# HRM 107

## Introduction to Human Resources

**E2 2012**

*Marketing and Management*

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[http://unitguides.mq.edu.au/unit_offerings/38290/unit_guide/print](http://unitguides.mq.edu.au/unit_offerings/38290/unit_guide/print)
General Information

Unit convenor and teaching staff
Unit Convenor
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Contact via troy.sarina@mq.edu.au

Other Staff
John Truong
john.truong@mq.edu.au
Contact via john.truong@mq.edu.au

Credit points
3

Prerequisites

Corequisites

Co-badged status

Unit description
This unit provides an introduction to human resource management (HRM) in Australia, key policies and practices and contemporary environmental influences on strategy formation. Major HRM topic areas include: human resource planning and staffing; employee training and development, performance appraisal, managing workforce diversity and occupational health and safety.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at http://students.mq.edu.au/student_admin/enrolmentguide/academicdates/

Learning Outcomes

1. Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.

2. Explain the strategic importance of HRM in managing for organisational effectiveness.

3. Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.
4. Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

**Assessment Tasks**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>Mid Term Test</td>
<td>15%</td>
<td>Week 5</td>
</tr>
<tr>
<td>Tutorial Presentation</td>
<td>20%</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Group Report</td>
<td>30%</td>
<td>Week 8</td>
</tr>
<tr>
<td>Final Examination</td>
<td>35%</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

**Mid Term Test**
Due: **Week 5**
Weighting: **15%**

This Assessment Task relates to the following Learning Outcomes:
- Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.

**Tutorial Presentation**
Due: **Ongoing**
Weighting: **20%**

This Assessment Task relates to the following Learning Outcomes:
- Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.
- Explain the strategic importance of HRM in managing for organisational effectiveness.
- Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

**Group Report**
Due: **Week 8**
Weighting: **30%**

This Assessment Task relates to the following Learning Outcomes:
Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

Final Examination

Due: **University Examination Period**
Weighting: **35%**

This Assessment Task relates to the following Learning Outcomes:

• Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.

• Explain the strategic importance of HRM in managing for organisational effectiveness.

• Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

**Delivery and Resources**

**Classes**

One 2-hour lecture each week plus one 1-hour tutorial each week. The tutorials commence in Week 2. The timetable for classes can be found on the University web site at: [http://www.timetables.mq.edu.au/](http://www.timetables.mq.edu.au/)

Once the tutorial groups are formed, students cannot change their classes.

Attendance will be taken in all tutorials.

Tutorial attendance is compulsory. Warning: You must attend at least 10 of the 12 tutorials – failure to do so will lead to failure of the subject.

Medical certificates must be provided if you are not able to attend a class without incurring a penalty.

Students are expected to arrive on time, 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 classes, unless of course when class participation is required.

Mobile phone must be turned OFF and not simply set to ‘silent’.
Students who disturb or disrupt in lectures and tutorial class will be asked to leave.

The lecturer has the final say in the adjustment of group-work marks taking into account peer assessment ratings.

Required and Recommended Texts and/or Materials

The Compulsory Text for the unit is:


Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic (&amp; reading)</th>
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<tr>
<td>1</td>
<td>Unit Overview</td>
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<tr>
<td></td>
<td>Evolution of HRM (ch 1)</td>
</tr>
<tr>
<td>2</td>
<td>The context of HRM (ch 2)</td>
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<tr>
<td>3</td>
<td>Employment relationships, industrial relations and HRM (ch 3)</td>
</tr>
<tr>
<td>4</td>
<td>HR and the Law (ch 3 and tutorial readings)</td>
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<tr>
<td>5</td>
<td>HR planning (ch 4,5)</td>
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<tr>
<td>6</td>
<td>Recruitment and attraction of talent (ch 6)</td>
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<td>7</td>
<td>Effective employee selection (ch 7)</td>
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<tr>
<td></td>
<td>MID SEMESTER BREAK</td>
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<tr>
<td>8</td>
<td>Reading Week</td>
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<tr>
<td>9</td>
<td>Developing HR in organisations (ch 8)</td>
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<tr>
<td>10</td>
<td>Managing Performance (ch 9)</td>
</tr>
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<td></td>
<td>Policies and Procedures</td>
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<td></td>
<td>Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:</td>
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<td>In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.</td>
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<td><strong>Academic Honesty</strong></td>
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<td>The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:</td>
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<td>- all academic work claimed as original is the work of the author making the claim</td>
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<tr>
<td></td>
<td>- all academic collaborations are acknowledged</td>
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<tr>
<td></td>
<td>- academic work is not falsified in any way</td>
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<td></td>
<td>- when the ideas of others are used, these ideas are acknowledged appropriately.</td>
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<tr>
<td></td>
<td>Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at <a href="http://www.mq.edu.au/policy/docs/academic_honesty/policy.html">http://www.mq.edu.au/policy/docs/academic_honesty/policy.html</a></td>
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<td><strong>Grades</strong></td>
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<td>Macquarie University uses the following grades in coursework units of study:</td>
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<tr>
<td></td>
<td>- HD - High Distinction</td>
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<td></td>
<td>- D - Distinction</td>
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<td>- CR - Credit</td>
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<td>- P - Pass</td>
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<td>- F - Fail</td>
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</table>
Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:


**Grading Appeals and Final Examination Script Viewing**

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

**Special Consideration Policy**

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

**Student Support**

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: http://students.mq.edu.au/support/.

**UniWISE provides:**

- Online learning resources and academic skills workshops http://www.mq.edu.au/learning_skills/
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.

**Student Enquiry Service**

Details of these services can be accessed at http://www.student.mq.edu.au/SES/.

**Equity Support**

Students with a disability are encouraged to contact the Disability Support Unit who can provide appropriate help with any issues that arise during their studies.
IT Help

If you wish to receive IT help, we would be glad to assist you at [http://informatics.mq.edu.au/help/](http://informatics.mq.edu.au/help/).

When using the university’s IT, you must adhere to the [Acceptable Use Policy](http://informatics.mq.edu.au/help/). The policy applies to all who connect to the MQ network including students and it outlines what can be done.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

**Learning outcome**

- Explain the strategic importance of HRM in managing for organisational effectiveness.

**Assessment tasks**

- Tutorial Presentation
- Group Report
- Final Examination

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

**Learning outcome**

- Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation’s historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should
have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

**Learning outcome**

- Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

**Problem Solving and Research Capability**

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

**Learning outcomes**

- Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.
- Explain the strategic importance of HRM in managing for organisational effectiveness.
- Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

**Effective Communication**

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

**Learning outcomes**

- Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.
- Explain the strategic importance of HRM in managing for organisational effectiveness.
Demonstrate an understanding of the links between the different areas of HRM and how they may contribute to a coherent, strategically advantageous set of HR plans and policies.

Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

Assessment tasks

- Tutorial Presentation
- Group Report
- Final Examination

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Identify and define key terms, concepts, frameworks, models and theories often discussed to in the HRM literature.
- Explain the strategic importance of HRM in managing for organisational effectiveness.

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcome

- Explain the strategic importance of HRM in managing for organisational effectiveness.

Assessment tasks

- Mid Term Test
- Tutorial Presentation
We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

**Learning outcome**
- Explain the strategic importance of HRM in managing for organisational effectiveness.

**Research and Practice**
- This unit gives you practice in applying research findings in your assignments
- This unit gives you opportunities to conduct your own research