

Course	Human Resource Management
Program, semester, year	International Studies Program, Spring, 2025
Credits ECTS	3 USA
Instructor's full name and email	Aurora Faundo faundoa@douglascollege.ca
Block dates (days and time)	Monday-Thursday, 9am-12pm
Classroom	TBA
Class hours	45
Office Hours	Mondays 12-1 PM
Requirements	Textbook: Dessler, G., Chhinzer, N. Human Resources Management in Canada, latest Canadian edition. Toronto: Pearson. (also available as an e-book) Access to Zoom or other video-conferencing platforms
Language of instruction	English
Type of teaching	In person

INTRODUCTION

This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, health and safety, and labour relations.

COMPETENCES

At the end of the course, the successful student should be able to:

1. identify many of the issues and challenges involved in the planning, recruitment, maintenance, development, compensation and appraisal of an effective and efficient workforce.
2. identify and apply some of the methods utilized in human resource management in a variety of business situations.
3. demonstrate a knowledge of the human resource function as it relates to other managerial functions such as finance, marketing and production.

General Competences (GC):

GC1: Critical thinking, active listening, communication

GC2: Critical thinking, active listening, communication

GC3: Communication, problem-solving, teamwork and project management, time management, leadership, interpersonal skills

Specific Competences (CE):

SC1: Ability to learn quickly and be aware of the implications of human resource management decisions on the different operational aspects of organizations and how those decisions impact organizational success.

SC2: Active engagement in discussions, involving different human resource management scenarios and cases in organizations, as it relates to topics discussed in class.

SC3: Ability to articulate in writing and oral communication the learnings from the course by coordinating with team members, meeting with other students using online technology, and coordinating tasks and deadlines.

METHODOLOGY

Lectures, seminars, demonstrations, group discussions, field trips and hands-on exercises – in-person

Students will listen to daily lectures, both live lectures and pre-recorded lectures and learning videos (whenever required). During class sessions, there will be class discussions that delve into student experiences as well as activities and exercises to apply different human resource management practices including developing selection interview questions among others.

PREPARATION FOR CLASS

- Students are expected to read all the articles and book chapters related to the topic before coming to class. While in class, students should show preparation of the readings by asking relevant questions and sharing experiences related to the topic during the discussions.
- Students should think about questions, write them down, which can be shared in class to start discussions.
- Students take notes during class presentations and discussions.

EVALUATION

Activities out-of-the-classroom. Total 10%.

These activities can include field trips, visits to organizations and other activities that supplement classroom learning. Participation is required to earn marks. It is the students' responsibility to be present during these out-of-classroom activities. Attendance will be checked.

Exams. Total 50 %

Quizzes, midterm and final exam

If the instructor finds out that the student has cheated in the quizzes and/or exam, the final grade will be 0, without the possibility of making up for the exam. There will be no make-up quizzes and/or exams, so students are responsible to show up during the scheduled exam.

Written work. Total 15%

This is a written final paper which will summarize the students' understanding and application of the course as practiced in different organizations and environments. This can include a collaborative intercultural component working with another university or with a guest resource person.

Note: The instructor will deduct points from the work if the student turns in the written work late. There will be a 20% deduction for each day of late submission beyond the deadline.

Online activity Total 10%

To arrive at a written work and oral presentation, students will be required to collaborate online with either a resource person and/or students from another university to learn about the practice of human resource management in another country. This part is marked separately as an online activity. Students should submit an evidence that this online

collaboration took place which may include a recording of the meeting and screenshots of the online collaboration.

Note: The instructor will deduct points from the work if the student turns in the video and summary of the online activity late. There will be a 20% deduction for each day of late submission beyond the deadline.

Oral presentation. Total 10%.

Students will deliver an oral presentation for part of their online activity and written work.

Participation. Total 5%

An important aspect of this course is the application and discussion of textbook and related materials. It is equally important therefore that students take responsibility for their own reading and learning, and for contributing to the learning of other students. To do this effectively, students are strongly encouraged to attend all class sessions, arrive on time, and remain fully engaged and involved throughout the class. Hence, this part of the assessment will be influenced by a combination of the student's actual level of class participation (for example, the student's willingness and ability to answer questions put to the class by the instructor during full class).

A good level of participation in-class active participation that earns marks includes:

- Thoughtfully answering questions asked by the instructor about the topic during the lecture/ discussion
- Asking relevant questions about the topic during the lecture/discussion
- Sharing a work or relevant experience related to the topic during the lecture/discussion.
- Active participation in small group work and discussions.

EVALUATION

The evaluation of this course is as follows:

PARTICIPATION	5 %
ACTIVITIES AND FIELD TRIPS	10 %
TASKS AND ASSIGNMENTS	0 %
ONLINE ACTIVITIES if any	10 %

MIDTERM EXAM	20 %
FINAL EXAM	20 %
QUIZZES	10 %
RESEARCH PAPER	15 %
ORAL PRESENTATION	10%

Plagiarism:

Plagiarism is a violation of academic norms and as such it can result in a failed course. In extreme cases it can include expulsion from the program. To avoid this, students will be reminded on how to cite and rephrase the works of authors when writing papers and making presentations.

ATTENDANCE (Instituto Franklin-UAH Policy)

Attendance is mandatory. Students are not permitted to miss any classes of the program without proper justification (i.e. emergencies, health problems, in this case students have to show a medical note). The following types of excuses are not justified: family visits, illnesses without a medical note, personal trips, etc. Each unjustified absence will result in a grade deduction of 10 points in the final grade of the class (example: from A to B). Students will not be allowed, in the classroom or fieldtrips, to arrive 10 minutes late or more. If a student has continual delays, he/she will be penalized with an absence and the instructor may not allow them into class or the visit.

STUDENTS WITH SPECIAL NEEDS (Instituto Franklin-UAH Policy)

Students with special needs should contact Antonio Fernández: antonio.fernandezm@uah.es
Instituto Franklin-UAH can accommodate these students who show through a medical note or a note from their academic advisor that require help in order to fulfill the program.

USE OF TECHNOLOGY IN CLASS

The use of technology is essential today in education, but if is used inappropriately it can be harmful for students. It is necessary that students ask for permission from the instructor to use any technological devices. Faculty will make clear to students in what instances technology can be used.

USE OF BLACKBOARD

All courses offered by Instituto Franklin-UAH can be taught through the Blackboard virtual classroom. Also teachers can have materials, forums, etc in the virtual classroom even if they don't teach the class virtually. For more information about using it contact Antonio Fernández: antonio.fernandezm@uah.es

CLASS SHCEDULE

DAYS	CLASS SCHEDULE	ASSIGNMENTS
MONTH		
BLOCK		
Day 1 Monday	<p>Content Course overview, personal introductions and discussion of tasks, requirements and assignments</p> <p>Chapter 1 - The Strategic Role of Human Resources Management</p>	<p>Read chapter 1 Active class participation In-class small group activities and exercises Team formation</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>
Day 2-4 Tuesday to Thursday	<p>Chapter 2 - The Changing Legal Emphasis: Compliance and Impact on Canadian Workplaces</p> <p>Chapter 4 - Designing and Analyzing Jobs (may be pre-recorded)</p> <p>Chapters 5 and 6 - Human Resources Planning and Recruitment (condensed)</p> <p>Chapter 16 - Labour Relations (this is a pre-recorded lecture)</p>	<p>Read chapters 2-6, and 16 Active class participation In-class small group activities and exercises Quiz on day 4 Field trip</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>

Day 5 Monday	Chapter 7 – Selection	<p>Read chapter 7</p> <p>Active class participation</p> <p>In-class small group activities and exercises</p> <p>Field trip</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>
Day 6 Tuesday	Midterm exam	<p>Field trip</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>
Day 7-8 Wednesday to Thursday	<p>Chapters 8 and 9 (condensed) - Onboarding, Training and Career Development (may be pre-recorded lecture)</p> <p>Chapters 10 and 15 (condensed) - Performance Management and Managing Employee Separations (may be a pre-recorded lecture)</p> <p>Chapter 14 - Occupational Health and Safety</p> <p>Chapter 11-13 - Strategic Pay Plans, Pay-for-Performance and Financial Incentives and Employee Benefits (condensed)</p>	<p>Read chapters 8-15</p> <p>Active class participation</p> <p>In-class small group activities and exercises</p> <p>Quiz on day 8</p> <p>Field trip</p> <p>Online activity must be done this week.</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>
Day 9	Guest speaker (tentative)	<p>Active class participation</p> <p>In-class small group activities and exercises</p> <p>Field trip</p> <p>Note: Schedule is subject to change as deemed necessary by the instructor.</p>
Day 10 Tuesday	Final exam	

Day 11-12
Wednesday
and
Thursday

Oral presentations and submission of
written work

Note: Chapters 3 and 17 are integrated throughout all the course discussions

BIBLIOGRAPHY

Textbook: Dessler, G., Chhinzer, N. (2022). Human Resources Management in Canada, latest Canadian edition. Toronto: Pearson.

Articles about HR-related current events and news will be available closer to the date of the actual classes. The following websites and databases are possible sources:

The Globe and Mail

Business Source Complete

Global Issues in Context

INSTRUCTOR



Aurora Faundo is a faculty member in the Business Department of the Faculty of Commerce and Business Administration at Douglas College in British Columbia, Canada. She earned her Bachelor of Science degree from the University of the Philippines, Master's in Business Administration at Ateneo de Manila University and Doctor of Education degree at Far Eastern University Manila.

Aurora is actively involved in Douglas College's study abroad programs where she co- led two field schools to the Philippines and two collaborative online intercultural learning programs with the institution's partner universities abroad.

She also led a team of instructors at Douglas College in developing its three HR programs which have been running for the past 5 years. She is also actively involved in the human resource management program as an HR Specialization Lead, and activities involving students collaborating with industry partner Chartered Professionals in Human Resources (CPHR) of BC & Yukon where she also has a designation.