

LEARNING OUTCOMES:

By the end of the course, students should be able to

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design); 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);
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. human rights legislation, employment standards, health and safety legislation); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred);
3. Identify and describe the key aspects of Alberta employment standards legislation (e.g. minimum wage, overtime, vacation, statutory holidays, parental leave); locate and retrieve up-to-date employment standards information; calculate basic employment standards entitlements (e.g. overtime pay);
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) can add value and improve the operation of an organization.

TRANSFERABILITY:

- Athabasca University: HRMT 386
- Burman University: BUAD 250
- Concordia University of Edmonton: HRM 3xx
- King's University, The: BUSI 334
- MacEwan University: HRMT 200
- University of Alberta: AUMGT 2xx OR SMO 311
- University of Lethbridge: MGT 3050

(Information retrieved from <http://www.transferalberta.ca> on April 7, 2020)

In addition, BA 2240 may be used to transfer to a number of post-secondary institutions as part of a Business Administration Diploma block transfer agreement. See receiving institution for details.

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide at <http://www.transferalberta.ca> or, if you do not want to navigate through few links at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>.

**** 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:

| | | |
|--|---------------------|-----|
| Tests 1 - 4 (10% each) | Assignment 1 | 15% |
| Test 1 (Ch. 1, 2, Employment Standards Code) | Assignment 2 | 15% |
| Test 2 (Ch. 3, 4, 5) | Final Exam | 30% |
| Test 3 (Ch. 6, 7, 8) | | |
| Test 4 (Ch. 9, Labour Relations Code) | | 40% |

Rewrites on missed tests are generally not provided (extenuating circumstances may apply; contact the instructor *in advance* of an anticipated issue where possible). Similarly, if you believe that you have a legitimate reason for handing in an assignment late, please contact the instructor beforehand.

Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade.

GRADING CRITERIA: (The following criteria may be changed to suit the particular course/instructor) 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 | 90-100 | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-89 | 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

Spring Term: May 4, 2020 to Jun 26, 2020 **This is a compressed, 8-week spring session course. You will need to cover two textbook chapters per week. Please plan your study time accordingly.**

| <u>Week(s) 2020</u> | <u>Topic & Chapter</u> | <u>Deliverables</u> |
|----------------------------|---|------------------------------------|
| Prior to course start | Familiarize yourself with course outline & Moodle | Book in hand |
| Week 1 (May 4-8) | Ch. 1 Strategies, Trends, and Opportunities for HRM Ch. 2 Legal Context, Workplace Health & Safety | |
| Week 2 (May 11-15) | Employment Standards Code (ESC) | Assignment 1 - Trends (May 15) |
| | Ch. 3 Job Design | |
| Week 3 (May 18-22) | Ch. 4 Recruitment | Test 1 - Ch. 1, 2, ESC (May 18) |
| | Ch. 5 Employee Selection | |
| Week 4 (May 25-29) | Ch. 6 Training & Development | Test 2 - Ch. 3, 4, 5 (May 25) |
| | Giving effective feedback (instructor-guided) | |
| Week 5 (June 1-5) | Ch. 7 Managing Performance | Assignment 2 (June 5) |
| | Ch. 8 Rewards | |
| Week 6 (June 8-12) | Ch. 9 Labour Relations | Test 3 - Ch. 6, 7, 8 (June 8) |
| | Labour Relations Code (LRC) | |
| Week 7 (June 15-19) | Ch. 11 High Performance Org. | Test 4 - Ch. 9, LRC (June 15) |
| | Exam preparation | |
| Week 8 (June 22-26) | Exam preparation & Exam | Final Exam by June 25 |

*The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:

Participation & Due Date Tracking

There are no formal classes in this self-paced course. Be sure to track Moodle announcements, the Moodle forum, and GPRC messages and emails daily. The expectation is that students will read the chapter materials and track assignments independently. You are encouraged to pace your reading and to further your learning by engaging actively in the forum.

Recording

Recording lectures or taking photos in zoom meeting is prohibited unless advance permission is obtained from the instructor. In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner.

Student Conduct

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services. **Turnitin, plagiarism software, may be used in this class.**

Academic Grievance

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at www.gprc.ab.ca.

Copyright

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor. Please also see the following page of the outline.

Courtesy & Inclusion

I encourage you to help create an environment of courtesy and inclusion. One way to do this is to consider that anything that anyone does is to meet a need; it is actually never about doing something to us. If we can view the world this way, we can get curious about what is going on for others instead of getting upset. We can also fully share with others, without judgement, what is important to us. This is a gift. For this strategy see: <https://www.youtube.com/watch?v=eF6kMJxOpvI>

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.