



AMBROSE
UNIVERSITY COLLEGE

FACULTY OF
ARTS & SCIENCE

Business 240 Human Resources and Organizational Dynamics (3)

Fall 2007

Instructor: Sean Quinn

Contacting the Instructor

Office: # 637 **e-mail:** squinn@ambrose.edu
Class Times: Wednesday/Friday 9:45 – 11:00 **Office Phone:** 410-2000 ext 6909
Class Location: Classroom # 633
Office Hours: Wednesday/Friday 1:00 – 2:15
Also available by appointment

Course Description

This course will provide a foundation and show the importance of Human Resource Management (HRM) in the business world. Within this framework, the course will examine specific Human Resource issues critical in today's continuously changing business environment. Class lectures will combine academic theory and experiential exercises to facilitate learning. Although the course will primarily focus within the business context, the course will examine the importance of understanding HRM in all aspects of life.

Prerequisite: Bus 100

Course Objectives

- Achieve a sound understanding of the basic theories, principles and concepts that encompass Human Resource Management (HRM)
- Appreciate how a strong foundation in HRM can give an advantage in the business world to both the individual and the organization
- Gain a realization that HRM permeates every aspect of life
- Have an opportunity to learn about yourself and others
- Practice skills for more effective communication and interaction with others
- See business as one of many possibilities for ministry

Required Texts

Fundamentals of Human Resource Management in Canada, 1st Canadian edition,
Dessler, Pearson, Prentice Hall, ISBN 0130391301

Supplemental Reading:

The Globe and Mail: as assigned by the professor

Harvard Business Review and Case Studies: as assigned by the professor

Good to Great/Built to Last by Jim Collins

Course Requirements

Instructions for course assignments not outlined in the syllabus will be distributed during class throughout the semester. Unless otherwise indicated, all assignments are to be handed in to the reception and must be date stamped. Students should include their school ID# and mailbox # only on the assignment cover page. Late assignments will not be accepted and will result in an F grade. Students must receive a passing grade (min 50%) on all individual assignments in order to pass the course. All individual and group assignments must be submitted for final grade. Assignments will not be accepted after in class discussion. If you do not take part in the in class portion of the assignment you can not complete the written portion of the assignment.

All group projects will contain a peer evaluation component. Therefore; grades for individuals may be different than final group project grades if student assessment indicates this requirement.

Individual Assignments

Resume	10%	October 26, 2007
Newspaper Article	5%	As per attached schedule
Applicant Recruiter exercise	10%	October 5, 2007
Performance Review	12.5%	October 19, 2007
Labour Relations Critique	12.5%	November 7, 2007
Book Review – <i>Jim Collins</i>	20%	November 16, 2007

Group Assignments

Company Paper and Presentation	30%	November 30, 2007
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Course Participation

+/- 10%

The instruction style used for this course will be an interactive approach. For this reason, class participation is a critical component of this course. A large component of the course is based on participative learning. For example, there are numerous group and individual class room presentations, case study discussions and simulations that take place during the course. All of these situations work best or at all with a minimum number of participants. Due to the small number of students it is imperative that you attend each class in order for yourself and the other classmates to gain the most from the interaction over the semester. If you are required to be away for a class, please notify the professor prior to class time so that any necessary adjustments can be made.

Course participation includes but is not limited to the following items:

- Completing homework assignments by due date required for in class exercises
- Attending, being prepared for and contributing to class discussions and simulations
- Group Presentation Skills and involvement
- Peer Evaluation

Quality is given more weighting than quantity!

Course Grade

The available letters for course grades are as follows:

<u>% Grade</u>	<u>Letter Grade</u>	<u>Description</u>
95% to 100%	A+	Excellent
90% to 94%	A	
85% to 89%	A-	
80% to 84%	B+	Good
76% to 79%	B	
72% to 75%	B-	
68% to 71%	C+	Satisfactory
64% to 67%	C	
60% to 63%	C-	
55% to 59%	D+	Minimal Pass
50% to 54%	D	
0% to 49%	F	Failure

Important Notes

- Assignments will be returned to students within 3 classes of due date.
- The final exam will not be returned to the students.
- Publication manual of the APA American Psychological Association is traditionally used for business for referencing. It is critical that you reference material. You must distinguish between your own ideas and others in order to avoid plagiarism.
- It is the responsibility of all students to become familiar with and adhere to all AMBROSE Academic Policies, such as the policy on Academic Dishonesty, which are stated in the current Catalogue.

Course Schedule

1. September 7
 - a. Introduction Class - syllabus, intro students, intro me, take newspaper articles to class, KTS hand out, news paper assignment hand out and schedule
2. September 12
 - a. Lecture: *Chapter 1 The History of HRM*
 - b. terry tate video
3. September 14
 - a. read legal charters
 - b. Lecture: Chapter 2 legal enviro and ethics,
 - c. HBR decision tree Review – HBR Article # F0302C “Ethical Decision Tree”
 - d. **Corruption rankings: rank canada/US out of 133**
4. September 19
 - a. Lecture: KTS review
 - b. add in “plethora of personalities” slides
 - c. Hand-out Meeting Effectiveness simulation

Community Day September 20

5. September 21
 - a. Lecture: Meeting Effectiveness: In-class simulation
 - b. Lecture: ??? if needed
6. September 26
 - a. Lecture: chapter 3
7. September 28
 - a. Lecture: Ch. 4
8. October 3
 - a. Lecture: ?????
 - b. Hand out Books and assignments
9. October 5
 - a. Guest Lecture: Doug Chapman, HR software
 - b. Hand out Karen Leary Case study
10. October 10
 - a. Fern B.
11. October 12
 - a. Fern bezowski
- 12. October 17**
 - a. review Karen Leary case study
 - b. hand out job interview simulation
 - c. do doug chapman overview for karen leary
 - d. Ch. 6 ???
 - e.
 - f. Job interview: Pick –up Monday Feb. 26 from reception
 - g. In-class simulation - review excel spreadsheet - graph optimum

13. October 19

- a. Recruiting assignment due
- b. Review ch. 5 ??? part 2, help wanted (W5) / internet hiring diana gibbins, outsourcing video, Career Management strategy,
- c. hand out PR performance review sim

Community Day September 20

14. October 24

- a. **Job interview reflection due**
- b. Lecture: Ch. 5
- c. LTC Performance Appraisal simulation ch. 7,

15. October 26

- a. **Review Performance Appraisal assignment due**
- b. Review ch 5 mistakes of recruiting/performance evaluations 1 slide

16. October 31

- a. **Lecture:**

17. November 2

- a.
- ~~b. **MID-TERM Case study**~~
- c. **Group Project Class Presentations (Company), hand out case study**
- d. Peer review
- e. Lecture: discuss noel levitz
- f. hand out LR case

18. November 7

- a. – Labour Relations negotiation: In-class simulation

19. November 9 REMEMBRANCE DAY

20. November 14

- a. Guest Lecture: Labour Relations - Ali Damji hand out LR sim Career Planning – Guest Lecturer,– Bonus assignment, Emotional Intelligence
- b.
- c. – **ch. 12 LR assignment due**

21. November 16

- a. **Book Review – Good to Great Jim Collins**

22. November 21

- a. Lecture: safety orientation ch. 6 and 10
- b. Lecture: chapter 8 compensation,
- c. ch. 9 benefits

23. November 23

- a. ch. 7 due Ethics and Social Responsibility,

24. November 28

- a. lecture ch. 11–

25. November 30

- a.

26. December 5

- a. resume community day assignment due

27. December 7

a. Final Review Class