MGMT1007
Introduction to Human Resource Management
Session 1, In person/Online-scheduled-weekday, North Ryde 2022

Department of Management

Contents

General Information ......................................................... 2
Learning Outcomes ....................................................... 2
General Assessment Information ................................. 3
Assessment Tasks .......................................................... 3
Delivery and Resources .................................................. 5
Unit Schedule ............................................................... 5
Policies and Procedures .................................................. 5

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
Hector Viveros Tapia
hector.viveros@mq.edu.au

Credit points
10

Prerequisites

Corequisites

Co-badged status

Unit description
This unit provides an introduction to human resource management (HRM) in Australia. Content examined includes key policies and practices and contemporary environmental influences on HR strategy formation. Major topic areas are: human resource planning and staffing; employee training and development; performance appraisal; managing a workforce; and workplace health and safety. On completion of this unit students will be able to demonstrate the links between the different areas of HRM and the contribution of HRM in businesses.

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:

ULO1: Identify and investigate key concepts and theories in Human Resource Management.
ULO2: Explain and analyse the connection between Human Resource Management and organisational processes, plans and policies which deliver sustainable organisations.
ULO3: Develop and apply effective critical thinking and argument-making skills, both written and verbal.
General Assessment Information

Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

Table 1: Penalty calculation based on submission time

<table>
<thead>
<tr>
<th>Submission time after the due date (including weekends)</th>
<th>Penalty (% of available assessment task mark)</th>
<th>Example: for a non-timed assessment task marked out of 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 24 hours</td>
<td>10%</td>
<td>10% x 30 marks = 3-mark deduction</td>
</tr>
<tr>
<td>24-48 hours</td>
<td>20%</td>
<td>20% x 30 marks = 6-mark deduction</td>
</tr>
<tr>
<td>48-72 hours</td>
<td>30%</td>
<td>30% x 30 marks = 9-mark deduction</td>
</tr>
<tr>
<td>72-96 hours</td>
<td>40%</td>
<td>40% x 30 marks = 12-mark deduction</td>
</tr>
<tr>
<td>&gt; 96 hours</td>
<td>100%</td>
<td>Assignment won’t be accepted</td>
</tr>
</tbody>
</table>

Special Consideration

To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>30%</td>
<td>No</td>
<td>Week 7</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>20%</td>
<td>No</td>
<td>Week 11</td>
</tr>
<tr>
<td>Online Examination</td>
<td>50%</td>
<td>No</td>
<td>University’s formal examination period</td>
</tr>
</tbody>
</table>

Report

Assessment Type: Report
Indicative Time on Task: 20 hours
Due: Week 7  
Weighting: 30%

This assessment is an individual report of up to 1,500 words, and worth 30%.

On successful completion you will be able to:
- Identify and investigate key concepts and theories in Human Resource Management.
- Explain and analyse the connection between Human Resource Management and organisational processes, plans and policies which deliver sustainable organisations.
- Develop and apply effective critical thinking and argument-making skills, both written and verbal.

Group Presentation
Assessment Type 1: Presentation
Indicative Time on Task 2: 15 hours
Due: Week 11  
Weighting: 20%

A 3-4 minute individual presentation as part of a team, and worth 20%.

On successful completion you will be able to:
- Identify and investigate key concepts and theories in Human Resource Management.
- Develop and apply effective critical thinking and argument-making skills, both written and verbal.

Online Examination
Assessment Type 1: Examination
Indicative Time on Task 2: 15 hours
Due: University's formal examination period  
Weighting: 50%

A two-hour online final examination, administered via iLearn and worth 50%, will be held during the University Examination Period.
On successful completion you will be able to:

• Identify and investigate key concepts and theories in Human Resource Management.
• Develop and apply effective critical thinking and argument-making skills, both written and verbal.

1 If you need help with your assignment, please contact:

• the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
• the Writing Centre for academic skills support.

2 Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

<table>
<thead>
<tr>
<th>Required text</th>
<th>Nankervis, A., Baird, M., Coffey, J., &amp; Shields, J. Human Resource Management: Strategy and Practice (10th ed.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit web page</td>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
</tbody>
</table>
| Technology Used and Required | Students are required to have access to a personal computer and familiarise themselves with iLearn ([https://ilearn.mq.edu.au/login/](https://ilearn.mq.edu.au/login/)).

iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students. |
| Delivery Format and Other Details | • Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s)
• Tutorials will commence in Week 1.
• 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/) |
| Recommended readings | Recommended readings are provided via the Leganto links on the iLearn Unit page |
| Inherent Requirements | Tutorial attendance is required in the presentation week to complete the Group Presentation task. |

Unit Schedule

See iLearn.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central ([https://policies.mq.edu.au](https://policies.mq.edu.au)). Students should be aware of the following policies in particular with regard to Learning and Teaching:

• Academic Appeals Policy
• Academic Integrity Policy
• Academic Progression Policy
• Assessment Policy
• Fitness to Practice Procedure
• Assessment Procedure
• Complaints Resolution Procedure for Students and Members of the Public
• Special Consideration Policy

Students seeking more policy resources can visit Student Policies (https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

**Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/student-conduct

**Results**

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

**Academic Integrity**

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

**Student Support**

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

**The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

• Workshops
• Chat with a WriteWISE peer writing leader
• Access StudyWISE
• Upload an assignment to Studiosity
• Complete the Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

• Subject and Research Guides
• Ask a Librarian

Student Services and Support
Macquarie University offers a range of Student Support Services including:

• IT Support
• Accessibility and disability support with study
• Mental health support
• Safety support to respond to bullying, harassment, sexual harassment and sexual assault
• Social support including information about finances, tenancy and legal issues

Student Enquiries
Got a question? Ask us via AskMQ, or contact Service Connect.

IT Help
For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University’s IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.