



# HRM 107

## Introduction to Human Resources

S1 Day 2014

*Dept of Marketing and Management*

### Contents

---

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	8
<u>Research and Practice</u>	10

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Troy Sarina

[troy.sarina@mq.edu.au](mailto:troy.sarina@mq.edu.au)

Contact via [troy.sarina@mq.edu.au](mailto:troy.sarina@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 <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Identify and define key terms, concepts and theories discussed in the HRM literature.

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.

Demonstrate an understanding of the contribution of HRM in businesses.

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

## Assessment Tasks

Name	Weighting	Due
<u>Tutorial Assessed Coursework</u>	30%	Ongoing
<u>Group Assignment</u>	30%	Monday, 12 May
<u>Final Examination</u>	40%	Formal Examination Period

### Tutorial Assessed Coursework

Due: **Ongoing**

Weighting: **30%**

Critical thinking exercise: arguing a point of view and substantiating your views in writing

Exercise combining written report, debate and ongoing class engagement

On successful completion you will be able to:

- Identify and define key terms, concepts and theories discussed in the HRM literature.
- 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.
- Demonstrate an understanding of the contribution of HRM in businesses.

### Group Assignment

Due: **Monday, 12 May**

Weighting: **30%**

3000 word report on the strategic role of HR in modern organisations.

#### Extensions and late penalties

Requests for extensions will only be granted in accordance with the special consideration policy outlined within this guide.

Students will be penalised 5% of their awarded mark for each day that their submission is handed in after the due date. Any piece of assessment submitted more than 7 days after the due date will not be marked (exceptions apply for approved special consideration applications).

On successful completion you will be able to:

- 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: **Formal Examination Period**

Weighting: **40%**

Assessing understanding of themes discussed in the course. 2 hours. Format will be made later in the semester.

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

A 2 hour final examination for this unit will be held during the University Examination period.

The University Examination period in the First Half Year 2014 is from June 16 – July 4.

On successful completion you will be able to:

- Identify and define key terms, concepts and theories discussed in the HRM literature.
- 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.
- Demonstrate an understanding of the contribution of HRM in businesses.

## 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/>

- Once the tutorial groups are formed, students **cannot change** their classes.
- Attendance will be taken in all tutorials.
- Tutorial attendance is imperative. **Warning:** If you do not attend at least 10 of the 12 tutorials your in-class assessment mark will be adversely affected.

### TECHNOLOGY USED AND REQUIRED

Students are required to learn how to use word processing, iLearn and the library journals catalogue

### UNIT WEB PAGE

Course material is available on the learning management system (ilearn)

The web page for this unit can be found at: <https://ilearn.mq.edu.au/login/MQ/>

## REQUIRED TEXTS AND MATERIALS

The Compulsory Text for the unit is:

Nankervis, A., Baird, M., Coffey, J., & Shields, J. (2014). *Human resource management: Strategy and practice* (8<sup>th</sup> ed.). Melbourne: Cengage. This text can now be purchased from the Macquarie University Co-op Bookshop.

## CONSULTATION TIMES

You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

Dr Sarina will be available for consultation on Mondays from 3pm to 4pm by appointment. Contact: Building E4A, Room 652, [troy.sarina@mq.edu.au](mailto:troy.sarina@mq.edu.au) or 9850 1815 (leave message)

Teaching staff will generally respond to emails within 48 hours (excluding weekends). Accordingly, students must organise their study schedules to ensure that they do not feel the need for urgent email replies.

## CHANGES SINCE THE LAST OFFERING OF THIS UNIT

There are no significant changes since last Session.

# Unit Schedule

Week	Lecture Topic (& reading)	Tutorial Topic (see detailed program below)
1	Unit Overview Evolution of HRM (ch 1)	No tutorial
2	The context of HRM (ch 2)	The evolution of HRM (ch 1)
3	Employment relationships, industrial relations and HRM (ch 3)	HRM contexts (ch 2)
4	The role of law and regulation in HRM (ch 3)	Employment relationships, industrial relations and HRM (ch 3) <b>Group Debate 1</b>

5	HR planning in dynamic environments (ch 4,5)	HR and the Law (ch 3 and tutorial readings) <b>Group Debate 2</b>
6	Attracting talent and effective employment selection (ch 6)	De-constructing argument exercise
7	Retaining and developing staff (ch 7)	Unpacking the selection process (ch 6)
<p><b>MID SEMESTER BREAK</b></p> <p><b>April 14 – 25</b></p>		
8	Managing Performance (ch 8)	Talent Development (ch 7)
9	Negotiation at the workplace (ch 9) <b>Report Due Monday 12 May 4pm</b>	Examining issues related to managing performance (ch 8)
10	Strategic reward management (ch 10)	How to negotiate effectively with workers (Ch 9)
11	Workplace Health and Safety & Employee Wellbeing (ch 11)	Understanding the motivations of employees: reward management (ch 10) <b>Group Debate 3</b>
12	Subject Review and Exam Preparation	OHS & employee wellbeing <b>Group Debate 4</b>
13	<b>Queen's Birthday Long Weekend</b>	<b>NO LECTURES OR TUTORIALS</b>

## Policies and Procedures

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:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

### Extensions and late penalties

Requests for extensions will only be granted in accordance with the special consideration policy outlined within this guide.

Students will be penalised 5% of their awarded mark for each day that their submission is handed in after the due date. Any piece of assessment submitted more than 7 days after the due date will not be marked (exceptions apply for approved special consideration applications).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

### Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide

appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### 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 and theories discussed in the HRM literature.
- 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.
- Demonstrate an understanding of the contribution of HRM in businesses.
- Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

### Assessment tasks

- Tutorial Assessed Coursework
- Group Assignment
- Final Examination

## 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 outcomes**

- Identify and define key terms, concepts and theories discussed in the HRM literature.
- 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.
- Demonstrate an understanding of the contribution of HRM in businesses.
- Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

## **Assessment tasks**

- Tutorial Assessed Coursework
- Group Assignment
- Final Examination

## **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**

- 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.

## **Assessment tasks**

- Tutorial Assessed Coursework
- Group Assignment
- Final Examination

## **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 and theories discussed in the HRM literature.
- 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.
- Demonstrate an understanding of the contribution of HRM in businesses.
- Understand the importance of and principles of good communication and evaluation strategies for effective HRM.

## **Assessment tasks**

- Tutorial Assessed Coursework
- Group Assignment
- Final Examination

## **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

The Compulsory Text for the unit is:

Nankervis, A., Baird, M., Coffey, J., & Shields, J. (2014). *Human resource management: Strategy and practice* (8th ed.). Melbourne: Cengage. This text can now be purchased from the Macquarie University Co-op Bookshop.

Other useful texts which comprehensively cover the core material include:

- Bratton, J., & Gold, J. (2012). *Human resource management: Theory and practice* (5th ed.). Basingstoke: Palgrave Macmillan.
- De Cieri, H., Kramar, R., Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). *Human resource management in Australia: Strategy, people and performance* (3rd ed.). North Ryde, NSW: McGraw-Hill.
- Stone, R. J. (2013). *Human resource management* (8th ed.). Milton, QLD: John Wiley & Sons.

The publications listed below are highly recommended for further reading on the topics covered in the unit. Students should also consult them for the research and preparation of assignments.

### **Books**

These are suggested books in order to broaden your reading.

- Boxall, P., & Purcell, J. (2011). *Strategy and human resource management* (3rd ed.). Basingstoke: Palgrave Macmillan.

- Bratton, J., & Gold, J. (2012). Human resource management: Theory and practice (5th ed.). Basingstoke: Palgrave Macmillan.
- Brewster, C., Carey, L., Dowling, P., Grobber, P., Holland, P., & Warnich, S. (2007). Contemporary issues in human resource management: Gaining a competitive advantage (2nd ed.). Cape Town: Oxford University Press.
- De Cieri, H., Kramar, R., Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). Human resource management in Australia: Strategy, people and performance (3rd ed.). North Ryde, NSW: McGraw-Hill.

Page 5 of 21

- Legge, K. (1995). Human resource management: Rhetorics and realities. Basingstoke: Macmillan Business. [also 2005 Anniversary edition].
- Leopold, J., & Harris, L. (2009). The strategic managing of human resources (2nd ed.). London: Pearson Education.
- Noe, R., & Winkler, C. (2009). Employee training and development for Australia and New Zealand. North Ryde, NSW: McGraw-Hill.
- Shields, J. (2007). Managing employee performance and reward: Concepts, practices, strategies. Port Melbourne: Cambridge University Press.
- Stone, R. J. (2013). Human resource management (8th ed.). Milton, QLD: John Wiley & Sons.

#### Journals

Apart from books, students will find it invaluable to get into the practice of reading relevant articles from journals. Below students will find a list of journals to start their reading and research. Those suggested can all be found within the university library system.

Academy of Management Journal Journal of Industrial Relations

Asia Pacific Journal of Human Resources Work, Employment & Society

Australian Journal of Management Employee Relations

Human Resource Management Journal Harvard Business Review

International Journal of Human Resource Management

Some useful websites:

<http://www.fwa.gov.au> <http://www.ilr.cornell.edu/>

<http://www.ahri.com.au> <http://www.shrm.org>

<http://www.deewr.gov.au/> <http://www.hreoc.gov.au/>

<http://www.ilo.org/> <http://www.psmpc.gov.au/>

[http://europa.eu.int/comm/dg05/index\\_en.htm](http://europa.eu.int/comm/dg05/index_en.htm)

<http://www.innovations.gov.au>