



A POLYTECHNIC INSTITUTION

HRMG 3010
Human Resource/Industrial Relations
ManagementSchool of Business *Program: Post-Diploma Business*
Administration

Start Date:	January 2, 2008	End Date:	May 17, 2008
Total Hours:	60	Total Weeks:	20
Hours/Week:	3	Lecture:	1
		Lab:	2
Term/Level:	W/Sp	Course Credits:	3.0
Shop:		Seminar:	
Other:			
Prerequisites:	None	is a Prerequisite for:	
Course No.	Course Name	Course No.	Course Name

*** Course Description**

Introduces the major human resource and industrial relations processes and issues in the BC workplace with emphasis on the value of the worker and the overall effectiveness of modern human resource management. The course develops an understanding of the skills and abilities required for effective interviewing, performance management, compensation reviews, labour contract negotiations, training and development programs, grievance and collective agreement administration. It also reviews relevant employment laws.

*** Evaluation**

Policy: To be given credit for the group assignment, students must average at least 50% on the Midterm quiz and Final exam.		
Examinations	45%	Individual component
Team Project	30%	Group work
Team Pres	15%	Group Work
Participation & Attendance	10%	Individual component
Total	100%	

*** Course Learning Outcomes/Competencies**

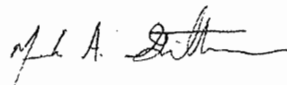
At the end of this course, the student will be able to:

- Understand the importance to organizational success of programs and processes associated with acquiring and maintaining an effective and efficient workforce.
- Describe some of the key human resource management issues facing Canadian organizations now and in the foreseeable future.
- Have a working knowledge of the terminology and generally accepted processes of major human resource management activities, i.e., recruitment and selection, compensation, performance management, training and development.
- List the B.C. legislation governing employment (including labour relations).
- Convey a basic understanding of the labour relations environment in B.C.
- Describe and participate in the grievance/arbitration process.
- Understand the negotiation and conflict resolution process.
- Work effectively as a group member.
- Make effective presentations.

*** Verification**

I verify that the content of this course outline is current.

November 15, 2007



Mark Giltrow

Authoring Instructor

Date

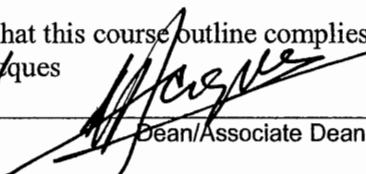
I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Chris Jacques



Dean/Associate Dean

Dec 5 / 2007

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

*** Instructor(s)**

Mark Giltrow

Office Location: SE6 310

Office Phone:

604-456-8173

Office Hrs. As posted

E-mail Address:

mark.giltrow@bcit.ca

*** Learning Resources**

Human Resources Management in Canada, Canadian Tenth Edition, 10/E, Gary Dessler, Nina D. Cole, Pearson Education Canada 2008

*** Information for Students: Course Notes, Policies and Procedures**

Assignments: Assignments must be done on an individual basis unless otherwise specified by the instructor. Late assignments will be penalized 20% per day and will not be accepted after 5 calendar days past the due date. In exceptional circumstances flexibility and discretion will be used implementing this policy, **provided the instructor is advised of the circumstances before the due date of the assignment. Students will not be given credit for the marks from group assignments unless they receive an average of a passing grade on the individual components of the evaluation.**

Group Assignment: Working effectively in teams is an essential skill and a critical part of this course. Students are expected to identify and address any important team issues, concerns or problems as they occur. Seek the assistance of your instructor if the team is not able to resolve the issues on its own. In all but exceptional circumstances, team members will be graded equally. In exceptional circumstances, where one or more members of a team did not contribute to the assignment, they will receive a grade of zero, provided the group has met with the instructor, discussed and attempted to resolve the problems well in advance of the due date for the project.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Participation: Active participation in labs is essential to accomplish the course objectives. All assigned reading must be done before the lab. Criteria for assigning the grade for participation are described elsewhere in the course outline.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Examinations: In order to write exams, students will be required to produce photo ID at exam centres. The ID must be placed on the desk before an exam will be issued to the student and must remain in view while writing the exam for inspection by invigilators. Acceptable ID is a BCIT OneCard or two pieces of identification, one of which must be government photo ID such as a driver's license. Please see BCIT Policy #5300 for formal invigilation procedures.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

* Assignment Details

EXAMINATIONS - 45%

There will be 3 examinations covering the book and lecture material scheduled equidistantly throughout the term. Each examination will be worth 15% of your grade.

TEAM PROJECT- 30%

Please see the separate handout for the details of the team project. This is a team project. Teams will apply course concepts to an organization identified after team/instructor discussion. Each team will prepare a written report that describes and analyzes the project based on key topics from the course. There are two due dates for the major sections of the report (at weeks 5 and 10 respectively). An unfortunate reality of team projects is that some members may not contribute sufficiently to the team's effort. While the concepts you learn in this course should help you work together effectively there may still be problems you are unable to solve. Please bring these to the attention of your lab instructor as soon as you realize they may be serious. If the difficulties cannot be resolved with the assistance of your lab instructor, differential grading of team members may be considered.

TEAM PRESENTATIONS- 15%

Team projects will be presented in class for an additional 15 percent of students grade.

PARTICIPATION & ATTENDANCE – 10%

Your grade for participation will be determined by regular attendance, the extent to which you are prepared for class, your contribution to class discussions and the extent to which you enable others to participate. Your ability to demonstrate appropriate workplace behaviours – both in lecture and labs will also be considered when determining your grade for participation.

Excellent participation (9 – 10): Attends all labs, consistently participates and moves class discussions forward. Provides high quality analysis and insights or applications of course content. Assists other class members to understand course objectives. Helps others participate effectively; punctual and attentive.

Satisfactory participation (6 – 8): Misses no more than one lab, prepared with good observations and analysis when called upon. Understands assigned readings and able to explain the concepts in the text. Participates in a manner that is not dominating or overwhelming of others. Does not distract others.

Unsatisfactory participation (0 – 4): Not prepared when called upon; misses classes; presents poorly reasoned observations and analysis; frequently “off task” in lab activities. Does not contribute to large class discussions or small group activities. Dominates class or small group discussions. Treats others in a way that is intimidating, discriminatory or does not demonstrate an acceptance of diversity. Demonstrates inappropriate workplace behaviours.

Schedule

Wk #	Week of	Lecture Topic and Associated Chapter Reading	Deliverables Due
1	Jan 2	Chapter 1: The Strategic Role of Human Resources Management Chapter 2: The Changing Legal Emphasis: From Compliance to Valuing Diversity	
2	Jan 7	Chapter 2: The Changing Legal Emphasis: From Compliance to Valuing Diversity	
3	Jan 14	Chapter 3: Human Resources Management and Technology	
4	Jan 21	Chapter 4: Designing and Analyzing Jobs	
5	Jan 28	Chapter 5: Human Resources Planning	Team Projects – Part 1 Due Due. Both hard copy and electronic copy into share-in. Hand in during lab.
6	Feb 4	Examination 1, Ch 1-5	
7	Feb 11	Chapter 6: Recruitment	
8	Feb 18	Chapter 7: Selection	
9	Feb 25	Chapter 8: Orientation and Training	
10	Mar 3	Chapter 9: Career Development	

Wk #	Week of	Lecture Topic and Associated Chapter Reading	Deliverables Due
11	Mar 10	Chapter 10: Performance Appraisal: The Key to Effective Performance Management	
12	Mar 17	Examination 2 Ch. 6-10	Team Projects – Due. Both hard copy and electronic copy into share-in. Hand in during lab.
13	Mar 24	Chapter 11: Establishing Strategic Pay Plans	
14	Mar 31	Chapter 12: Pay-for-Performance and Financial Incentives	Team Presentations begin.
15	Apr 7	Chapter 13: Employee Benefits and Services	
16	Apr 14	Chapter 14: Occupational Health and Safety	
17	Apr 21	Chapter 15: Fair Treatment: The Foundation of Effective Employee Relations	
18	Apr 28	Chapter 16: Labour Relations	
19	May 5	Examination 3; Ch 11-16	
20	May 12	Chapter 17: Managing Human Resources in a Global Business	