



COURSE OUTLINE

COURSE NUMBER:	DPS 51116 1804
COURSE NAME:	Case Studies in Human Resource Management
COURSE PRE-REQUISITE(S):	This is the capstone course in the Human Resource Management Program. The University recommends that students take this course as one of the final components of their diploma requirements.
INSTRUCTOR:	Tanya Cole
INSTRUCTOR CONTACT:	tclehrstudents@gmail.com
DATES AND TIME:	January 8 – March 26, 2019 11 Tues, 6:00 p.m. – 9:15 p.m.
EXAMINATION DATES:	No Examination

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	Laptop required
REQUIRED READINGS:	Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders, Nkomo, S., Fottler, M., & McAfee, R., Mason, OH: South-Western/Cengage

Consult the bookstore [website link](#) for the most recent textbook edition

PRE-COURSE READING:	see lecture schedule
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NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:

Students will discuss, analyze and develop communications strategies for a variety of real and simulated public relations cases involving corporate, government and not-for-profit organizations. Emphasis will be on contemporary public relations issues and, through discussion and consensus building, the class will consider appropriate strategies to influence public opinion responsibly and effectively. Classes will include overviews on basic public relations theories and techniques and in-depth examinations of the roles media play in shaping public opinion on controversial issues.

LEARNING OUTCOMES:

On completion of this course, students will:

- Understand best practices in PR in order to develop effective communications strategies;
- Understand the many skills and techniques required by a PR professional on a daily basis;
- Make responsible and effective decisions in strategic and day-to-day situations;
- Present a polished portfolio for presentation to future employers.

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS
January 8, 2019	<ul style="list-style-type: none">▪ Welcome & Introductions▪ An Overview of Case Study Approach▪ The Human Resource Function/Environment▪ Diversity Issues <p><i>Capstone Project Groups Assigned</i></p>
January 15, 2019	Meeting Human Resource Requirements: Job Analysis/Design <p><i>In-class group work scheduled from 8:00 – 9:00 pm. Attendance by all group members during this time is critical for the success of the project.</i></p>

January 22, 2019	Meeting Human Resource Requirements: Planning <ul style="list-style-type: none"> ▪ Analysis/Planning/Outsourcing/Mergers/Layoffs <i>In-class group work scheduled from 8:30 – 9:00 pm. Attendance by all group members during this time is critical for the success of the project.</i>
January 29, 2019	Meeting Human Resource Requirements: Recruitment and Selection
February 5, 2019	NO CLASS
February 12, 2019	Developing Effectiveness in Human Resources: Orientation and Training
February 19, 2019	Developing Effectiveness in Human Resources: Career Development and Performance Appraisal <ul style="list-style-type: none"> ▪ Career Development ▪ Performance Appraisal <i>In-class group work scheduled from 8:00-9:00 pm. Attendance by all group members during this time is critical for the success of the capstone project.</i>
February 26, 2019	Implementing Compensation: Compensation, Incentives, Benefits <ul style="list-style-type: none"> ▪ Compensation ▪ Benefits <i>In-class group work scheduled from 8:30-9:00 pm. Attendance by all group members during this time is critical for the success of the project</i>
March 5, 2019	Implementing Security: Safety and Health
March 12, 2019	Enhancing Employee Relations: Discipline, Motivation, and Labour Relations <ul style="list-style-type: none"> ▪ Discipline ▪ Motivation <i>In-class group work scheduled from 8:00-9:00 pm. Attendance by all group members during this time is critical for the success of the capstone project.</i>
March 19, 2016	Enhancing Employee Relations: Discipline, Motivation, and Labour Relations (Con't) <ul style="list-style-type: none"> ▪ Discipline ▪ Motivation <i>In-class group work scheduled from 8:00-9:00 pm. Attendance by all group members during this time is critical for the success of the capstone project.</i>
March 26, 2019	Executive Summary Presentations of Capstone Project

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
20%	<p>Reflection Paper on Case Study #1</p> <p>The purpose of the reflection paper is to reflect on one of the case studies discussed in-class (may be assigned by the instructor, or on a relevant case in the news) and reflect on human resource issues or challenges of this case. The second part of this assignment is to identify the potential business implications and recommend solutions. The paper should be no more than 2 pages and follow the APA style guideline.</p>	February 5, 2019
20%	<p>Reflection Paper on Case Study #2</p> <p>The purpose of the reflection paper is to reflect on one of the case studies discussed in-class (may be assigned by the instructor, or on a relevant case in the news) and reflect on human resource issues or challenges of this case. The second part of this assignment is to identify the potential business implications and recommend solutions. The paper should be no more than 2 pages and follow the APA style guideline.</p>	March 19, 2019
35%	<p>Capstone Project</p> <p>Assignment instructions will be provided to students on the date of the first class.</p>	March 26, 2019
20%	<p>Executive Summary and Presentation of Capstone Project</p> <p>Assignment instructions will be provided to students on the date of the first class.</p>	March 26, 2019
5%	Participation – see rubric below	

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
1	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent or often late for the start of the class or returning to class after break
5	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA	
A+	96-100	4.50	<u>Pass/Fail</u>
A	91-95	4.00	P Pass
A-	83-90	3.75	F Fail
B+	75-82	3.50	<u>Non-Graded</u>
B	70-74	3.00	CP Certificate of Participation (75% Attendance)
C+	66-69	2.50	NC No Certificate of Participation
C	57-65	2.00	<u>Special Designations</u>
D	50-56	1.00	I Incomplete
F	<50	0.00	TC Transfer Credit
			S Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.