COURSE SYLLABUS

COURSE TITLE: Business 210 D01: HR Management Foundations
CLASS SECTION: Asynchronous
LOCATION: Online and virtual
TERM: Summer 2024
COURSE CREDITS: 3 credits
DELIVERY METHOD(S): Asynchronous

*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. __For this online asynchronous course, you will confirm your attendance in our online discussion forum.__*

INSTRUCTOR DETAILS

NAME: Shelaina Postings
EMAIL: PostingsS@camosun.ca
HOURS: Virtual office hours also available by appointment on Thursday from 4:00 pm – 5:00 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

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)

Must be completed prior to taking this course. **One** of:

· C in English 12	· C in ENGL 091 and ENGL 093	· C in ENGL 142
· C in English Studies 12	· C in ENGL 092 and ENGL 094	· C in ELD 092 and ELD 094
· C in English 12 First Peoples	· C in ENGL 092 and ENGL 096	· C in ELD 097
· C in Literary Studies 12	· C in ENGL 103 and ENGL 104	· C in ELD 103 and ELD 104

CO-REQUISITE(S)

Must be taken at the same time **or** before this course. **One** of:

· BUS 150	· SPEX 150	· A bachelor degree from a recognized post-secondary institution

Upon successful completion of this course a student will be able to:
1. Describe the role of human resource management as a strategic contributor to organizational objectives and global business management.
2. Critically analyze employment legislation and legal concepts in relation to human resources management.
3. Identify and explain human resource management activities such as planning, recruitment, selection, performance management, training and retention that support engaged, diverse, and inclusive workplaces.
4. Define and describe the complex processes of employer-employee and labour relations.
5. Conduct, analyze and synthesize research in the development of recruitment and selection processes including job analysis and job design.
6. 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 6	**HRM: Why does it matter?**	1	Introductions, expectations, and course overview.
May 13	**Legal framework for HRM**	2	
May 20	**Legal framework, cont.** **Ethical framework for HRM**	2 CPHR Code of Ethics	
May 27	**Diversity & Inclusion**	2	**Quiz 1**: 15% Strategic HR | Operating within the Legal Framework | Diversity + Inclusion. Open May 31, 12:01 am to June 2, 11:59 pm. *80 minutes once opened and 1 attempt.*
June 3	**Job Analysis**	4	
June 10	**Planning, Recruitment & Selection**	5	**Job Design Assignment Part 1: 8% (individual assignment)** **Due: June 14, 9:00 pm**
June 17	**Planning, Recruitment & Selection**	5	
June 24	**Orienting, Training & Developing Employees**	6	**Quiz 2:** 15% Job Analysis | HR Planning | Recruitment + Selection. Open June 28, 12:01 am to June 29, 11:59 pm. *80 minutes once opened and 1 attempt.*

July 1	**Managing Employee Performance**	7	**Job Design Assignment Part 2: 12% (individual assignment)** **Due July 5, 9:00 pm**
July 8	**Rewarding & Recognizing**	8	**Quiz 3:** 15% Orienting, Training + Developing	Managing Performance	Rewards + Recognition. Open July 12, 12:01 am to July 13, 11:59 pm. *80 minutes once opened and 1 attempt.*
Jul 15	**Health and Safety**	3	
July 22	**Employee Relations**	9	**Job Design Assignment Part 3: 20% (team assignment)** **Due July 26, 9:00 pm**
July 29	**Employee and Labour Relations**	10	
August 5	**Labour Relations**	10	**Quiz 4:** 15% Health + Safety |Employee Relations + Labour Relations. Open Aug 9, 12:01 am to Aug 10, 11:59 pm. *80 minutes once opened and 1 attempt.*
	EXAM WEEK *(No final exam in this course)*		

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Exams/Quizzes	
• Quizzes (4 comprehensive quizzes worth **15% each**)	60%
Job Design Assignment	
• Job Analysis Questionnaire (individual)	8%
• Job Description including KSA (individual)	12%
• Recruitment, Selection and Orientation Plan (team)	20%
	100%

See the course D2L site for assignment instructions and grades, rubrics, course materials, and handouts for class. Important information will be posted in the course **News**; ensure you read each item. Due date reminders also appear on the course home page. If you have any questions or concerns, please ask!

SCHOOL OR DEPARTMENTAL INFORMATION

Mandatory Attendance at the First Class

Students are required to attend the first class meeting of each course. If a student does not attend and does not contact the instructor prior to the first class with a satisfactory explanation, they forfeit their seat in the course and may be de-registered.

Academic Honesty

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 the **student's responsibility** to become familiar with the definition and consequences of academic dishonesty.

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 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.

Use of AI-Based Writing Tools

This is specifically about ChatGPT but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.

- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.
- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Assignment Formatting
The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See https://camosun.libguides.com/apa7

- Submit all assignments into the D2L assignment folder 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 cited AND referenced to sources.**

a. Students 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.

b. **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**.

c. Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors **at the beginning of each semester.**

d. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes from RNs, chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after the student's absence.

e. 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

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

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	http://camosun.ca/advising
Academic English Help	http://camosun.ca/services/academic-supports/multilingual-student-support
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid

Support Service	Website
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity
Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: https://camosun.libguides.com/academicintegrity/welcome
Please visit https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

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 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.

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. To contact the Office of Student Support: 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.

Looking for other policies?
The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

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.