

<b>Course Code:</b> AGR*2100	<b>Semester Offering:</b> W 2012	<b>Credit Weight:</b> 0.50
<b>Course Title:</b> Human Resource Management	<b>Lecture, Lab, and Independent Learning</b> <b>Lectures:</b> W 6-8:30PM Parish 108 <b>Lab:</b> Th 6-8:30PM Parish 108	
<b>Instructor Name and Contact Information:</b> Gerry Barker <a href="mailto:gbarker@kemptvillec.uoguelph.ca">gbarker@kemptvillec.uoguelph.ca</a> Office: Admin B14; x61212		

**Course Description:**

This course will introduce students to the theoretical and practical skills of management and interacting with people. Topics will include recruiting, supervising, motivating and training employees, effective listening, dealing with difficult people, group dynamics and leadership skills.

**Evaluation:**

Assigned Project	30%
Mid-Term Exam	25%
Final Exam	30%
Literacy Evaluation	10%
Class Participation	5%
<b>TOTAL</b>	<b>100%</b>

**Method of Presentation:**

**Course Delivery:** Lectures and class discussions, recommended readings, guest speakers where available. Students will complete an assigned project which will require the documentation, analysis and evaluation of the HR atmosphere in an actual workplace.

**Course Objectives:**

*Upon completion of this course, students should/will:*

1. Be aware of human resource issues from the employee and employer point of view.
2. Develop skills to deal more effectively with people both on and off the job
3. Develop skills that will lead to improved personal and job satisfaction.
4. Improve problem solving, conflict management, leadership and negotiating skills.
5. Improve interview skills and job search skills to assist in getting a good job after graduation.
6. Be equipped with the people management skills needed to effectively participate in volunteer organizations

**Weekly Course Outline:** The following summary of weekly topics/activities is subject to change.

Week	Date	Topics/Activities
1	Jan 11-12	Introductory meeting, course content discussion and customization, Why HRM, Resume Writing and related topics.
2	Jan 18-19	Legal bases for HRM, Employment Standards Act, Charter of Rights, Employment Equity Laws, Employment Equity Screening, Managing diversity.
3	Jan 25-26	The nature of leadership, leadership styles, enabling employees, teams and team building, how teams function, managing teams, workplace dynamics.
4	Feb 1-2	Labour movement history, negotiating techniques, mock negotiations.
5	Feb 8-9	Recruitment, selection and hiring, job analysis, BFORs, attracting candidates, inside/outside, obtaining help.
6	Feb 15-16	Screening, interviewing, reference checking, verification of credentials, making offers, employment contracts.
7	Feb 29/Mar 1	Mid Term Review, Mid-Term Exam.
8	Mar 7-8	Employee communications, training, counseling and coaching.

9	Mar 14-15	HR Policies, their importance, content and distribution.
10	Mar 21-22	Motivation, performance appraisal, record keeping, employee retention.
11	Mar 28-29	Discipline, Hot Stove Rule, progressive nature of discipline, dismissal and constructive dismissal, notice and severance.
12	April 4-5	Management's rights, dealing with difficult people, final exam review
13		Final Exam April 11, 8:30-10:30am

<b>Course Prerequisite(s):</b> None	<b>Course Restriction(s):</b> registered in BBRM
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<b>Text Book(s) Required:</b> None	<b>Reference Material:</b> Recommended reading list will be provided
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**Additional course requirements**

**Additional Course Information:**

**Electronic Communications:** Students will be required to access course materials and grades on *CourseLink*. Further, it is the student's responsibility to ensure that he/she knows how to send and receive e-mail using his/her *GryphMail* account and to check it regularly. All course-related electronic communications with the instructor and fellow students are to be delivered with the *GryphMail* account.

**Academic Integrity:** Adherence to acceptable standards of academic honesty is expected. Academic material submitted by a student is evaluated on the assumption that the work presented is his/ her own, unless designated otherwise. The University of Guelph takes a serious view of academic misconduct and it is your responsibility as a student to be aware of, and to abide by, the University's policy. To better understand your responsibilities, refer to the Diploma Program Calendar and discuss any questions you may have with your Instructor or Program Coordinator. For this course, all exams will be kept on file for one academic year by the Instructor. [The use of dictionaries is prohibited during all examinations.]

**Missed Assessments & Classes:** Make-up exams will be offered only to students with documented medical, psychological, or compassionate reasons for missing a scheduled assessment or *advanced consent* from the Program Coordinator. Late assignments without the aforementioned documentation will not be accepted and will result in a zero grade. It is the student's responsibility to obtain notes/ learning materials from a missed class.

**Advanced Consent:** Advanced consent is offered by the Program Coordinator to students who are taking part in an industry-related activity during a period that conflicts with a previously scheduled significant assessment (> 10% of term grade) that is not a midterm or final exam. This consent is offered prior to the event on the basis of evidence provided by the student to the Coordinator, verifying the participatory nature of the student. A written document from the event sponsor or employer- complete with dates, signature, and specific evidentiary explanation- is required.

**Classroom Etiquette:**

1. The general use of small, personal electronic devices (e.g. cell phones, iPods) during class is disruptive and disrespectful. As a result, their use in the classroom for reasons other than instructor-led learning is prohibited.
2. The use of a laptop for the purpose of taking notes/learning in the classroom is a *privilege*. Any student abusing this concession by using a laptop in class for other purposes will have the privilege revoked.
3. In the classroom, students are expected to demonstrate behaviour that would meet the minimum conduct requirements of any professional working environment.