

***Disclaimer:** This is a sample course outline and is subject to change. Official course outlines will vary depending on delivery format and instructor*

Territory Acknowledgement

We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W SÁNEĆ peoples whose historical relationships with the land continue to this day.

BMBA150: Human Resources Management

Course Description

This course focuses on the management of human resources (HRM) in a Canadian context. The topics to be covered in the course include:

- a strategic view of the role HR plays in today's organizations
- HRM planning and staffing, recruitment, and selection
- employee training and development
- performance management
- compensation and reward systems
- employment contracts
- managing the HRM process in a unionized environment
- organizational culture and health and safety issues

Learning Objectives

Upon successful completion of this course, you will be able to:

- Critique and evaluate the effectiveness of an organization's human resource activities and systems.
- Describe and understand the advantages of a strategic approach to human resources.
- Apply human resources practices effectively.
- Understand the context which underlies and influence human resource systems and practices so that the student will not only know *what* to do, but *why* it is done this way.
- Write a job description and use it as a basic building block to implement human resource systems and practices (job evaluation, selection, and compensation).
- Use a performance management problem solving approach.
- Create a competitive compensation and rewards strategy.
- Apply practical negotiating tactics and strategies.
- Identify and eliminate health and safety hazards.
- Describe the prevailing culture of an organization.

Resources

The required textbook used in this course is: Peacock, M., Stewart, E. and Belcourt, M. (2022). ***Understanding Human Resources Management: A Canadian Perspective (3rd Canadian ed.)***. Toronto, Ontario: Cengage Canada. ISBN: 9780176935597 paperbacks, ISBN: 9781774747414 eTextbook (choose **either** the paperback **or** the eTextbook).

Weekly Schedule

Week	Content	Readings and Assignments
Week 1	Why Human Resources?	Readings: Ch. 1
Week 2	Legal Framework	Readings: Ch. 2
Week 3	Organizational Culture/ Health and Safety	Readings: Ch. 3
Week 4	Analyzing, Designing Work, HR Planning	Readings: Ch. 4 & 5
Week 5	Recruitment and Selection	Readings: Ch. 5
Week 6	Orientation, Training and Development	Readings: Ch. 6 Job Description Assignment
Week 7	Performance Management	Readings: Ch. 7
Week 8	Performance Management Case Study	Readings: Ch. 7 Mid-Term Exam
Week 9	Rewards and Recognition	Readings: Ch. 8 Selection Assignment
Week 10	Employee and Employer Rights	Readings: Ch. 9
Week 11	Labour Relations and Bargaining Simulation	Readings: Ch. 10 Compensation Plan Assignment
Week 12	Expert Panel	
Week 13	Final Exam	Final Exam

Assignments & Evaluation

Assignment	Description of Assignment	Weight
Assignment #1: Creating a Job Description	The job description is the key to many functions within human resources, including recruitment, selection, performance management, training and development, and compensation. The purpose of this assignment is to give you practice conducting a job analysis, designing the job, and creating the job specifications and performance standards for a specific job or position. The final output for this assignment is a fully developed job description.	15%
Assignment #2: Selection Process	The purpose of this assignment is to build on Assignment 1: Creating a job description. In this assignment, you will gain experience in: <ul style="list-style-type: none"> • Describing the intentional strategy for the selection process • Design two elements in the selection process for this new position 	15%
Assignment #3: Compensation Plan	The purpose of this assignment is to build on Assignments 1 and 2: Creating a Job Description and Selection Strategy and Process. In this assignment, you will gain experience in determining the compensation package to be provided to the new employee.	10%
Mid-Term Exam	50 multiple-choice questions. Choose the one alternative that BEST completes the statement or answers the question.	25%
Final Exam	50 multiple-choice questions. Choose the one alternative that BEST completes the statement or answers the question.	25%
Participation		10%

Usage of GenAI

Please be advised that in this course you are **not authorized** to use any form of generative AI. In order to successfully complete course activities, **generative AI is not required nor welcomed**. Students should not make any use of generative AI tools such as ChatGPT, Grammarly, among others that use AI for content generation and editing. As the University of Victoria states in its Academic Integrity Policy “Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility.”. Therefore, I expect you to comply with the course syllabus and I encourage you to enhance your academic experience in this course by refraining from using generative AI.

Attendance Requirements

The course emphasizes **active engagement, collaborative teamwork, and hands-on learning**. Attendance is crucial and considered mandatory for all participants for all sessions (full 3 hours) of the course. Please inform your instructor in advance if you’re unable to attend any class sessions. Please note that missing more than one session (3 hours) requires a valid and sufficient reason for absence with verifiable circumstances that substantially prevent your attendance. Your commitment to active participation significantly contributes to your learning experience in this course.

Participation Expectations

- Instructors will track attendance and participation throughout the term. Students who do not attend class may be assigned an “N” grade for the course. Attendance will be taken within the first 15 minutes of class and may be taken later as a second check.
- **If you arrive later than 15 minutes, the door will be closed. Please wait until breaktime to enter the class.**
- Instructors can assign a **final grade of N or refuse** a student to **write a final exam, final assignment, or any assignment that follows multiple absences** or misconduct **if a learner has failed to meet the course's minimum attendance requirements** as identified above. They may also refuse admission to a lecture, learning activity, assignment, or exam because of lateness, misconduct, inattention, or failure to meet the responsibilities of the course noted in this outline.
- The instructor reserves the right to not grade assignments submitted by students who have not maintained regular attendance and participation, and a zero grade being assessed for non-submission.
- Missing **more than one session (3 hours)** requires a valid and sufficient reason for absence.
- Arrive on time and remain for the full session; leaving without permission will be marked **absent**. Please note that work schedule conflicts as well as car, bus, carpooling, or ferry delays are generally not accepted as sufficient reasons for absence beyond the one-session limit.
- Students are expected to actively interact with **course materials, peers, and instructors**, including contributing to discussions and teamwork.
- Students are expected to complete assignments and assessments on time and submit work by the due date.
- **Technology use** (cell phones, tablets, laptops, smart glasses/ watches) must be limited to course-related activities only.
- Participation includes respectful active listening, not just talking.
- This course is delivered in a collaborative, discussion-based learning environment. Students are expected to demonstrate respectful and attentive behaviour at all times.
- University policy allows an instructor to refuse a student admission to class because of lateness, misconduct, disruptive behaviour, inattention, or failure to meet the responsibilities of the course.
- It is students’ responsibility to be familiar with the criteria in which they are being assessed for this course. Please refer to the specific information under each assessment.

Group Participation Expectations

- Active participation in group work and meetings is required. Students who fail to attend or contribute to group work may be removed from their group, at the instructor’s discretion, and deemed ineligible to participate in or receive marks for the group project, including the group presentation.