



# HRM 107

## Introduction to Human Resources

S2 Day 2013

*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>	7

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## General Information

Unit convenor and teaching staff

Unit Convenor

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Other Staff

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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, 14 October
<u>Final Examination</u>	40%	Formal Examination Period

### Tutorial Assessed Coursework

Due: **Ongoing**

Weighting: **30%**

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, 14 October**

Weighting: **30%**

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%**

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

### 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 Compton R, Baird, M and Coffey, J. (2011). *Human Resource Management: Strategy and Practice*. 7<sup>th</sup> edition, Cengage, Melbourne. 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 Tuesdays from 2pm to 3pm 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	HR and the Law (ch 3 and tutorial readings)	Employment relationships, industrial relations and HRM (ch 3) <b>Group Debate 1</b>
5	HR planning & Workplace Diversity (ch 4,5)	HR and the Law (ch 3 and tutorial readings) <b>Group Debate 2</b>
6	Recruitment and attraction of talent (ch 6)	De-constructing argument exercise
7	Effective employee selection (ch 7)	Recruitment strategies
<b>MID SEMESTER BREAK</b>  <b>September 16 - 27</b>		
8	Developing HR in organisations (ch 8)	Selection practices

9	<b>Labour Day Public Holiday</b>	<b>No lectures and tutorials</b>
10	Managing Performance (ch 9) <b>Report Due Monday 14 October 4pm</b>	Human resource development
11	Strategic reward management (ch 10)	Managing performance <b>Group Debate 3</b>
12	Workplace Health and Safety & Employee Wellbeing (ch 11)	Understanding the motivations of employees: reward management <b>Group Debate 4</b>
13	Subject Review and Exam Preparation	OHS & employee wellbeing

## 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://www.mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

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

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

Grade Appeal Policy <http://www.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)

Special Consideration Policy [http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

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

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).

### 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

## 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.students.mq.edu.au/support/learning\\_skills/](http://www.students.mq.edu.au/support/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 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

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

## IT Help

If you wish to receive IT help, we would be glad to assist you at <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 and it outlines what can be done.

## 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.
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## **Assessment tasks**

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- 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.
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## Assessment tasks

- Tutorial Assessed Coursework
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- Final Examination