

**CAMOSUN COLLEGE**  
**School of Business**  
**Management & Human Resource Leadership Department**  
**BUS 210 D03 Summer 2022 Human Resource Management Foundations**

**COURSE OUTLINE**

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The calendar description is available on the web @ <http://camosun.ca/learn/calendar/current/web/bus.html>

*Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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### 1. Instructor Information

<b>Instructor</b>	Shelaina Postings
<b>Office hours</b>	Friday 1:00 -2:00 pm PST virtual through D2L Collaborate and by appointment
<b>Class Time/ Location</b>	Online and Asynchronous
<b>E-mail</b>	<a href="mailto:postings@camosun.ca">postings@camosun.ca</a>

### 2. Intended Learning Outcomes

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.

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.

### 3. Required Materials

Peacock, Stewart, Belcourt (2020). *Understanding Human Resources: A Canadian Perspective*. Toronto, Ontario: Nelson Publishing.

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/>

Annett, M. and Davinski, D. (2016). *MacEwan Residence Services: A Risky Accommodation?* London. Ontario: Ivey Publishing. (Online Case \$4.50)

### 4. Course Content and Schedule

*Schedule is subject to change at the discretion of the instructor.*

WEEK of	Topic	Chapter/ Reading	Activities/Due Dates
May 2 - 8	<b>HRM: Why does it matter?</b>	1	Introductions, expectations and course overview.
May 9 - 15	<b>Legal framework for HRM</b>	2	Teams formed and Case Released.
May 16-22	<b>Legal framework, cont. Ethical framework for HRM</b>	2 CPHR Code of Ethics	
May 23 – 29 *Victoria Day May 23	<b>Diversity &amp; Inclusion</b>	2	<b>TEAM A Case Presentation</b> Due May 25 at noon (Legal Issues/Diversity & Inclusion).
May 30 - June 5	<b>Job Analysis</b>	4	<b>Quiz 1:</b> Strategic HR   Operating within the Legal Framework   Diversity + Inclusion. Opens May 30 at noon until June 1 at noon. <b>80 minutes once opened and 1 attempt.</b> <b>TEAM B Case Presentation</b> Due June 1 at noon (Job Analysis).
June 6 – 12	<b>Planning, Recruitment &amp; Selection</b>	5	<b>TEAM C Case Presentation</b> Due June 8 at noon (HR Planning). <b>Job Analysis Questionnaire</b> Due June 8 at noon.
June 13 - 19	<b>Planning, Recruitment &amp; Selection</b>	5	<b>TEAM D Case Presentation</b> Due June 15 at noon (Recruitment & Selection).
June 20 -26	<b>Orienting, Training &amp; Developing Employees</b>	6	<b>Quiz 2:</b> Job Analysis   HR Planning   Recruitment + Selection. Opens June 20 at noon until June 22 at noon. <b>80 minutes once opened and 1 attempt.</b> <b>TEAM E Case Presentation</b> Due June 22 at noon (Orienting, Training & Developing).
June 27 – July 3 *Canada Day July 1	<b>Managing Employee Performance</b>	7	<b>Job Description, KSA Lista, and Organization Chart</b> Due June 29 at noon. <b>TEAM F Case Presentation</b> Due June 29 at noon (Managing Employee Performance).
July 4-10	<b>Rewarding &amp; Recognizing</b>	8	<b>TEAM G Case Presentation</b> Due July 6 at noon (Rewarding and Recognizing).
July 11 - 17	<b>Health and Safety</b>	3	<b>Quiz 3:</b> Orienting, Training + Developing   Managing Performance   Rewards + Recognition. Opens July 11 at noon until July 13 at noon. <b>80 minutes once opened and 1 attempt.</b>

			<b>TEAM H Case Presentation</b> Due July 13 at noon (Health and Safety).
July 18 - 24	<b>Employee Relations</b>	9	<b>Recruitment and Selection Plan Assignment Due</b> July 20 at noon.
July 25 - 31	<b>Employee and Labour Relations</b>	10	
August 1-7 *Civic holiday August 1	<b>Labour Relations</b>	10	<b>Quiz 4:</b> Health + Safety   Employee Relations + Labour Relations. Opens August 1 at noon until August 3 at noon. <b>80 minutes once opened and 1 attempt.</b>
<b>EXAM WEEK</b> <b>(No final exam in this course)</b>			

### Basis of Student Assessment (Weighting)

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%

#### Individual Assignment – Job Design (three parts, total 30%)

**All submissions must be in your own words – read instructions online and watch video instructions- use checklists and rubrics provided to ensure you follow instructions.**

##### Part I – Job Analysis Questionnaire (5%)

- Choose a job from the list provided.
- Research a minimum of **three credible** sources of information to locate the necessary information for your chosen job (e.g., interviews, job banks, occupational profiles).
- Complete the Job Analysis Questionnaire, including references.

##### Part 2 – Job Description, KSA list, and Organization Chart (10%)

- Develop a job description including job title, company overview, job summary (purpose and duties), detailed list of duties, qualifications, working conditions, place for signature and date of employee and supervisor.
- Complete a detailed list of the KSAs of the job (knowledge, skills and abilities).
- Prepare an organizational chart showing your chosen position within the organization.
- You must **cite your sources** and include your references.
- Submit one WORD document to Dropbox – must be in Word format and all in one document.

### Part 3 – Recruitment and Selection Plan (15%)

1. Recruiting process: write a detailed description of your target candidates and the recruiting process you would use for the job. What recruitment methods would you use and why? Where would you advertise and why?
2. Recruitment advertisement: create a sample ad for your position. Identify your chosen media. Your ad must follow the AIDA formula.
3. Overview of Selection Process: Summarize your approach and the steps in your proposed process
4. Pre-screening: create a chart and show how you match the job criteria (KSA) to the pre-screening (short listing) process
5. Selection methods: Describe the type of interview and provide:
  - Three example questions
  - Criteria against which you are comparing the candidates' responses (specific criteria for each question)
  - A description of an appropriate test or demonstration, including a suggested scoring approach.
6. Submit one WORD document to Dropbox – must be in Word format and all in one document.

**You must cite your sources and include your references**

**All parts must flow together to form a consistent and comprehensive approach for your chosen job.**

### Team Mini Case Assignment – preparation and presentation

You will be assigned to a small group and given a case study to analyze from a **specific HR perspective**. Your team will present your analysis and proposed solution to the class.

- Case presentations must be submitted to the D2L dropbox **by the time and date scheduled for your presentation**. The presentation schedule will be posted to D2L during your first week of class as well as instructions on how to access the case. You must purchase the case online (\$4.50).
- Each team has a working space on D2L where you may post all communications and work you have completed. On this space you will chat, divide the work, discuss the case, and post your individual contributions. One of you will be tasked with submitting the finalized product – a PowerPoint presentation with full and detailed speaking notes with slides noted with their author– to the Dropbox by the time and date on the schedule.
- **Each group's PowerPoint presentation will be posted to D2L for the class to access.**
- See the assignment instructions and marking rubric on D2L for detailed information.

### Quizzes

Quizzes are completed in D2L. Quizzes will cover content in assigned readings, discussions, slides and online content.

- Quizzes are available for the dates outlined in the course outline. See the course schedule for dates.
- Once you begin a quiz you will have **80 minutes** to complete the test.
- **One attempt only.**
- **Missed quizzes will receive a grade of zero.**
- All answers within the quiz **must be in your own words** and they must be completed independently. You may refer to the textbook but the answers must be in your own words. In accordance with College Policy, students who use language directly from the text or another source will receive a zero and be reported to the School of Business.
- Quizzes will not be rescheduled unless there is a medical emergency or extenuating circumstances. See "Assignments and Exams" for the School of Business policy on tests and exams.

## ASSIGNMENTS & EXAMS

### 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 <http://camosun.ca.libguides.com/apa>.

- *Submit all assignments into the D2L drop box 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.***
- a. 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.
  - 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 \(CfAL\)](#) 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](#).

### College Policies:

[Academic Progress](#): *Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.*

[Quizzes, Tests and Final Exams](#): *Students are expected to write quizzes, tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance*

### School of Business Academic Honesty Guidelines

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 [guidelines](#), definition, and consequences of academic dishonesty.

[School of Business Academic Honesty Guidelines](#)

## [Camosun College's Plagiarism: Definition and Consequences Policy \(E-2.5.1\)](#)

### 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.

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

### 5. Recommended Materials/Resources to Assist Students to Succeed Throughout the Course

[Camosun Learning Skills page](#) and [Camosun Learning Skills Guides](#)  
[SFU Essay Assignment Calculator](#) (Camosun [Time Management guide](#) also links to this page)  
[Camosun Writing Centres: Open Monday – Friday, 9:00 – 4:00](#)

Writing Centre useful link [Tools and Resources page](#)

[Purdue Online Writing Lab \(OWL\)](#)

[APA Workbook](#)

[APA Style Guide Business Resources tab](#)

### 6. College Supports, Services and Policies



#### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resources and contacts are available:

[Counselling Centre](#)

[Emergency Mental Health](#)

[Sexual Violence Support and Education](#)

#### College Services

Camosun offers a variety of health and academic support services, including dental, centre for accessible learning, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the [College website](#).

#### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. [Policies](#) are available on the College website. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Appeals, Student Conduct, and Student Penalties and Fines.

## 7. [GRADING SYSTEM](#)

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### EMPLOYMENT OPPORTUNITIES

Job positions for co-op work terms, non-co-op work terms, and full-time employment are posted on Camosun's [employment website](#).