MACQUARIE UNIVERSITY
Faculty of Business and Economics
HRM 107 Introduction to Human Resources
UNIT OUTLINE

Year and Semester: Semester 1, 2009

Unit convenor: Deborah Howlett

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

The aim of this subject is to provide you with an understanding of the key issues and contemporary developments in this discipline. It will cover the basic concepts of HRM like recruitment, selection & induction; training (learning) & development; remuneration & benefits; performance management and legal compliances. The Unit will examine the role and changing nature of Government, employers (and their representatives) and employees (and their representatives) in the field of employment and industrial relations. This Unit includes an analysis of the various aspects of international HRM policies & practices. An overview of HRD (HR development) is also considered because of the contemporary practice of devolving HR functions down to line managers.

TEACHING STAFF

Lecturer: Debbie Howlett Email: dhowlett@efs.mq.edu.au
Phone: 9850 8468 (leave message) – email preferable
Tutor: Daniel Townsend Email: daniel.townsend@efs.mq.edu.au

CLASSES

*Please note students MUST attend the tutorial assigned unless given permission by Lecturer or Tutor, in special circumstances

The format for the sessions will be two hours of lectures followed by a one hour tutorial/presentation/workshop.
The timetable for classes can be found on the University website at: http://www.timetables.mq.edu.au

CONSULTATION

Tuesdays 12.00pm -1.00pm and 2.00pm – 3.00pm at level 6, Bldg E4A.
Otherwise via arrangement. Please contact the Lecturer via email to organize such.
REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed Text:

Recommended Texts:

Note: Students are expected to have read daily newspapers and magazines prior to lecture each week, especially ie. The Australian; The Sydney Morning Herald, BRW, Time; etc. There will be at the beginning of each lecture a session (facilitated by the lecturer) discussing the human resource oriented news of the week. The expectation is that all students will be contributing via discussion of such events

UNIT WEB PAGE

The web page for this unit can be accessed via the “login” button on http://learn.mq.edu.au

LEARNING OBJECTIVES AND OUTCOMES

At the completion of this subject students should demonstrate their ability to:
1. Relate the concept of Human Resource Management and its components
2. Determine how Human Resource Management contributes to overall organizational management success
3. Examine Human Resource Management systems and their application
4. Identify and discuss contemporary human resource issues that are evident within the modern workplace

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students’ generic skills in a range of areas. One of the aims of this unit is that students develop their skills in the following:

- Communication skills;
- Critical analysis skills;
- Problem-solving skills;
- Creative thinking skills.
TEACHING AND LEARNING STRATEGY

You are expected to read and research each topic in advance, participate in class /tutorial discussions and to maintain a strong interest in current issues and changes in Human Resource Management.

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Beg.</th>
<th>Topic</th>
<th>Text Chapter</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>23/02</td>
<td>Intro to Human Resource management in Australia –</td>
<td>Ch1</td>
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<tr>
<td>2</td>
<td>02/03</td>
<td>SHRM – strategic human resource management</td>
<td>Ch2</td>
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<tr>
<td>3</td>
<td>09/03</td>
<td>Intro to legal context of HRM</td>
<td>Ch 3</td>
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<tr>
<td>4</td>
<td>16/03</td>
<td>Occupational Health &amp; Safety</td>
<td>Ch 4</td>
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<tr>
<td>5</td>
<td>23/03</td>
<td>Intro to Industrial Relations</td>
<td>Ch 5</td>
</tr>
<tr>
<td>6</td>
<td>30/03</td>
<td>Analysis &amp; design of work</td>
<td>Ch 6</td>
</tr>
<tr>
<td>7</td>
<td>06/04</td>
<td>Mid Semester Test</td>
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<td>10-24 April</td>
<td>Mid-semester Break</td>
<td></td>
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<tr>
<td>8</td>
<td>27/04</td>
<td>Recruitment, Selection &amp; Induction processes</td>
<td>Ch 8</td>
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<tr>
<td>9</td>
<td>04/05</td>
<td>Performance Management</td>
<td>Ch10</td>
</tr>
<tr>
<td>10</td>
<td>11/05</td>
<td>Learning &amp; development</td>
<td>Ch11</td>
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<td>11</td>
<td>181/05</td>
<td>Employee development &amp; Career management</td>
<td>Ch12</td>
</tr>
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<td>12</td>
<td>25/05</td>
<td>Remuneration &amp; Benefits</td>
<td>Ch13 &amp; Ch14</td>
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<tr>
<td>13</td>
<td>01/06</td>
<td>Exam Review</td>
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TUTORIAL SESSIONS:
In week 2 Tutorials, the tutorial content will be available in hard copy and on Blackboard. Groups for presentations (see Assessment guidelines) will be formed from students within that tutorial and such group member details will be emailed to the tutor by no later than week 4, containing all group members full names and student numbers.
It is encouraged that group members exchange phone contact details and email addresses

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

The assessments for this subject are to help you learn the broad issues and contexts of the theoretical aspect of the course and apply them to real work environments. There are individual components which allow you to demonstrate your ability to analyse information through a Case Study and relate it to your reading, course materials and class discussions. The mid semester test and final examination allows you to articulate what you have learned during the semester.
The other assessments are group and individual based and help you to learn to work as a team and develop your interpersonal skills including speaking in public. Our aim is to encourage you to study throughout the semester not just cram at the end so that learning becomes fun and not overly stressful around exam time. The examination will address all the materials covered during the semester but more detailed directions will be given during the lectures and tutorials.

ASSESSMENT

The assessment will be continuous and designed to test the students understanding of strategy along the learning taxonomy scale including knowledge, comprehension and application.

Marks will be allocated on the following basis:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Marks</th>
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<tbody>
<tr>
<td>Mid Semester (in class) test</td>
<td>20</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>20</td>
</tr>
<tr>
<td>Individual Written Assessment</td>
<td>20</td>
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<tr>
<td>Final Exam</td>
<td>40</td>
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<td><strong>Total Marks</strong></td>
<td><strong>100%</strong></td>
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Points to note about these assessments:

1) You will need to allow at least three hours of reading per week to prepare for class including course notes and your own research. Good preparation leads to good outcomes.

2) Students must complete all components of the course to register a pass or better grade and must obtain at least a pass grade in all assessment components. A satisfying mark of 17 out of 40 will be set for the exam. This means that a student could fail the unit by failing the exam even though the other assessments achieved a pass grade.

3) Please note that pressures relating to work are generally not considered as legitimate reasons for not attending or completing a mandatory component of the course.

4) Students must attend at least 80% of classes. A roll of tutorial attendance will be kept and students must sign this each tutorial.

5) **Week 7 lecture is compulsory**, non attendance will require notifying the lecturer prior to and not after the event and a medical certificate for that day will be necessary.

6) Tutorials where group presentations are to be delivered, the expectation is for all students to attend and participate in the discussion after the presentation/s.

Assessments:
1. Mid Semester Test  Value 20%
This will be conducted in your assigned lecture in Week 7. It will cover all materials from week 1 to week 6 inclusive. More details will be given in lecture in week 6.

2. Individual Assignment: Value 20%
In essay format, discuss the following statement:

“A human being should be able to change a diaper, plan an invasion, butcher a hog, conn a ship, design a building, write a sonnet, balance accounts, build a wall, set a bone, comfort the dying, take orders, give orders, cooperate, act alone, solve equations, analyse new problems, pitch manure, program a computer, cook a tasty meal, fight efficiently, die gallantly. Specialisation is for insects”

Robert Heinlein

The following criteria will need to be addressed:
- Demonstrated research has been undertaken
- Evidence that the student has read widely on the topic, from all types of sources, eg. Textbooks, journals and electronic sources
- Clarity of argument and discussion
- Presentation style, including grammar, spelling and proofreading
- Use of the Harvard Reference System (not footnoting)
- Bibliography and/or Reference list (minimum 8 references required)
- 1200 words maximum

The essay will be handed into BESS in the HRM 107 marked letterbox no later than 6pm on Wednesday 29 April 2009. It must have attached an individual cover sheet which can be downloaded from the BESS website located at http://www.businessandeconomics.mq.edu.au/current/undergraduate/bess..

As a general rule late submission of assessments is not acceptable, however if you do have extenuating circumstances you must inform the lecture Prior to the due date. Otherwise late submissions will attract a penalty of a 10% deduction per day of the mark awarded.

3. Presentations  (Week 9-12 tutorials)
You are to form groups of no more than 5 students, then notify the tutor of group member names and student numbers by email (no later than week 4). Each group is required to prepare a presentation on a topic; topic lists will be handed out in week 2 tutorials by the tutor. (Only one group per tutorial can present and research the chosen topic, which will be allocated on a first come first served basis)

The following criteria will need to be addressed:

The presentation is not a stage show but getting and maintaining the interest of the audience will be expected and forms a major part of the mark. Each group member MUST present to the rest of the class and all should be prepared to answer questions from the class/and or tutor at the conclusion of the presentation. The use of presentation aids is encouraged, but emphasis should be placed on important material researched and use of organisational examples.
The presentation should not take any longer than 15 minutes.

**All group work is peer moderated**

In Week 13, the last class, each student will submit a peer evaluation assessment for each member in their group (including themselves). This will then allow a peer factor to be allocated to the Group’s raw score for each individual student, allowing a dispersion of marks within the same group. This peer factor is kept confidential.

**Final Examination**

The final exam will be held in the formal examination period 10 to 26 June, 2009.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in draft form before the commencement of the examinations. [http://www.timetables.mq.edu.au/exam](http://www.timetables.mq.edu.au/exam)

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at [http://www.reg.mq.edu.au/Forms/APSCon.pdf](http://www.reg.mq.edu.au/Forms/APSCon.pdf)

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester that is the final day of the official examination period.

**Plagiarism**

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the Handbook of Undergraduate Studies or on the web at: [http://www.student.mq.edu.au/plagiarism/](http://www.student.mq.edu.au/plagiarism/)

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

**Student Support Services**

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at [http://www.student.mq.edu.au](http://www.student.mq.edu.au).
CLASSROOM ETIQUETTE

Students are expected to arrive on time, certainly before five minutes past the hour, and not to leave until the class ends. If you have a recurring problem that makes you late, or forces you to leave early, have the courtesy to discuss this with your lecturer/tutor. Students must be quiet during lectures unless, of course, class participation is required. Mobiles should be turned off during classes; not simply set to “silent”.