



COURSE OUTLINE

FNGA 108

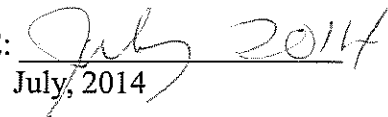
HUMAN RESOURCE MANAGEMENT

3 CREDITS


PREPARED BY:


Marilyn Jensen, Instructor

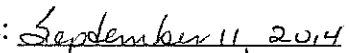
DATE:


July, 2014

APPROVED BY:


Margaret Dumkee, Dean

DATE:


July, 2014

YUKON COLLEGE

July, 2014

All rights reserved. No part of this material covered by this copyright may be reproduced or utilized in any form or by any means, electronic or mechanical, traded, or rented or resold, without written permission from Yukon College.

Course Outline prepared by Marilyn Jensen, July 23rd, 2014

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

SCHOOL OF MANAGEMENT, TOURISM & HOSPITALITY
Human Resource Management
3 Credits
Fall, 2014

HUMAN RESOURCE MANAGEMENT

INSTRUCTOR: Marilyn Jensen, M.A **OFFICE HOURS:** By Appointment

OFFICE LOCATION: A2208 **CLASSROOM:** A2210

E-MAIL: mjensen@yukoncollege.yk.ca **TIME:**

TELEPHONE: 867.821.8800

DATES:

| | |
|---------------------|---------------------------------|
| Monday, 9am to 3pm | Sept 29 th , 2014 |
| Tuesday, 9am to 1pm | Sept 30 th , 2014 |
| Tuesday, 9am to 3pm | Oct 14 th , 2014 |
| Monday, 9am to 3pm | Oct 27 th , 2014 |
| Tuesday, 9am to 1pm | Oct 28 th , 2014 |
| Monday, 9am to 3pm | Nov 10 th , 2014 |
| Monday, 9am to 3pm | Nov 24 th , 2014 |
| Tuesday, 9am to 1pm | Nov 25 th , 2014 |
| Monday, 9am to 12 | December 8 th , 2014 |

COURSE DESCRIPTION:

This Human Resource Management course serves as a topical introduction to the role of human resources in a public organization, specifically Yukon First Nation Governments. This course presents an overview of issues and applications of human resource management and relates them to public management. The course will focus on current trends, common approaches to strategic HR planning and the influence of organizational culture. Topics include: the role of human resource management; planning, job design, recruitment, retention and wellness, developing talent and employment law.

PREREQUISITES:

Admission to the First Nations Governance and Public Administration pilot or with permission of the instructor.

EQUIVALENCY/TRANSFERABILITY:

In progress.

LEARNING OUTCOMES:

At the end of the course students should be able to describe and analyze the strategic significance of human resource management (HRM) in general, and as applied to First Nations Governments. Students will be able to discuss the activities of HR managers, apply HRM principles to program management, and evaluate issues facing their government using best practices. Upon successful completion of the course, students will be able to:

1. Describe and explain the role of human resource management
2. Recognize the impact of strategic human resource planning on the efficiency of government functions and formulate practical business solutions to critical HR issues;
3. Identify how wellness, training and work-life balance policies impact retention;
4. Apply best practices in performance management, performance appraisal, and employee development;
5. Explain functions of job design, standards of employment law and techniques for employee retention.

DELIVERY METHODS:

The primary delivery methods will be:

- Lectures: instructor-led presentation of material
- Seminars and Activities: activities on specific topics and group discussions
- Participatory learning activities
- Student readings: assigned readings from textbook, journal articles and handouts as well as on-line resources
- Papers: written assignments (critical analysis briefing notes, and action plan submissions)
- Presentations: presentations of research projects

COURSE FORMAT

Condensed (face-to-face and Adobe Connect)

COURSE REQUIREMENTS:

ASSIGNMENTS:

Attendance and Participation 10%

Attendance will be taken at each session and is worth 3/10 marks. Participation is worth 7/10 and is graded on active discussion in class, contribution of engaged questions and remarks, participation in group activities as well as one-on-one discussions with instructor.

Written Assignments 75%

There will be three written assignments of 4-6 pages in length. Each assignment is worth 25% of your final grade.

Assignment One: HRM at My First Nation

Due October 14th, 2014

Assignment Two: Retention Strategy

Due October 28th, 2014

Assignment Three: Employment Law Case Study

Due November 25th, 2014

Oral Presentation 15% December 8th, 2014

Present recommendations to address Health and Wellness topic at your First Nation. Presentations will be 15-20 minutes in length and include a one-page brief to present your recommendations to the class. Visual aids and class participation are optional.

ATTENDANCE:

The sessional delivery format of this course makes attendance imperative for successful learning. Students will receive marks for attendance. If you must miss class, please advise the instructor of the reason for your absence.

EVALUATION:

| | |
|------------------------------|-------------|
| Attendance and Participation | 10% |
| Assignment One | 25% |
| Assignment Two | 25% |
| Assignment Three | 25% |
| Oral Presentation | 15% |
| Total Marks | 100% |

REQUIRED TEXTBOOKS/MATERIALS:

TEXTBOOK:

Belcourt, Monica, Bohlander, G. and Snell, S. *Managing Human Resources: 6th Canadian Edition*. Nelson Education:2011

REFERENCE ARTICLES:

PDF Files available on the Course Website.

PLAGIARISM:

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism. Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college. Do not jeopardize your academic future with plagiarism. It is dishonest and can have serious consequences.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TOPIC OUTLINE:

In order to fully participate in discussions and activities, please read each assigned readings before attending the session.

| Session/Dates | Topic | Readings | Assignment Due Dates |
|--|--|---|--|
| Session One (Sept 29 th – 30 th , 2014) | <ul style="list-style-type: none"> • Introduction to Course • Defining HR • HR Planning • Ethics | <ul style="list-style-type: none"> • Text Chapter 1: p.4-6; p.11 starting at Challenge 3, 12-14; 20-32 • Text Chapter 2: 44-62; 70-75 • Text Chapter 13: p.538 • Article: BMG. Brenda Kinnear. HR's Value Proposition. Strategic vs. Operational HR. • Article: HR Toolkit. Strategic HR Planning. • Article: HR Toolkit. Operational HR Planning. • Article: Conference Board of Canada. How to Ensure Ethics and Integrity Throughout an Organization. | |
| Session Two (October 14 th , 2014) | <ul style="list-style-type: none"> • Job Design and Compensation | <ol style="list-style-type: none"> 1. Text Chapter 4: p.138-149 2. Text Chapter 9: p.370-383; p.388-390 3. Text Chapter 5: p.174-186, p.203-208 4. Text Chapter 6: p.226, 227; p.240 fig. 6.6, p.242-245, p.253-258 5. Article: Conference Board of Canada. Building Tomorrow's Public Service Today. 6. | Assignment One: HRM at My First Nation Due October 14th, 2014 |
| Session Three Oct 27 th 28 th , 2014 | <ul style="list-style-type: none"> • Recruitment • Selection • Work Life Balance | <ol style="list-style-type: none"> 7. Article: HR Toolkit. Recruitment Checklist. 8. Article: Film Journal International. You had me at | Assignment Two: Due October 28th, 2014 |

| | | | |
|---|--|--|---|
| | <ul style="list-style-type: none"> • Wellness • Training and Development | <p>hello? Poor Interviewing Techniques.</p> <p>9. Article: Yukon Human Rights Commission. Hiring Process Handout.</p> <p>10. Article: Canadian Human Rights Commission. Aboriginal Preference.</p> <p>11. Text Chapter 4: p.152-153 (half-way down page); p.159-163</p> <p>12. Text Chapter 12: p.485-500</p> <p>13. Text Chapter 7: p. 293-296, 302-308.</p> <p>14. Article: Conference Board of Canada. Sustaining the Talent Quest. P. 8-10 and 18-23.</p> <p>15. Article: Yukon Law Foundation. Accommodation in the Workplace.</p> <p>16.</p> | |
| Session Four Nov 10 th , 2014 | Guest Speakers | A panel of guest speakers from various levels of governments and organizations will present. | |
| Session Five Nov 24 th to 25 th , 2014 | Performance Management Employment Law Dismissal | <ol style="list-style-type: none"> 1. Text Chapter 8: p.322-326, 328-334, 337-357. 2. Text Chapter 13: p.512-514, 515-518, 527-534, 3. Review Chapters 11, 13, 14, 15 of Employment Law for Business and Human Resources Professionals. (glance through the chapters to get an overview of the material for discussion purposes; it is not required that you read every page.) | Assignment Three: Due November 25th, 2014 |
| Session Six December 8 th , 2014 | Student Presentations | | Student Presentations Due |

