



**COURSE OUTLINE**

|                                 |   |
|---------------------------------|---|
| <b>COURSE NUMBER:</b>           | <b>DPS 51116 PTW01</b>  |
| <b>COURSE NAME:</b>             | <b>Case Studies in Human Resources Management</b>   |
| <b>METHOD OF DELIVERY:</b>      | <b>ONLINE</b>   |
| <b>COURSE PRE-REQUISITE(S):</b> | <b>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.</b> |
| <b>INSTRUCTOR:</b>              | <b>Tanya Cole</b>   |
| <b>INSTRUCTOR CONTACT:</b>      | <a href="mailto:tcolehrstudents@gmail.com"><u>tcolehrstudents@gmail.com</u></a>   |
| <b>COURSE WEBSITE:</b>          | <a href="https://nexus.uwinnipeg.ca/"><u>https://nexus.uwinnipeg.ca/</u></a>  |
| <b>SUPPLIES:</b>                | <b>Computer and Internet Access</b>   |
| <b>COURSE START DATE:</b>       | <b>January 11, 2021</b>   |
| <b>COURSE END DATE:</b>         | <b>April 4, 2021</b>  |
| <b>EXAMINATION DATE:</b>        | <b>No examination</b>   |

---

**TECHNOLOGY REQUIREMENTS:** **Laptop required**

**TEXTBOOK:** **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**

**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.

Important information regarding your UW student account can be found [here](#).

### **COURSE DESCRIPTION:**

Human Resource practitioners face tough business problems and must avert potential harm to their organization by providing fail-safe solutions. This course will examine a variety of contemporary human resource management issues and situations, and examine best practice strategies. The course is the capstone course within the Human Resource Management Diploma Program, and includes a project that draws on all the key knowledge domains and competencies.

### **LEARNING OUTCOMES:**

On completion of this course, students should be able to:

- Develop solutions to various human resource management issues using established analytic and problem-solving techniques
- Integrate knowledge from all the human resource management disciplines (such as recruitment, training, compensation, etc.) into the decision-making process
- Implement best practice approaches to human resource management and learn from the challenges and pitfalls of real-life situations
- Apply human resource analytic techniques to gather data and measure performance outcomes

### **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:**

| <b>SCHEDULE DATES</b> | <b>LECTURE/DISCUSSION TOPICS</b>  |
|-----------------------|---|
| Jan 11 – Jan 17       | <b>Monday, January 11 Zoom Discussion 6:00 p.m.</b> <ul style="list-style-type: none"><li>▪ Welcome &amp; Introductions</li><li>▪ An Overview of Case Study Approach</li><li>▪ The Human Resource Function/Environment</li><li>▪ Diversity Issues</li></ul> <i>Capstone Project Groups Assigned</i> |
| Jan 18 – Jan 24       | Meeting Human Resource Requirements: Job Analysis/Design<br><b>Discussion Forum 1</b>   |
| Jan 25 – Jan 31       | <b>Monday, January 25 Zoom Discussion 6:00 p.m.</b><br>Meeting Human Resource Requirements: Planning <ul style="list-style-type: none"><li>▪ Analysis/Planning/Outsourcing/Mergers/Layoffs</li></ul> <b>Discussion Forum 2</b>  |
| Feb 1 – Feb 7         | Meeting Human Resource Requirements: Recruitment and Selection<br><b>Discussion Forum 3</b>   |

|                 |   |
|-----------------|---|
| Feb 8 – Feb 14  | <b>Monday, February 8 Zoom Discussion 6:00 p.m.</b><br>Developing Effectiveness in Human Resources: Orientation and Training<br><b>Discussion Forum 4</b>   |
| Feb 15 – Feb 21 | Developing Effectiveness in Human Resources: Career Development and Performance Appraisal<br><b>Discussion Forum 5</b>  |
| Feb 22 – Feb 28 | <b>Monday, February 22, Zoom Discussion 6:00 p.m.</b><br>Implementing Compensation: Compensation, Incentives, Benefits <ul style="list-style-type: none"> <li>▪ Compensation</li> <li>▪ Benefits</li> </ul> <b>Discussion Forum 6</b>   |
| Mar 1 – Mar 7   | Implementing Security: Safety and Health<br><b>Discussion Forum 7</b>   |
| Mar 8 - 14      | <b>Monday, March 8 Zoom Discussion 6:00 p.m.</b><br>Enhancing Employee Relations: Discipline, Motivation, and Labour Relations <ul style="list-style-type: none"> <li>▪ Discipline</li> <li>▪ Motivation</li> </ul> <b>Discussion Forum 8</b>   |
| Mar 15 – Mar 21 | Enhancing Employee Relations: Discipline, Motivation, and Labour Relations (Con't) <ul style="list-style-type: none"> <li>▪ Discipline</li> <li>▪ Motivation</li> </ul> <b>Discussion Forum 9</b>   |
| Mar 22 – Mar 28 | <b>Monday, March 22 Zoom Discussion 6:00 p.m.</b><br>Groups to gain feedback from other students (post your Executive Summary by March 22; prepare feedback for each group and post by the end of the day March 26) on Executive Summary.<br>Groups to finalize Executive Summary, Capstone Submission and prepare power point presentation |
| March 29        | <b>Monday, March 29, Zoom Meeting for Presentations 6:00 p.m. (Mandatory Participation by All Students)</b><br>Virtual Presentation of Executive Summary of Capstone (16-20 min for each group)   |

**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  |
|-------|---|---|
| 45%   | <b>Discussion Forums (9 x 5)</b>  | Forums #1-5 will close February 21.<br>Forums #7-9 will close March 28. |
| 35%   | <b>Capstone Project</b><br>Assignment instructions will be provided to students on the date of the first class.   | March 29<br>Upload to Nexus before April 4.                             |
| 20%   | <b>Virtual Presentation of Executive Summary</b><br>Post Executive Summary by March 22 to receive feedback. Teams must provide feedback to others by the end of the day on March 26.<br>Students will design and present a powerpoint slide deck to the entire class on a zoom meeting on March 29. The slide deck will be uploaded by one student to the nexus drop box. | March 29<br>Upload to Nexus before April 4.                             |

All applicable assignments must be typed, as well as formatted and referenced according to the latest [APA Edition specifications](#). See the policy on the [UWINNIPEG PACE 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:**

| <b>GRADE</b> | <b>CHARACTERISTICS / DESCRIPTION</b>  |
|--------------|---|
| 0-2%         | 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.  |
| 3-5%         | 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 late, for the start of the class or returning to class after break   |
| 6-8%         | Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.  |
| 9-10%        | 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](http://www.uwinnipeg.ca/respect).

## **OTHER EXPECTATIONS/GENERAL INFORMATION/GENERAL POLICIES:**

Students are responsible for any course-related announcements or information that may be posted to NEXUS.

Students are responsible for ensuring they meet the minimum technological requirements for full participation in all aspects of the course (<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/forms/Technical%20Requirements%20for%20Online%20Students.pdf>) **The failure of personal computers and/or internet connectivity is not a valid reason to miss assignment or quiz deadlines, excepting when such incidents are a direct result of outages of the university system used for this course (i.e. Nexus).** Students with less reliable internet access are encouraged to avoid writing quizzes at the last minute to minimize the possibility of missed deadlines.

Regular participation in online discussion is a key component of this course. Students are responsible for checking the NEXUS and the discussion boards twice a week at a minimum. You are expected to respond to group members in a timely manner (within 36 hours). During weeks in which group assignments are due more frequent contact may be required.

### **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](mailto: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**

|    |            |
|----|------------|
| A+ | 96-100     |
| A  | 91-95      |
| A- | 83-90      |
| B+ | 75-82      |
| B  | 70-74      |
| C+ | 66-69      |
| C  | 57-65      |
| D  | 50-56      |
| F  | under 50%  |
| I  | Incomplete |

#### **Pass/Fail**

|   |         |
|---|---------|
| P | Pass    |
| F | Failure |

#### **Non-Graded (Audit)**

|    |  |
|----|--|
| CP | Certificate of Participation (based on >75% attendance)    |
| NC | No Certificate of Participation (based on <75% attendance) |
| I  | Incomplete   |

### **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.