



**COURSE OUTLINE**

**FNGA 108**

**Human Resource Management**

**45 HOURS  
3 CREDITS**

PREPARED BY: Marilyn Jensen

DATE: June 2016

APPROVED BY:

DATE:

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)



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APPLIED ARTS DIVISION  
FNGA 108  
3 Credit Course  
Winter Semester, 2017

## Human Resource Management

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**INSTRUCTOR:** Marilyn Jensen

**OFFICE HOURS:** Thursdays 3-4pm

**OFFICE LOCATION:** A2410

**CLASSROOM:** TBD

**E-MAIL:** [mjensen@yukoncollege.yk.ca](mailto:mjensen@yukoncollege.yk.ca)

**TIME:** Alternating Fridays, 9am - 4pm

**TELEPHONE:** (867) 668-8829

**DATES:** January 6th 2017  
January 20th 2017  
February 3rd 2017  
February 17<sup>th</sup> 2017  
March 3<sup>rd</sup> 2017  
March 17<sup>th</sup> 2017  
March 31st 2017  
April 21<sup>st</sup> (Exam), 2017

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### 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 Program.

### EQUIVALENCY OR TRANSFERABILITY

UNBC - UNBC COMM 1XX (3)      UVIC - UVIC COM 200 lev      VIU - VIU FNAT 1st (3)

For more information, please contact the program coordinator or refer to the BC Transfer Guide:

<http://bctransferguide.ca/search/course?search=YUKO%20FNGA%20107&direction=Sending&year>

## **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.

## **COURSE FORMAT**

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

## **ASSESSMENTS**

### **Attendance and Participation**

All students will be expected to attend and actively participate in class, as assigned

by the instructor. The material covered in the classroom is cumulative in nature, and missing classes may put students at a disadvantage. Participation will account for 10% of the student's final grade.

### **Assignments**

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

Assignment Two: Retention Strategy

Assignment Three: Employment Law Case Study

### **Oral Presentation 15%**

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%
<b>Total Marks</b>	<b>100%</b>

### **REQUIRED TEXTBOOKS AND MATERIALS**

Belcourt, Monica, Bohlander, G. and Singh, P. *Managing Human Resources: 7<sup>th</sup> Canadian Edition*. Nelson Education: 2011

### **REFERENCE ARTICLES:**

PDF Files available on the Course Website.

## **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

[http://www.yukoncollege.yk.ca//downloads/Yukon\\_College\\_Academic\\_Regulations\\_and\\_Procedures\\_-\\_August\\_2013\\_final\\_v1.pdf](http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf)

## **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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 College.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.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 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](mailto:lassist@yukoncollege.yk.ca).

## TOPIC OUTLINE/Syllabus

Session	Topic	Required Readings
Session 1	<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Defining HR</li> <li>• HR Planning</li> <li>• Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Text Chapter 1: p.4-6; p.11 starting at Challenge 3, 12-14; 20-32</li> <li>• Text Chapter 2: 44-62; 70-75</li> <li>• Text Chapter 13: p.538</li> <li>• Article: BMG. Brenda Kinnear. HR's Value Proposition. Strategic vs. Operational HR.</li> <li>• Article: HR Toolkit. Strategic HR Planning.</li> <li>• Article: HR Toolkit. Operational HR Planning.</li> </ul> <p>Article: Conference Board of Canada. How to Ensure Ethics and Integrity Throughout an Organization</p>
Session 2	<ul style="list-style-type: none"> <li>• Job Design and Compensation</li> </ul> <p>DUE: Assignment One: HRM at My First Nation</p>	<ol style="list-style-type: none"> <li>1. Text Chapter 4: p.138-149</li> <li>2. Text Chapter 9: p.370-383; p.388-390</li> <li>3. Text Chapter 5: p.174-186, p.203-208</li> <li>4. Text Chapter 6: p.226, 227; p.240 fig. 6.6, p.242-245, p.253-258</li> <li>5. Article: Conference Board of Canada. Building Tomorrow's Public Service Today.</li> </ol>
Session 3	<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Selection</li> <li>• Work Life Balance</li> <li>•</li> </ul>	<ol style="list-style-type: none"> <li>6. Article: HR Toolkit. Recruitment Checklist.</li> <li>7. Article: Film Journal International. You had me at hello? Poor Interviewing Techniques.</li> <li>8. Article: Yukon Human Rights Commission. Hiring Process Handout.</li> <li>9. Article: Canadian Human Rights Commission. Aboriginal Preference.</li> <li>10.</li> </ol>
Session 4	<ul style="list-style-type: none"> <li>• Wellness</li> <li>• Training and</li> </ul>	<ol style="list-style-type: none"> <li>11. Text Chapter 4: p.152-153 (half-way down page); p.159-163</li> </ol>

	Development	<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>
Session 5	Guest Speakers	To be announced
Session 6	<p>Performance Management Employment Law Dismissal</p> <p>Assignment Three: <b>Due</b></p>	<p>1. Text Chapter 8: p.322-326, 328-334, 337-357.</p> <p>2. Text Chapter 13: p.512-514, 515-518, 527-534,</p> <p>Review Chapters 11, 13, 14, 15 of Employment Law for Business and Human Resources Professionals. (glance through the chapters</p>
Session 7	Student Presentations	
Session 8	Exam Week	