NORTHWESTERN POLYTECHNIC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2023

BA2240(EC): HUMAN RESOURCE MANAGEMENT – 3(3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Mandy Ingraham	**PHONE:**	(780)539-2846
OFFICE:	C416	**E-MAIL:**	aingraham@nwpolytech.ca
OFFICE HOURS:	Monday 1:00pm to 2:20pm, Wednesday 11:00-12:30pm or by appointment		

==***All email correspondence must be sent from you NWP student email account and must be professionally formatted**== (i.e. subject line filled in, proper greeting, spelling and grammar, etc.). Emails that do not follow the above requirements will not be responded to

CALENDAR DESCRIPTION: This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Steen, Sandra, et al,. Human Resource Management (Sixth Canadian Ed.). Toronto: McGraw Hill/Ryerson, 2023..

NOTE: This is an e-text with an online subscription to the Connect website, which has several different study tools that can help you with your learning process. You will need access to the e-text in order to do your assignments. Instructions to access the etext are available under the Getting Started Module on D2L. **Please be advised that there will be an additional fee ($17.50 US) per semester for the proctoring software.**

For device, software, and network requirements, please visit the following link:
https://www.nwpolytech.ca/doc.php?d=TECHREQ

DELIVERY MODE(S): BA 2240 is a paced online self-study course. You will work through the course in the order presented, completing the assigned readings, tests, and assignments. You can participate in discussion forums to offer and receive support from other students. You can also connect with the instructor on informal Zoom sessions as scheduled by the instructor (e.g. on feedback exercise). The overall schedule may be adjusted, if necessary.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately gauge candidate qualifications, etc.)
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. Common Law Employment contract, Human Rights Legislation, Employment Standards, Health and Safety Legislation, etc.); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred, etc.)
3. Identify and describe the key aspects of Alberta Employment Standards Legislation (e.g. minimum wage, overtime, vacation, Stat Holidays, parental leave, etc.); locate and retrieve up-to-date Employment Standards information; calculate basic Employment Standards entitlements (e.g. overtime pay, severance pay, etc.)
4. Identify and describe both the individual and shared roles of the HR Department, line management, and senior management in the administration of HR duties.
5. Provide specific examples of how applying common HR principles and theories (e.g. targeted selection, point factor job analysis, flexible benefits plans, etc.) can add value and improve the operation of an organization.
6. Write a well-organized and cogent short essay and/or short essay answer about an assigned HR topic.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page
http://www.transferalberta.alberta.ca.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Smart Book Exercises	15%
Quizzes	15%
HR Assignment	25%
Midterm	20%
Final	25%
Total	**100%**

You are strongly encouraged to complete all exercises, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day.

Turnitin plagiarism-detecting software may be used in this course. Unexcused absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

Proctoring/or proctoring software may be required for the midterm and final exams. No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added to the final exam weighting.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

	Topic	Chapter	Activities
Week 1 : Sept 5-10	Course Overview and Introduction		
Week 2: Sept 11-17	Strategies, Trends & Opportunities for HRM	Chapter 1	Smartbook (SB) due Sept 17 @ 11:59pm
Week 3: Sept 18-24	Equity, Fairness, Health & Safety/AB Employment Standards	Chapter 2	SB due Sept 24 @ 11:59pm/Quiz #1 due Sept 24 @ 11:59pm
Week 4: Sept 25-Oct 1	Analyzing Work and Designing Jobs	Chapter 3	SB due Oct 1 @ 11:59pm
Week 5: Oct 2-8	Planning for and Recruiting HR	Chapter 4	SB due Oct 8 @ 11:59pm
Week 6: Oct 9-15	Selecting Employees	Chapter 5	SB due Oct 15 @ 11:59pm/Quiz #2 due Oct 15 @ 11:59pm
Week 7: Oct 16-22	Midterm to be completed between October 16 @8:00am-Oct 18 @8:00pm		
Week 8: Oct 23-29	Training, Learning, Development	Chapter 6	SB due Oct 29 @ 11:59pm
Week 9: Oct 30-Nov 5	Managing Employees' Performance	Chapter 7	SB due Nov 5 @ 11:59pm/ Quiz #3 due Nov 5 @ 11:59pm
Week 10: Nov 6-12	Total Rewards	Chapter 8	SB due Nov 12 @ 11:59pm
Week 11: Nov 13-19	No Classes Fall Break		HR Assignment due Nov 19 @11:59pm
Week 12: Nov 20-26	Labour Relations	Chapter 9	SB due Nov 26 @ 11:59pm
Week 13: Nov 27-Dec 3	Managing HR Globally	Chapter 10	SB due Dec 3 @ 11:59/Quiz #4 due
Week 14: Dec 4-10	High Performing Organizations	Chapter 11	SB due Dec 10 @ 11:59pm
Week 15: Dec 11-12	Last day of classes/study for final exam		
Dec 14-16	Final Exam Between Dec 14 @8:00am-Dec 16 @8:00pm		

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see https://www.nwpolytech.ca/about/administration/policies/ and https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at https://www.nwpolytech.ca/about/administration/policies/index.html.

**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:
Assignment, Quizzes, and Exams

- Smart Book Exercises will be completed in Connect. The assignments will be automatically submitted on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. There are 11 exercises. You will only be graded on the highest 9 scores out of the 11.

- Quizzes will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. Quizzes will be completed in Connect. will be timed, and once the quiz has started, you must complete the entire quiz within the stipulated time limit. Logging out or losing internet connection during the quiz will result in a grade based only on the portion of the quiz that has been completed.
  - Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.

- The midterm covering Chapters 1-5, must be completed between **October 16-18, 2023.** The midterm will be completed in Connect utilizing the proctoring software. **Please be advised that there will be an additional fee ($17.50 US) per semester for the proctoring software.**
  - The midterm will be written closed book.
  - The midterm will account for 20% of your grade. Students will have one attempt at the midterm. The midterm will be timed, and students will receive 80 minutes to complete. Once the test has started it must be completed in one sitting. Logging off or losing internet connection during the test will result in a grade based only on the portion of the exam that

is completed. Students must have reliable internet connection when completing tests.

- o No rewrites will be granted for missed or unsuccessful attempts.
- The Comprehensive Final Exam must be completed between December 14-16, 2023. The Final Exam will be completed in Connect utilizing the proctoring software. **Please be advised that there will be an additional fee ($17.50 US) per semester for the proctoring software**.
  - o The Final Exam will be written closed book.
  - o The Final Exam will account for 25% of your grade. Students will have one attempt at the Final Exam. The Final Exam will be timed, and students will receive 120 minutes to complete. Once the exam has started it must be completed in one sitting. Logging off or losing internet connection during the exam will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing exams.
  - o Re-writes for the final exam will not be granted.

Connect Lockdown Browser/Monitoring Software
Term Tests and Final Exams in this course must be taken online with the use of Connect Lockdown Browser and Connect Monitoring exam proctoring software. Students must download Lockdown Browser and Connect Monitor will automatically start through Connect. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Connect Monitor require Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smartphones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a PC via the NWP App On-Campus Reservations.

Secured and reliable internet connection will be required for all Tests and Exams.