

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2024

BA2240(EC): HUMAN RESOURCE MANAGEMENT – 3(3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Danielle Hessler **E-MAIL:** dhessler@nwpolytech.ca
OFFICE HOURS: Please contact me via email and a response will be provided within 48 hours.

***All email correspondence must be sent from you NWP student email account and must be professionally formatted** (i.e. subject line filled in, proper greeting, spelling and grammar, etc.). Emails that do not follow the above requirements will not be responded to

CALENDAR DESCRIPTION: This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Steen, Sandra, et al., Human Resource Management (Sixth Canadian Ed.). Toronto: McGraw Hill/Ryerson, 2023..

NOTE: This is an e-text with an online subscription to the Connect website, which has several different study tools that can help you with your learning process. You will need access to the e-text in order to do your assignments. Instructions to access the etext are available under the Getting Started Module on D2L. **Please be advised that there will be an additional fee for the proctoring software as outlined below.**

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

DELIVERY MODE(S): BA 2240 is a paced online self-study course. You will work through the course in the order presented, completing the assigned readings, tests, and assignments. You can participate in discussion forums to offer and receive support from other students. You can also connect with the instructor on informal Zoom sessions as scheduled by the instructor (e.g. on feedback exercise). The overall schedule may be adjusted, if necessary.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately gauge candidate qualifications, etc.)
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. Common Law Employment contract, Human Rights Legislation, Employment Standards, Health and Safety Legislation, etc.); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred, etc.)
3. Identify and describe the key aspects of Alberta Employment Standards Legislation (e.g. minimum wage, overtime, vacation, Stat Holidays, parental leave, etc.); locate and retrieve up-to-date Employment Standards information; calculate basic Employment Standards entitlements (e.g. overtime pay, severance pay, etc.)
4. Identify and describe both the individual and shared roles of the HR Department, line management, and senior management in the administration of HR duties.
5. Provide specific examples of how applying common HR principles and theories (e.g. targeted selection, point factor job analysis, flexible benefits plans, etc.) can add value and improve the operation of an organization.
6. Write a well-organized and cogent short essay and/or short essay answer about an assigned HR topic.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Smart Book Exercises	15%
Quizzes	15%
HR Assignment	25%
Midterm	20%
Final	25%
Total	100%

Evaluation Policies:

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- You must contact the instructor to make arrangements if you anticipate missing an evaluation BEFORE the evaluation date.
- A grade of zero (0) will be assigned for any evaluations that are missed without prior permission.
- Turnitin plagiarism-detecting software may be used in this course.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE

	Topic	Chapter	Activities
Week 1: Sept. 3-8	Course Overview and Introduction		
Week 2: Sept. 9-15	Strategies, Trends & Opportunities for HRM	Chapter 1	Smartbook (SB) due Sept. 15 @ 11:59pm
Week 3: Sept. 16-22	Equity, Fairness, Health & Safety/AB Employment Standards	Chapter 2	SB due Sept. 22 @ 11:59pm Quiz #1 due Sept. 22 @ 11:59pm
Week 4: Sept. 23-29	Analyzing Work and Designing Jobs	Chapter 3	SB due Sept. 29 @ 11:59pm
Week 5: Sept 30 – Oct. 6	Planning for and Recruiting HR	Chapter 4	SB due Oct. 6 @ 11:59pm
Week 6: Oct. 7-13	Selecting Employees	Chapter 5	SB due Oct. 13 @ 11:59pm Quiz #2 due Oct. 13 @ 11:59pm
Week 7: Oct. 14-20	Midterm to be completed on October 16		
Week 8: Oct. 21-27	Training, Learning, Development	Chapter 6	SB due Oct. 27. @ 11:59pm
Week 9: Oct. 29 – Nov. 3	Managing Employees' Performance	Chapter 7	SB due Nov. 3 @ 11:59pm Quiz #3 due Nov. 3 @ 11:59pm

Week 10: Nov. 4-10	Total Rewards	Chapter 8	SB due Nov. 10 @ 11:59pm
Week 11: Nov. 11-17	NO CLASSES FALL BREAK		HR Assignment due Nov. 17 @ 11:59pm
Week 12: Nov. 18-24	Labour Relations	Chapter 9	SB due Nov. 24 @ 11:59pm
Week 13: Nov. 25 – Dec. 1	Managing HR Globally	Chapter 10	SB due Dec. 1 @ 11:59pm Quiz #4 due Dec 1 @11:59pm
Week 14: Dec. 2-8	High Performing Organizations	Chapter 11	SB due Dec. 8 @ 11:59pm
Week 15: Dec 9-10	Last day of classes/study for Final Exam		
FINAL EXAM: Dec. 12-19	Final Exam to be scheduled between December 12-19		

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

Assignment, Quizzes, and Exams

- Smart Book Exercises will be completed in Connect. The assignments will be automatically submitted on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. There are 11 exercises. You will only be graded on the highest 9 scores out of the 11.
- Quizzes will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. Quizzes will be completed in Connect. will be timed, and once the quiz has started, you must complete the entire quiz within the stipulated time limit. Logging out or losing internet connection during the quiz will result in a grade based only on the portion of the quiz that has been completed.
 - Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.

- The midterm covering Chapters 1-5, is to be completed on October 16, 2024. The midterm will be completed in ProctorU proctoring software. **Please be advised that there will be an additional fee for the proctoring software as outlined in the Required Text/Resource Materials.**
 - The midterm will be written closed book.
 - The midterm will account for 20% of your grade. Students will have one attempt at the midterm. The midterm will be timed, and students will receive 80 minutes to complete. Once the test has started it must be completed in one sitting. Logging off or losing internet connection during the test will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing tests.
 - No rewrites will be granted for missed or unsuccessful attempts.
- The Comprehensive Final Exam will be scheduled between **December 12-19, 2024**. The Final Exam will be completed in ProctorU proctoring software. **Please be advised that there will be an additional fee for the proctoring software as outlined in the Required Text/Resource Materials.**
 - The Final Exam will be written closed book.
 - The Final Exam will account for 25% of your grade. Students will have one attempt at the Final Exam. The Final Exam will be timed, and students will receive 120 minutes to complete. Once the exam has started it must be completed in one sitting. Logging off or losing internet connection during the exam will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing exams.
 - Re-writes for the final exam will not be granted.

Secured and reliable internet connection will be required for all Tests and Exams.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video

streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.