COURSE SYLLABUS

COURSE TITLE: BUS 210: HR Management Foundations

CLASS SECTION: D04

TERM: Summer 2023

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.

INSTRUCTOR DETAILS

NAME: Aidan Dumaisnil (she/her)

EMAIL: DumaisnilA@camosun.ca

OFFICE: CBA 259

HOURS: Tuesdays 12:30pm – 2:00pm, Thursdays 1:00pm – 2:00pm, or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, 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):
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/

Busuttil, L.G. & Van Weelden, S.J. (2019). *Banff Aspen Lodge: Staffing for Success*. Ivey ID: 9B19C015. London, Ontario: Ivey Publishing. (Instructions to purchase the case are in the News section on D2L.)

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.

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

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK OF	TOPIC	CHAPTER/ READING	ACTIVITIES/DUE DATES
May 1	HRM: Why does it matter?	1	Introduction Due May 4 by 5pm.
May 8	Legal framework for HRM	2	Case study teams formed
May 15	Legal framework, cont. Ethical framework for HRM	2 CPHR Code of Ethics	
May 22 Victoria Day	Diversity & Inclusion	2	TEAM A Case Presentation Due May 24 at noon (Legal Issues/Diversity & Inclusion).
May 29	Job Analysis	4	Quiz 1: Strategic HR	Operating within the Legal Framework	Diversity + Inclusion. Opens May 29 at noon until May 31 at noon. *80 minutes once opened and 1 attempt.* TEAM B Case Presentation Due May 31 at noon (Job Analysis).
June 5	Planning, Recruitment & Selection	5	TEAM C Case Presentation Due June 7 at noon (HR Planning). Job Analysis Questionnaire Due June 7 at noon.
June 12	Planning, Recruitment & Selection	5	TEAM D Case Presentation Due June 14 at noon (Recruitment & Selection).
June 19	Orienting, Training & Developing Employees	6	Quiz 2: Job Analysis	HR Planning	Recruitment + Selection. Opens June 19 at noon until June 21 at noon. *80 minutes once opened and 1 attempt.* TEAM E Case Presentation Due June 21 at noon (Orienting, Training & Developing).
June 26	Managing Employee Performance	7	Job Description, KSA List, and Organization Chart Due June 28 at noon. TEAM F Case Presentation Due June 28 at noon (Managing Employee Performance).
July 3 Canada Day	Rewarding & Recognizing	8	TEAM G Case Presentation Due July 5 at noon (Rewarding and Recognizing).
July 10	Health and Safety	3	Quiz 3: Orienting, Training + Developing	Managing Performance	Rewards + Recognition. Opens July 10 at noon until July 12 at noon. *80 minutes once opened and 1 attempt.* TEAM H Case Presentation Due July 12 at noon (Health and Safety).
July 17	Employee Relations	9	Recruitment and Selection Plan Assignment Due July 19 at noon.
July 24	Employee and Labour Relations	10	
July 31	Labour Relations	10	Quiz 4: Health + Safety |Employee Relations + Labour Relations. Opens July 31 at noon until August 2 at noon. *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

DESCRIPTION	WEIGHTING
Quizzes and Exams	
• 4 comprehensive quizzes worth 15% each	60%
Job Design Assignment	
• Job Analysis Questionnaire	5%
• Job Description, KSA and Organizational Chart	10%
• Recruitment and Selection Plan	15%
Case Study	
• Group presentation	10%
TOTAL	**100%**

Percentage – Grade / Grade Point Equivalency

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	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECATIONS

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
❑ Where required by your instructor, 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

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.

Deadlines, exams, and assignments. You must submit your assignments on the due date or as announced. 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.
   a. **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 that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
   b. Students registered through the **Centre for Accessible Learning (CAL)** should discuss timelines with their instructors at the beginning of each semester.
   c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Final exams: Students are expected to write 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. See Camosun College (2018) Final Examinations from: http://camosun.ca/learn/calendar/current/procedures.html#academic.

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	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
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 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](http://camosun.ca/services/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. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

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.