HRM 107
Introduction to Human Resources
MQC1 Day 2015
Dept of Marketing and Management

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## General Information

<table>
<thead>
<tr>
<th>Unit convenor and teaching staff</th>
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<tr>
<td>Unit Convenor</td>
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</table>
| Terry Standen                   | terry.standen@mq.edu.au  
| Contact via terry.standen@mq.edu.au |  
| Please contact Terry Standen at terry.standen@mqc.edu.au to arrange a time. |  

<table>
<thead>
<tr>
<th>Credit points</th>
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<table>
<thead>
<tr>
<th>Prerequisites</th>
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<table>
<thead>
<tr>
<th>Corequisites</th>
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<tr>
<th>Co-badged status</th>
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**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://students.mq.edu.au/important-dates](https://students.mq.edu.au/important-dates)

## Learning Outcomes

1. Identify and define key terms, concepts and theories discussed in the HRM literature.
2. 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.
3. Demonstrate an understanding of the contribution of HRM in businesses.
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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<tbody>
<tr>
<td>Tutorial Assessed Coursework</td>
<td>30%</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Group Assignment</td>
<td>30%</td>
<td>Monday Week 9</td>
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<tr>
<td>Final Examination</td>
<td>40%</td>
<td>Formal Examination Period</td>
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</tbody>
</table>

**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

This Assessment Task relates to the following 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.

**Group Assignment**

Due: **Monday Week 9**  
Weighting: **30%**

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

**Extensions and late penalties**

Extensions will only be granted with an approved "Disruption to Studies" lodged at ask.mq.edu.au prior to the due date.

Late submissions will be penalised at 10% per day late up to five working days. After which zero (0) marks will be recorded.

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.
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.

This Assessment Task relates to the following 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.

Delivery and Resources

Classes

One 2-hour lecture each week plus one 1-hour tutorial each week. The tutorials commence in Week 1. The timetable for classes can be found on the MQC Portal

• Attendance will be taken in lectures and 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

https://unitguides.mq.edu.au/unit_offerings/54505/unit_guide/print
Required texts and materials

The Compulsory Text for the unit is:


Consultation Times

Please contact Terry Standen at terry.standen@mqc.edu.au to arrange a time for consultation.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic (&amp; reading)</th>
<th>Tutorial Topic (see detailed program below)</th>
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<tbody>
<tr>
<td>1</td>
<td>Unit Overview</td>
<td>GTKY Exercises</td>
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<tr>
<td></td>
<td>Evolution of HRM (ch 1)</td>
<td></td>
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<tr>
<td>2</td>
<td>The context of HRM (ch 2)</td>
<td>The evolution of HRM (ch 1)</td>
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<tr>
<td>3</td>
<td>Employment relationships, industrial relations and HRM (ch 3)</td>
<td>HRM contexts (ch 2)</td>
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<tr>
<td>4</td>
<td>The role of law and regulation in HRM (ch 3)</td>
<td>TBA</td>
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<td>Easter Monday: Make-Up TBA</td>
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<tr>
<td>5</td>
<td>HR planning in dynamic environments (ch 4,5)</td>
<td>TBA</td>
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<tr>
<td>6</td>
<td>Attracting talent and effective employment selection (ch 6)</td>
<td>Employment relationships, Industrial Relations and HRM Group Debate 1</td>
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</tbody>
</table>
| 7   | Retaining and developing staff (ch 7) | HR and the Law
|     |                                  | Group Debate 2
| 8   | Managing Performance (ch 8)         | De-con structs argument exercise
| 9   | Negotiation at the workplace (ch 9) | Talent Development
|     | Report Due in Class. (Soft Copy by 11.30pm) | 
| 10  | Strategic reward management (ch 10)  | Negotiating in the Workplace (Ch 9)
| 11  | Workplace Health and Safety & Employee Wellbeing (ch 11) | Reward Management
|     |                                  | Group Debate 3
| 12  | Subject Review and Exam Preparation | WHS & employee wellbeing
|     |                                  | Group Debate 4
| 13  | Summary and Revision               | 

### Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](http://mq.edu.au/policy/docs). 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)
- [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)
- [Disruption to Studies Policy](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](http://mq.edu.au/policy/docs) 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/)

### Results

Results shown in *iLearn*, 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.

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).

Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F – Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:


For further information, please refer to the following link:


Grade Appeals and Final Examination Script Viewing City Campus

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.
Attendance at Macquarie City Campus

All Students are required to attend at least 80% of the scheduled course contact hours each Session. Additionally Macquarie City Campus monitors the course progress of international students to ensure that the student complies with the conditions of their visa relating to attendance.

This minimum level of attendance includes all lectures and tutorials. Tutorial attendance will be recorded weekly. If any scheduled class falls on a public holiday this will be rescheduled as advised by your Lecturer. Attendance at any mid-Session or in-class test is compulsory unless otherwise stated.

Unavoidable non-attendance due to illness or circumstances beyond your control must be supported by appropriate documentation to be considered for a supplementary test. Other non-attendance will obtain zero for the test. You should refer to the section above on Special Consideration for more details about this.

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) 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 Support at Macquarie City Campus

Students who require assistance are encouraged to contact the Student Services Manager at Macquarie City Campus. Please see reception to book an appointment.

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

At any time students (or groups of students) can book our Student Advising rooms on Level 6 by
emailing info@city.mq.edu.au with a day and time and nominated contact person. There are additional student study spaces available on Level 1.

Macquarie University Campus Wellbeing also has a presence on the City Campus each week. If you would like to make an appointment, please email info@city.mq.edu.au or visit their website at: http://www.campuslife.mq.edu.au/campuswellbeing

StudyWISE provides:

· Online learning resources and academic skills workshops http://www.mq.edu.au/learning_skills

· Personal assistance with your learning & study related questions

Student Enquiry Service

For all student enquiries, visit Student Connect at ask.mq.edu.au

Equity 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.

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.

IT Help at Macquarie City Campus

If you wish to receive IT help, we would be glad to assist you at http://informatics.mq.edu.au/help/ or call 02 9850-4357.

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.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.

Students are expected to act responsibly when utilising Macquarie City Campus IT facilities. The following regulations apply to the use of computing facilities and online services:
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

- 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

Accessing inappropriate web sites or downloading inappropriate material is not permitted.

Material that is not related to coursework for approved unit is deemed inappropriate.

Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

If you would like to borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) at any point, please ask at Level 2 Reception. You will be required to provide your MQC Student ID card. This will be held as a deposit while using the equipment.

For assistance in the computer labs, please see a Lab Demonstrator (usually they can be found in Lab 311, otherwise ask at Level 2 Reception).

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Assessment tasks

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- 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

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 systematically 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.
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Assessment tasks

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• 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:


Other useful texts which comprehensively cover the core material include:

Books

These are suggested books in order to broaden your reading.


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
Unit guide HRM 107 Introduction to Human Resources

International Journal of Human Resource Management

Some useful websites:
http://europa.eu.int/comm/dg05/index_en.htm
http://www.innovations.gov.au

Changes since First Published

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<th>Date</th>
<th>Description</th>
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<tr>
<td>03/03/2015</td>
<td>Changes to Unit Schedule</td>
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