

# COURSE SYLLABUS



COURSE TITLE:	Business 210-002: HR Management Foundations
CLASS SECTION:	In-person
LOCATION:	CBA 210
TERM:	Summer 2023
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Face to Face

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>

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*Camosun College requires **mandatory attendance** for the **first-class meeting of each course**. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, **you will be removed from the course** and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Kelli Van Leeuwen  
EMAIL: [VanLeeuwenK@camosun.ca](mailto:VanLeeuwenK@camosun.ca)  
HOURS: Virtual office hours also available by appointment on Friday from 1:00 pm – 2:00 pm

*As your course instructor, I endeavour to provide an inclusive learning environment. If you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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In this course, students survey the functions of human resource management (HRM) and the strategic role HRM plays in supporting today's diverse and inclusive workplaces. Students explore key HRM topics including the HRM profession, legal and ethical framework, job analysis and design, recruitment, selection and retention, orientation and training, performance management, total rewards, health, safety and wellness and employee relations. Students practice the roles and responsibilities of HR professionals, with a focus on developing the necessary competencies for building effective working relationships within HR teams and with supervisors, clients, and organizational leadership.

## PREREQUISITE(S)

One of:

- C in [English 12](#)
- C in [Camosun Alternative](#)

## COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Describe the role of human resource management as a strategic contributor to organizational objectives and global business management.
- Critically analyze employment legislation and legal concepts in relation to human resources management.
- Identify and explain human resource management activities such as planning, recruitment, selection, performance management, training and retention that support engaged, diverse, and inclusive workplaces.
- Define and describe the complex processes of employer-employee and labour relations.
- Conduct, analyze and synthesize research in the development of recruitment and selection processes including job analysis and job design.
- Work collaboratively in a team to critically analyze and develop recommendations to address human resources issues.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Peacock, M., Belcourt, M., & Stewart, E. B. (2022). *Understanding Human Resources Management: A Canadian perspective*. Cengage Canada.

CPHR BC & Yukon. (2016). Code of Ethics & Rules of Professional Conduct. Retrieved from CPHR BC & Yukon website: <https://cphrbc.ca/cphr/i-am-a-cphr/cphr-policies/>

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

WEEK of	Topic	Chapter/ Reading	Activities/Due Dates
May 1	<b>HRM: Why does it matter?</b>	1	Introductions, expectations, and course overview.
May 8	<b>Legal framework for HRM</b>	2	Teams formed and Case Released.
May 15	<b>Legal framework, cont. Ethical framework for HRM</b>	2 CPHR Code of Ethics	
May 22 Victoria Day	<b>Diversity &amp; Inclusion</b>	2	<b>TEAM A Case Presentation</b> Due May 24 at noon (Legal Issues/Diversity & Inclusion).
May 29	<b>Job Analysis</b>	4	<b>Quiz 1:</b> Strategic HR   Operating within the Legal Framework   Diversity + Inclusion. Opens May 29 at noon until May 31 at noon. <b>80 minutes once opened and 1 attempt.</b> <b>TEAM B Case Presentation</b> Due May 31 at noon (Job Analysis).
June 5	<b>Planning, Recruitment &amp; Selection</b>	5	<b>TEAM C Case Presentation</b> Due June 7 at noon (HR Planning). <b>Job Analysis Questionnaire</b> Due June 7 at noon.
June 12	<b>Planning, Recruitment &amp; Selection</b>	5	<b>TEAM D Case Presentation</b> Due June 14 at noon (Recruitment & Selection).
June 19	<b>Orienting, Training &amp; Developing Employees</b>	6	<b>Quiz 2:</b> Job Analysis   HR Planning   Recruitment + Selection. Opens June 19 at noon until June 21 at noon. <b>80 minutes once opened and 1 attempt.</b>

			<b>TEAM E Case Presentation</b> Due June 21 at noon (Orienting, Training & Developing).
June 26	<b>Managing Employee Performance</b>	7	<b>Job Description, KSA List, and Organization Chart</b> Due June 28 at noon. <b>TEAM F Case Presentation</b> Due June 28 at noon (Managing Employee Performance).
July 3 Canada Day	<b>Rewarding &amp; recognizing</b>	8	<b>TEAM G Case Presentation</b> Due July 5 at noon (Rewarding and Recognizing).
July 10	<b>Health and Safety</b>	3	<b>Quiz 3:</b> Orienting, Training + Developing   Managing Performance   Rewards + Recognition. Opens July 10 at noon until July 12 at noon. <b>80 minutes once opened and 1 attempt.</b> <b>TEAM H Case Presentation</b> Due July 12 at noon (Health and Safety).
July 17	<b>Employee Relations</b>	9	<b>Recruitment and Selection Plan Assignment Due</b> July 19 at noon.
July 24	<b>Employee and Labour Relations</b>	10	
July 31	<b>Labour Relations</b>	10	<b>Quiz 4:</b> Health + Safety   Employee Relations + Labour Relations. Opens July 31 at noon until August 2 at noon. <b>80 minutes once opened and 1 attempt.</b>
<b>EXAM WEEK</b> <b>(No final exam in this course)</b>			

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

Exams/Quizzes	
<ul style="list-style-type: none"> <li>Quizzes (4 comprehensive quizzes worth <b>15% each</b>)</li> </ul>	60%
Job Design Assignment	
<ul style="list-style-type: none"> <li>Job Analysis Questionnaire</li> <li>Job Description, KSA and Organization Chart</li> <li>Recruitment and Selection Plan</li> </ul>	5% 10% 15%
Case Study – Group Presentation	10%
	100%

## COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: <http://camosun.ca.libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.

- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- **If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

#### SCHOOL OR DEPARTMENTAL INFORMATION

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The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from:

<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

#### ASSIGNMENTS & EXAMS

- Student must submit their assignments on the due date. A grade of zero will be assigned to late submissions. There are no additional assignments or make up exams of any kind if you performed poorly on an assignment, midterm or final exam.
- **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor. Please advise your instructor **promptly**.
- Students registered through the [Centre for Accessible Learning \(CfAL\)](#) should discuss timelines with their instructors **at the beginning of each semester**.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's [Student Conduct Policy](#).

#### STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841.

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.