

**DIVISION OF APPLIED SCIENCE AND MANAGEMENT**

**LEAD 272**

**Human Resources Management**

**3 Credits**

**Fall, 2020**

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## **COURSE OUTLINE**

**LEAD 272**

**Human Resources Management**

**3 CREDITS**

PREPARED BY: Rita Koeller, Instructor

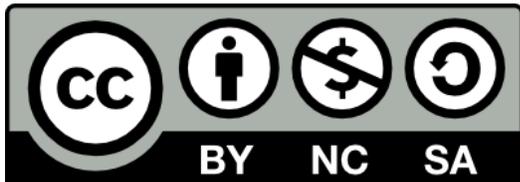
DATE: August 24, 2020

APPROVED BY: Ernie Prokopchuk, Dean

DATE: September 2, 2020

APPROVED BY SENATE: May 16, 2018

RENEWED BY SENATE: Click or tap to enter a date



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## Human Resources Management

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**INSTRUCTOR:** Rita Koeller

**OFFICE LOCATION:** TBD

**E-MAIL:** rkoeller@yukonu.ca

**TELEPHONE:** N/A

**OFFICE HOURS:** By appointment

**CLASSROOM:** Online: Zoom

<https://yukonu-ca.zoom.us/j/95600055085>

**TIME:** 8:30-11:30, Friday's

**DATES:** September 1 – December 18

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### COURSE DESCRIPTION

In this interactive course students will be introduced to the key functions of the human resources field and their role in supporting organizational strategy. Communication and professional skill building will be emphasized as student's development and engage in a variety of challenging human resources tasks and processes through group activities, role play and scenarios.

### PREREQUISITES

None

### RELATED COURSE REQUIREMENTS

You will need to have access to a computer to complete some of the work for this course.

### EQUIVALENCY OR TRANSFERABILITY

This course is new/newly developed/recently re-developed, and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of Business and Leadership.

## LEARNING OUTCOMES

*Upon successful completion of the course, students will be able to...*

- Describe the role that human resources functions play in helping support and shape organizational strategy.
- Develop, engage and enact a variety of challenging human resource tasks and processes through group activities and role play.
- Communicate an unpopular decision and defend it against criticism.
- Develop and engage a collective bargaining strategy.
- Engage a variety of leadership and communication skills to resolve interpersonal conflict.
- Model the professional conduct required of the human resource managers across a variety of circumstances in a multi-nations context.

## COURSE FORMAT

This course is offered online, in a blended format. Course content will be primarily driven through virtual classroom learning, interaction and participation. Human Resources management concepts and learning will be demonstrated and applied through case studies, role plays, simulations, small group and whole group discussions and presentations. Attendance and full participation are equally essential for students to fully benefit from the learning process. Your experience learning depends on personal participation and involvement and being supportive of others. Sharing perceptions, experiences and ideas with others is central to the learning.

You will be expected to attend class, to have thought about the material and any assigned readings, and to contribute to the class by actively participating in role plays, discussions and simulations. Students are responsible for reviewing modules on their own ahead of scheduled online class times. Modules, which may include readings, recordings, videos will be posted on YukonU's Learning Management System (Moodle).

Students will work individually and in groups to complete written and oral course work. Students are encouraged to use the resources provided in class as tools to

support their course work. The instructor will aim to keep the course material interactive and varied.

Email and frequent internet access are an important part of this course. The instructor will communicate through email and Yukon College's Learning Management System (Moodle). Using online tools and resources is a required part of this course.

## **ASSESSMENTS**

### Assignments

Students are responsible for six assignments in this course. Information about the assignments is found on the Topic Outline. Late assignments will have a 10% deducted for each day they are late, to a maximum of 50%. As the interviews and case study discussions can only be evaluated in class, missing your interviews, or cases will result in a failing grade as those simulations are entirely class and date dependent.

### Exam

There will be a final exam. It will cover material presented in class, simulations, case studies and presentations. If you miss the exam you must have a valid reason and it is your responsibility to let me know in advance that you will be unable to write. A final grade will be assigned on the following basis:

## **EVALUATION**

Assignments	55%
Final Exam	25%
Class Professionalism	20%
Total	100%

## **REQUIRED TEXTBOOKS AND MATERIAL**

There is no textbook to purchase for this course. There will be a Case Booklet to be purchased by each student online from Ivey Publishing, Ivey Business School.

Additional readings will be provided in class/online.

Access to a computer and word processing software is required. As a Yukon University student, you have access to Office 365 (including Word). Please see the IT help page for instructions on how to access Office 365 and download Word on your personal device.

### **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

### **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

### **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon

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University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.ca/yfnccr).

### **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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): [lac@yukonu.ca](mailto:lac@yukonu.ca).