes (70%) Misses five classes (60%)	Misses six or more classes (0%)
Group Discussions and Contribution Quality (75%) Quality (depending upon context) is exemplified, but not limited to, the following pursues thoughtful and rigorous lines of discussion, addresses relevant issues, builds on others' ideas, synthesizes across readings and discussions, challenges assumptions and perspectives, expands the group's/class' perspective.	Contributes great effort to group discussions; shares thoughts and ideas; is always prepared to respond to impromptu in-class questions. Input is always of high quality.	Contributes good effort to group discussions; mostly shares thoughts and ideas; is mostly prepared to respond to impromptu in class questions. Input is mostly of high quality.	Contributes occasionally to group discussions; occasionally shares thoughts and ideas; is sometimes prepared to respond to impromptu in-class questions. Input is occasionally of high quality.	Seldom contributes to group discussions; seems disinterested; is not prepared to respond to impromptu in-class questions. Input is seldom or not of high quality.

Ambrose University Important Information:

Ambrose University Important Policies & Procedures:

Registration

Registration is the process of selecting and enrolling in classes for upcoming semesters. Only students who are registered will be permitted to attend class and receive a grade for the course. You are responsible for ensuring that the courses you take are appropriate for your program, that they do not have any scheduling conflicts, that they have the necessary prerequisites and that they meet all degree requirements.

Withdrawal From A Course

Prior to the Add/Drop deadline: through the student registration system whereby course(s) will be removed with no academic or financial penalty. After the Add/Drop deadline and until the Withdrawal deadline: through submission of the 'Withdrawal from Course' form whereby course(s) will remain on the permanent academic record/transcript with the symbol 'W'. (See ambrose.edu/registrar/request-forms.) Students who withdraw from more than 30 credits attempted at Ambrose University will be required to withdraw from their program. Students considering withdrawing from courses are encouraged to discuss with their Faculty Advisor and/or the Office of the Registrar questions relating to their withdrawal decision specifically relating to financial assistance, study permit requirements, prerequisites for subsequent courses, readmission, and/or graduation timeline. Students who do not formally withdraw from a course are still considered registered in the course, even if they are no longer attending classes. In this case, students will be assigned a grade based on coursework completed as per the course syllabus and are responsible to pay the tuition and fees assessed for the course. Under extenuating circumstances, students may request from the Office of the Registrar a course(s) withdrawal after the Withdrawal deadline and until the last day of classes. Extenuating circumstances typically consider situations such as medical emergencies, compassionate grounds, or unforeseen conditions/situations beyond the students' control that arise after the start of the semester and are considered on a case-by-case basis. Supporting documentation from a physician or Registered Health Professional must accompany this request.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. More conditions apply.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination

periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Communication

Your Ambrose email account is the University's primary and official mode of communication with you. Information delivered to your Ambrose email is considered official notification. Ambrose University is not responsible for your failure to receive important information delivered to your Ambrose email.

Lecture Recording

The recording of lectures or any other classroom academic activity, other than an audio recording as an accommodation, is prohibited except at the discretion of the instructor. Any use other than that agreed upon with the instructor constitutes academic misconduct and may result in suspension or expulsion. Permission to allow a lecture recording is not a transfer of any copyrights, so such recordings may be used only for individual or group study with other students enrolled in the same class and may not be reproduced, transferred, distributed or displayed in any public or commercial manner. Student must destroy recordings in any, and all formats at the end of the semester in which they are enrolled in the class. All students recording lectures, must sign the Permission Form to audio record lectures which is available through the Office of the Registrar.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets

to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention Skills and can help you access mental health support. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.
- For additional wellness resources go to the Ambrose wellness page: <https://ambrose.edu/wellness>

Off Campus:

- Distress Centre - 403-266-4357
- Alberta Mental Health Helpline - 1-877-303-2642 (Toll free)
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

We are committed to supporting students who have experienced gender based sexual violence in the past or while at Ambrose. Many of the staff, faculty, and student leaders have received Sexual Violence Response to Disclosure training. We will support you and help you find the resources you need and you can access information about reporting. Information about the Sexual Violence policy and on and off campus supports can be found on our website— ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Alberta's Online for Sexual Violence - 1-866-403-8000 call or text
- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888
- Chat: www.calgarycasa.com

Note: Students are strongly advised to retain this syllabus for their records.