

Athabasca University
Course Outline
ORGB 386 – Human Resource Management

Term:	January 2010
Location:	Grande Prairie Regional College
Instructor:	Bill Corcoran
Office:	C-412
Phone:	539-2735 (Office)
Email:	bcorcoran@gprc.ab.ca
Office Hours:	TR 10:00-11:30
Delivery mode:	Grouped Study
Credits:	3 - Applied Studies
Prerequisite:	None. ADMN 232 is recommended.
Centre:	Centre for Work and Community Studies.

Overview

ORGB 386 is designed to provide an introduction to the theoretical and practical aspects of human resource management (HRM) in contemporary organizations.

Outline

The course consists of the following seven units.

Unit 1: Introduction

Unit 2: Legal Environment

Unit 3: Job Analysis, Recruitment, and Selection

Unit 4: Orientation, Motivation, Training and Development

Unit 5: Compensation and Benefits

Unit 6: Health and Safety, Employee and Labour Relations

Unit 7: Participation and Co-operatives

Schedule

Tuesdays/Thursdays from 14:30-15:50

Week	Date	Other	Chapter	Unit	Assignment.
1	5,7-Jan-10	Unit 1 note 1	1	1	
2	12,14-Jan-10		3,4	1/2	
3	19,21-Jan-10	Unit 2, note 1	12	2	
4	26,28-Jan-10	Unit 3, note 1	2	3	TME 1 Cases
5	2,4 - Feb-10		5	3	
6	9,11-Feb-10	Unit 3, note 2	6	3	
7	16,18-Feb-10			Review	Mid term
8	23,25-Feb-10	Unit 4, Note 1,2,3	7,8	4	
9	2,4-Mar-10	Unit 5, Note 1	9	5	Presentations
10	8-Mar-10	READING WEEK			
11	16,18-Mar-10	Unit 5, Note 2	10	5	Presentations and TME 2 Cases
12	23,25-Mar-10	Unit 6, Note 1	13	6	Presentations
13	30-Mar, 01-Apr-10	Unit 6, Note 2,3	11	6	Presentations
14	6,8-Apr-10	Unit 6, Note 4	14	6	Presentations
15	13,15-Apr-10	Unit 7, note 1,2	-	7 and Review	TME 3 Cases
16	TBA 17-29 April		FINAL EXAM (schedule by registrar)		

All dates are tentative and may change due to unforeseen events as the term progresses.

Penalty for late submissions: 10% per day

Expectations:

There is a great deal of material to be covered in this course – you need to be prepared for each class by doing the reading ahead of time.

Evaluation

To receive credit for ORGB 386, you must achieve a course composite mark of at least a “D” (50 percent) (based on all three written assignments, the Current Topic Presentation, and both examinations) and a mark of at least 50 percent on the final examination. Weighting of the composite mark is as follows:

TME 1 Cases	TME 2 Cases	TME 3 Cases	Current Topic Presentation	Mid-Term Exam	Final Exam	Total
10%	10%	10%	10%	25%	35%	100%

TME Cases:

In the *Student Manual* in your course package, there are 3 Tutor Marked Exercises (TMEs). You need to complete and hand in the Case Component ONLY of each of these TMEs. Each of these assignments involves reading 2 or 3 short case studies and answering a few questions.

Current Topic Presentation:

Each of you, will be responsible for making a 5-8 minute presentation to the class (with a 3 minute question) on a human resource topic of your choice. Details about the assignment will be forthcoming, but the task will involve research and a short written presentation in addition to making a presentation.

Examinations:

Students must be prepared to allow 1.5 hours for the midterm examination and three hours for the final examination.

The use of handheld computers (PDA's etc.) will not be allowed during examinations unless specified. Students receiving or placing cell phone calls, receiving or sending text messages will be asked to leave the room and may be assessed a grade of zero as well as other penalties as specified by Athabasca University or determined by the instructor.

Intellectual Ownership and Honesty

Intellectual honesty (sometimes called Academic Honesty) is a philosophy that demands that you acknowledge the contribution of others in scholarly writing and research. To claim contributions and ideas of another as your own, is cheating and deprives you and others of the opportunity and challenge to learn. Therefore, Athabasca University insists on intellectual honesty in scholarship.

For a full description of intellectual ownership and honesty please refer to the following site:

<http://www.athabascau.ca/studserv/inthonesty.htm>

Plagiarism

In order to avoid representing the ideas, facts or phrasing of others as your own, you must learn to recognize plagiarism. It is common for novice researchers to commit plagiarism without even knowing it. The result can be very serious if you plagiarize, whether intentionally or not. You will jeopardize your learning, risk failing and even expulsion. Moreover, you will undermine the mutual trust upon which educational institutions rest.

Here are three examples of plagiarism:

1. If you fail to indicate that material is quoted by enclosing the material in quotation marks.

2. If you do not acknowledge the source of a direct quotation within the text of the paper, in footnotes, on the Works Cited or Reference page, or if you do not identify the correct source of a quotation.
3. If you included paraphrased or summarized information (that is not generally accepted as "common knowledge") and do not acknowledge its source.

Cheating

In a test or exam:

- Obtaining information from another student or an unauthorized source.
- Providing another student with information.
- Pretending to be another person or having another pretend to be you.

In a course:

- Submitting material for credit that has already been given credit in another course (or the same course at a previous time), without the approval of the professor.
- Submitting information or material in a course that you know to be false.
- Submitting co-authored work without the knowledge and agreement of all authors, as well as the approval of the professor.

Grade Scale:

This course uses the most recent Grade Scale as approved by Athabasca University's Academic Council.

Percentage Range	Alpha Grade Assigned
90-100	A+
85-89	A
80-84	A-
76-79	B+
73-75	B
70-72	B-
67-69	C+
64-66	C
60-63	C-
55-59	D+
50-54	D
0-49	F

Course Materials

Textbook

Schwind, H., Das, H. & Wagar, T. (2005). *Canadian human resource management: A strategic approach*, 7th ed. Whitby, ON: McGraw-Hill Ryerson.

Other Materials

The course materials also include a study guide, student manual, and forms.

Cell Phones

Over the past few years, I've noted that students are becoming increasingly distracted by their cell phones, Blackberries, etc. The use of these devices during class is very distracting to both me and other students trying to pay attention.

Please shut off your cellular devices while class is in session. If you absolutely must receive a call or text during class, excuse yourself and take the call outside the classroom.

Do not send or receive text messages while class is in session. Let me repeat that: **Do not send or receive text messages while class is in session.** If you need this statement clarified, please ask – I can translate it into French or other language if need be.

Students who insist on texting during class will be asked to leave.

Bill Corcoran
Grande Prairie Regional College
December 21 ,2009