

## MANAGEMENT AND ORGANIZATIONAL STUDIES

### ESSENTIALS OF HUMAN RESOURCES FOR NON-HR STUDENTS

MOS 3385A 550 HUC

Summer 2022

#### CONTACT INFORMATION

Instructor: Dr Geraint Harvey

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Office: N/A

Office Hours: Zoom calls available at mutual convenience

#### CLASS INFORMATION

In-Person and Online

The in-person component of the course will involve classes on Monday (4<sup>th</sup> July), Tuesday (5<sup>th</sup> July), Wednesday (6<sup>th</sup> July) and Thursday (7<sup>th</sup> July) between 1:30 and 4:30pm.

Online material will be available from Monday 11<sup>th</sup> July. The online content will be asynchronous and comprise of: recorded lectures, recommended readings, internet sites of interest and alternative media, and formative assessments designed for developmental purposes and to test knowledge without contributing to the overall grade for the course. Whereas the online component of the course is asynchronous, there will be online synchronous assessments and you will be expected to take the online assessments between 15:00 and 16:30 on Thursday 14<sup>th</sup> and 21<sup>st</sup> July.

There will be an opportunity to engage with the professor one a one-to-one basis throughout the asynchronous learning period at a mutually convenient time. Moreover, there will be a Forum in the OWL site for the course that will enable students to ask questions and receive answers that will be available to the entire cohort. The Forum will be monitored frequently and questions posed on the Forum will be responded to within 24 hours where possible.

#### COURSE DESCRIPTION AND OBJECTIVES

An introduction to human resources management (HRM) processes in organizations. Topics

include: context of HRM, what is human capital, sourcing and managing human capital, and the ethics of HRM.

1. To provide an introduction to human resources management (HRM) processes and practices within organizations
2. To evaluate the role of HRM within organizations

3. To analyze the strategic contribution of HRM with through recruitment and selection, performance management, compensation, training etc.

4. To improve competencies critical to future success as managers and leaders, including: analytical thinking, teamwork, ethics, project planning and management, decision-making skills, and written and verbal communication skills.

Antirequisite(s): MOS 3385A

Prerequisite(s): Enrolment in 3rd or 4th year of the BMOS program

#### COURSE MATERIALS

1. Schwind et al. (2019) Canadian Human Resource Management: A Strategic Approach, McGraw Hill.
2. Heery, E., and Noon, M. (2017) Dictionary of HRM, Oxford University Press: Oxford.  
<https://www.kobo.com/ca/en/ebook/a-dictionary-of-human-resource-management-1>

Additional links to resources will be provided in the lecture slides.

#### COURSE EXPECTATIONS...

...that you ACE it.

1. Attendance: you are required to attend all classes unless you are legitimately unable to do so. N.B., the class each Wednesday will include an in-class assessment that has a summative assessment that will contribute to your grade on the course and a formative element that will facilitate your understanding of the course material.

2. Contribution: there will be continuous opportunities to make a contribution by responding to questions; posing questions; offering your own experience as it relates to the topics and issues covered or otherwise enriching the learning experience.

3. Engagement: whereas it is important to attend the classes and engage (via contributing to the class in the ways set out above) it is also important that you engage with the academic resources recommended to you such as the relevant book chapters and academic journal articles.

#### EVALUATION

You will be assessed on this course by three multiple mode question quizzes.

The first of these is worth 35% and will take place **in class** on Thursday 7<sup>th</sup> July (@15:00).

The second of these is worth 33% and will take place **online** on Thursday 15<sup>th</sup> July (@15:00)

The third of these is worth 32% and will take place **online** on Thursday 22<sup>nd</sup> July (@15:00)

## CLASS SCHEDULE

Week TOPIC CHAPTER

Week	Date	Topic
1	7.4	Introduction to the course and to Human Capital
	7.5	The Internal and External Context of the Firm (and HRM) Formative assessment
	7.6	Coercion as a People Management Strategy (and its influence on HRM) Formative assessment
	7.7	Organizational Commitment as People Management Strategy (and its influence on HRM) Summative assessment (35%, 15:00)
2	Async	Recruitment & selection Formative assessment Performance appraisal Formative assessment Reward Formative assessment Training
	7.14	Summative assessment (32%, 15:00)
3	Async	Flexibility Formative assessment Employee Voice Formative assessment Ethics and HRM Formative assessment
	7.21	Summative assessment (33%, 15:00)

## **Appendix to Course Outlines: Academic Policies & Regulations Summer 2022**

### **Student Code of Conduct**

Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at: <https://huronatwestern.ca/sites/default/files/Res%20Life/Student%20Code%20of%20Conduct%20-%20Revised%20September%202019.pdf>.

### **Prerequisite and Antirequisite Information**

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may 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.

### **Attendance Regulations for Examinations**

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Review the policy on Attendance Regulations for Examinations here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/attendance.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf).

### **Statement on Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf). The appeals process is also outlined in this policy as well as more generally at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf).

### **Turnitin.com**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

### **Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

### **Statement on Use of Personal Response Systems (“Clickers”)**

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

### **Academic Consideration for Missed Work**

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is **48 hours or less** and the other conditions specified in the Senate policy at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf) are met.

Students whose absences are expected to last **longer than 48 hours**, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic

consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation. Further details concerning policies and procedures may be found at: <http://academicsupport.uwo.ca/>.

### **Policy on Academic Consideration for a Medical/ Non-Medical Absence**

#### **(a) Consideration on Medical Grounds for assignments worth *less than 10%* of final grade: Consult Instructor Directly and Contact Academic Advising**

When seeking consideration on **medical grounds** for assignments worth *less than 10%* of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. If documentation is requested, the student will need to complete and submit the [Student Medical Certificate](#). The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

#### **(b) Consideration on Non-Medical Grounds: Consult Huron Support Services/Academic Advising, or email [huronsss@uwo.ca](mailto:huronsss@uwo.ca).**

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported. All consideration requests must include a completed [Consideration Request Form](#). Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf). Consult [Huron Academic Advising](#) at [huronsss@uwo.ca](mailto:huronsss@uwo.ca) for any further questions or information.

## **Support Services**

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at [huronsss@uwo.ca](mailto:huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <https://huronatwestern.ca/student-life/student-services/>.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at: <https://huronatwestern.ca/contact/faculty-staff-directory/>.

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Advising website, <https://huronatwestern.ca/student-life/student-services/academic-advising/> or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. Note that dropping a course may affect OSAP and/or Scholarship/Bursary eligibility.

Huron Student Support Services: <https://huronatwestern.ca/student-life/student-services/>

Office of the Registrar: <https://registrar.uwo.ca/>

Student Quick Reference Guide: <https://huronatwestern.ca/student-life/student-services/#1>

Academic Support & Engagement: <http://academicsupport.uwo.ca/>

Huron University College Student Council: <https://huronatwestern.ca/student-life/beyond-classroom/hucsc/>

Western USC: <http://westernusc.ca/your-services/#studentservices>

## **Mental Health & Wellness Support at Huron and Western**

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: [huronwellness@huron.uwo.ca](mailto:huronwellness@huron.uwo.ca)

Community Safety Office: [safety@huron.uwo.ca](mailto:safety@huron.uwo.ca)

Additional supports for Health and Wellness may be found and accessed at Western through, <https://www.uwo.ca/health/>.